2016-17 CATALOG AND STUDENT HANDBOOK

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LFCC

Lord Fairfax Community College

lfcc.edu

2016-17

LFCC Catalog and Student Handbook

Middletown Campus
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lfcc.edu/Middletown

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Warrenton, VA 20187-8820
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lfcc.edu/Luray

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Warrenton, VA 20187-3945
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lfcc.edu/Vinthill

Toll Free: 1-800-906-LFCC **TTY 711** (*Virginia Relay)*

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

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

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Letter from the President

Welcome to Lord Fairfax Community College (LFCC)! 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 over sixty-nine 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 shortened sessions including eight-week, ten-week, and twelve-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 four locations – the Fauquier and Middletown Campuses, the Luray-Page County Center, and the Vint Hill site – 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, where it is our mission to provide a positive, caring and dynamic learning environment that inspires student success, values diversity and promotes community vitality. 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!

Cheryl Thompson-Stacy
President

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History

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 9,500 unduplicated credit students and more than 12,150 individuals in professional development and business and industry courses annually.

The College

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 and Vint Hill Centers — 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 and online by a four-year institution. LFCC also serves the business community by offering workforce preparation programs for employees and employers. LFCC serves more than 9,500 unduplicated credit students and more than 12,150 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), national origin, religion, sexual orientation, gender identity, political affiliation, veteran status, qualified persons with disabilities or other non-merit factors.

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

LFCC provides a positive, caring and dynamic learning environment that inspires student success, values diversity and promotes community vitality.

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 Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate degrees. Contact SACSCOC at 1866 Southern Lane, Decatur, Georgia 30003-4097 or call 404-679-4500 for questions about the accreditation of Lord Fairfax Community College. 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 four locations—the Fauquier and Middletown Campuses and the Luray-Page County Center and the Vint Hill Site—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 Student Services Office, 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: I-66 W/Front Royal, to Exit 43A, U.S. Route 29 South to U.S. Route 15/ 17/29 South. Travel 13.7 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 Kumuli 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.

In January 2014, the beautiful Student Union opened. The 32,000 square-foot building provides new amenities for students. The Student Union provides a larger bookstore; fitness center; two exercise studios; food service and café; recreational lounge; two classrooms; a quiet study room; and offices for student activities staff and physical education faculty.

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 opened on Jan. 9, 2006. This space has 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 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 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.

Vint Hill Site

The most recent LFCC location, Vint Hill, opened February 2015 in eastern Fauquier County. This space offers three lecture classrooms and two computer labs. Vint Hill's class schedule is specifically geared towards those students in need of a more flexible learning environment. Classes are offered in the afternoon and evening hours and classes can be both standard lecture, with a faculty member onsite, or distanced to our other locations. The building is located on property that was previously used by both the Army and National Security Agency for training purposes. Vint Hill is conveniently located off of Route 29 and serves the needs of a rapidly growing area.

Driving Directions

*From the North: I-66 East, to Exit 40, right on U.S. Route 15 South, Travel 2.9 miles to right on Lee Highway/U.S. Route 15/29 South, Travel 1 mile to a left on Vint Hill Road/Virginia 215, Travel 1.9 miles to a right on Vint Hill Parkway, Travel .6 miles to right on Watson Court, Watson Court becomes Weeks Drive, location will be on the left.
*From the South: U.S. Route 17N to a right on U.S. Route 15/29/17 North, continue on U.S. Route 15/29 North, Travel 9.4 miles to right on Vint Hill Road/Virginia 215, Travel 1.9 miles to a right on Vint Hill Parkway, Travel .6 miles to right on Watson Court, Watson Court becomes Weeks Drive, location will be on the left.
*From the East: Virginia 28 to a right on Vint Hill Road/Virginia 215, Travel 7.3 miles to a left on Vint Hill Parkway, Travel .6 miles to right on Watson Court, Watson Court becomes Weeks Drive, location will be on the left.
*From the West: U.S. Route 15 North to a right on Vint Hill Road/Virginia 215, Travel 1.9 miles to a right on Vint Hill Parkway, Travel .6 miles to right on Watson Court, Watson Court becomes Weeks Drive, location will be on the 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 Services

The College is committed to enhancing the educational experience of each student through a variety of services and activities. Student Services 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 /clubs 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 include:

- Administrative Support Technology
- Business
- Engineering, Construction and Industry
- Fine Arts
- Health Information Management
- Health Professions
- Paralegal

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
  - Administrative Justice Specialization
  - Human Services
  - Recreation in Outdoor Leadership
- Liberal Arts
  - Communication Specialization
  - Fine Arts Specialization
  - Philosophy and Religion Specialization
- Science
  - Agriculture Specialization
  - Engineering Specialization
  - Forensic Science Specialization
  - Health Professions Specialization

Direct Assessment, Competency-Based Education (CBE)

Seven direct assessment CBE programs have been approved by the college's regional accreditor SACSCOC. These include the Associate of Applied Science degree in Health Information Management and in Information Systems Technology; the Certificate in Office Systems Assistant; and Career Studies Certificate in Hospital Facility Coding, Information Processing Technician, Cyber security, and Networking Specialist. Program descriptions are provided separately in this catalog.

Workforce Solutions and Continuing Education

Workforce Solutions and Continuing Education at Lord Fairfax Community College (Workforce Solutions) serves the individuals and businesses throughout the community with high-quality, relevant course offerings. Workforce Solutions offers high-quality instruction and hands-on skills that transfer directly into the workplace. This unit offers instructional year-round programs convenient for individuals or employers at multiple locations, or even on-site for an organization.

Workforce Solutions provides open enrollment and online courses to help individuals quickly develop critical, high-demand job skills and earn recognized industry credentials. Over half the programs offered through Workforce Solutions result in certifications and licensure that lead to direct employment. Programs are offered in many categories of training that include: Business & Professional Development, Computer & Technology, Healthcare & Wellness, and Industry, Manufacturing & Construction Trades.

Workforce Solutions also offers Contract Training Programs for employers, "fast track" Career Training Boot Camps and Career Changer Programs, Kids College Youth Camps, Online Learning, Personal Enrichment and Career Coaching & Job Placement Services (for eligible candidates). Depending on eligibility requirements met, Workforce Solutions can offer several Funding Options including Financial Aid towards Workforce Credentials, Grant Funding or Private Funding options.

To learn more call 540-868-7021 or visit LFCCWorkforce.com

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

Individuals are eligible for admission to the community college if they are high school graduates with an approved diploma, have a general education (GED) certificate or demonstrate ability to benefit from college as demonstrated on the Virginia Placement Test (VPT). Students 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 Nursing, Dental Hygiene, Emergency Medical Services, Advanced EMT (AEMT) Emergency Medical Technician-Intermediate, Practical Nursing, Surgical Technology, Central Services and Phlebotomy 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 Admissions and Records Office

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 Admissions and Records Office.

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 22645-1745
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 online in their student center or 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 found in the Student Information System.

Placement Testing Requirements

Students need to complete placement testing or submit SAT or ACT scores to the Testing Center. Unless meeting an exception all new students are required to take placement tests in English 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 on the testing center website at http://www.lfcc.edu/testing.

Placement testing at the Middletown and Fauquier Campuses is available on a walk-in basis, no appointment required. Placement testing at the Luray-Page County Center is available by appointment only. There is no placement testing available at Vint Hill. Photo identification is required. One of the following photo IDs must be provided:

- Valid driver's or learner's license
- Passport or U.S. issued Visa
- 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 two 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 Student Services and meet with an advisor for prerequisite evaluation.

New Student Registration

Those students wishing to pursue degrees/certificates at LFCC are required to watch an orientation video and complete a new student advising session. The process provides students the opportunity to:

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

Students are encouraged to attend New Student Welcome Day, held the week before classes begin. This event gives new students the opportunity to become familiar with the College and its resources.

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. Special admission requirements are listed in the applicable degree program in the College catalog.

For admission to associate degree programs, a person must be a high school graduate with an approved diploma, have a general education development (GED) certificate or demonstrate ability to benefit from college on the VPT 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.

Admission to Health Professions Programs

Students must apply for admission to health professions programs (practical nursing, nursing, surgical technology, dental hygiene, phlebotomy, emergency medical services, advanced emergency medical technician (AEMT) emergency medical technician – intermediate, paramedic and central services) in addition to applying for admission to the College. Admission requirements and application materials are available through the Division of Nursing and Allied Health. 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 an instructional program that provides a unique and sustainable way to advance access and equity to higher education with the same standards and quality as are consistent with those established college wide. Dual enrollment is primarily for 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. 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.

Students interested in dual enrollment should contact their high school counseling office. Please visit LFCC's homepage and click on Future Students for the procedures to enroll. For more information, please contact the Dual Enrollment 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 with 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.

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) or the Virginia Department of Veteran Services (DVS).. For information concerning the VA and educational assistance, contact LFCC Veterans Services, http://www.lfcc.edu/veterans or http://www.gibill.va.gov. The Veteran Affairs Office go directly to the government website at http://www/dvs/virginia.gov.The Veteran Services Office at LFCC provides information about VA educational benefits to veterans, service members and eligible dependents. The office also certifies student enrollment with the VA and DVS.

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 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 Commission on Colleges 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.

Alternative Forms of Credit

Advanced Placement (AP) and International Baccalaureate (IB) Programs

Advanced Placement (AP) & International Baccalaureate (IB) Programs AP/IB examinations generally follow the successful completion of AP/IB courses in high schools where AP/IB courses are taught. LFCC awards credit for completion of selected AP examinations on which a score of three, four or five is achieved. LFCC accepts scores of 5 or higher for the higher level test for International Baccalaureate (IB) courses. To receive credit, students must be admitted to the College, be admitted to a program, submit a copy of their score report printed from the College Board Web site or sent directly from the College Board, and submit a signed Transcript Evaluation Request Form. 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 the institution's policy regarding AP/IB course credit. Students eligible for AP/IB credit should contact the Middletown Campus Admissions and Records Office at 540-868-7105, or the Fauquier Campus Admissions and Records Office at 540-351-1510 for additional assistance.

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. Credit may not be accepted at all schools. 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

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, Discover or Visa credit cards or the TMS interest-free payment plan. The preferred method of payment is online using credit cards, e check or savings account. Tuition paid by check or credit card should 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.

Auxiliary Fee

The College charges an auxiliary fee of $27 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. An auxiliary fee will be charged to all students. The auxiliary 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 of $2.15 per credit hour is charged to all students taking 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 $8.50 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 may be 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 (20.48) 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 $35.00 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 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.

After drop date, a student needs to complete a withdrawal form and see Admissions and Records to complete the process. 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 Admissions and Records Office 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 Admissions and Records Office if the deletions were done in error and/or if the student requests reinstatement in the class.

Financial Aid

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. For a complete list of financial aid available see http://www.lfcc.edu/finaid.

How to Apply for Federal and State Financial Aid

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 1. Information concerning financial aid at LFCC is available at the Financial Aid Office or on the College's Web site at http://www.lfcc.edu/finaid. Students must have a high school diploma, a GED or completed a homeschool program in order to be eligible to receive financial aid.

Satisfactory Academic Progress for Financial Aid Recipients

Students are required to maintain satisfactory academic progress to receive and continue receiving aid. The U.S. Department of Education has established a series of standards that define satisfactory academic progress (SAP). For full Satisfactory Academic Progress details, see http://www.lfcc.edu/finaid.

Financial Aid Repayment

If students drop a class and financial aid has already been disbursed to their account, a debt may be incurred to LFCC if an overpayment occurs for a change in enrollment status. Additionally, student who withdraw, drop out, are dismissed, or take a leave of absences prior to completing 60 percent of a payment period may be required to pay back some or all of the financial aid. These policies are effective only if the student completely terminated enrollment or stops attending all their classes before competing more than 60 percent of the enrollment period. For more information, see Repayment Policy at http://www.lfcc.edu/finaid.

Student Services

Educational Support

The College offers services and activities that complement academic programs to support the development of each students. 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.

Academic Advising

LFCC believes that an appropriate and interactive academic advising process is essential to student success. The College is committed to providing 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 and planning are provided by a staff or trained counselors and academic advisors to assist students in clarifying their life, educational and career goals.

Students who changes their academic goals should meet with an advisor to ensure appropriate curricular placement. For more information, see LFCC.edu/advising.

Libraries and Learning Resources

The libraries of LFCC are open to the public without charge. The collection of approximately 65,000 catalogs 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 sites.

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 10,000 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.

Academic Support Programs

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

At the Middletown and Fauquier Campuses, students interested in receiving tutoring can come to the walk-in tutoring center at any time during the operating hours to get assistance in LFCC curriculum course. The walk-in tutoring center does not require any paperwork or appointments. Students simply attend on an as needed basis using the current semester schedule. The schedule can be accessed at www.lfcc.edu/tutor. Students can receive an unlimited amount of tutoring in the center.

At the Luray-Page Center, students can receive tutoring by submitting a tutor request form to the designated location.

The College also provides a variety of additional academic support resources online. For more information about LFCC's academic support resources, please see www.lfcc.edu/ace.

Disability Services

Lord Fairfax Community College is committed to providing equal opportunities for individuals to pursue their educational goals. In support of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, the College is dedicated to providing appropriate support services to ensure equal access for students with disabilities. Students are encouraged to communicate their needs to the disability services provider located on their home campus by scheduling an appointment as early as possible, preferably several weeks prior to enrollment.

During this meeting, students are encouraged to articulate their academic strengths and limitations and bring any documentation they feel supports their requests and academic needs. The disability services provider will determine reasonable and appropriate academic accommodations, in consultation with the student, based on information gathered during the meeting. For more information on the College's process for requesting academic accommodations, visit www.lfcc.edu/disability-services.

TRIO Student Support Services Program

TRIO provides academic and personal support services to assist eligible students 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, transfer counseling, individualized tutoring, financial aid assistance, and financial literacy education. Programs and services are individualized based on each student's specific needs.

Students may qualify for TRIO 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 meet low-income guidelines
- Students with disabilities: Any student with a documented disability

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 and advising in the areas of job readiness, resume development and job search skills. See www.lfcc.edu/careerservices.

LFCC students have access to an online job database collegecentral.com/LFCC to search job listings, post an online resume, and seek out career information.

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, general studies and other professional programs who 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 associate of science degree (AS) is awarded to students majoring in science, agriculture, engineering or heath science who plan to transfer to a four-year college or university after completing their LFCC program.
- 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 LFCC;
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 and complete required exit testing 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; and
6. Resolve all financial obligations to the College and return all library and College materials.

Special Academic Policies

Student Development

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. 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. Audited classes are not eligible for financial aid.

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 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 online in the Student Information System.

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 the summer semester. 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)

Classification of Students

Student classification categories:

- Curricular students: Students who have a high school diploma, GED, or its equivalent, or demonstrate ability to benefit from college as demonstrated on the VPT. 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. Courses with lab component require extra time. 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 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 enrollment (adds or drops) students may use the *Student Information System* accessed by logging into their My LFCC account. For withdrawal, students must complete a withdrawal request form from the Admissions and Records Office. 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.

Dropping a Course

A student wishing to drop a course must complete the drop electronically through the student information system, MyLFCC, by the published last date to drop and 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. A withdrawal from course(s) should be completed in MYLFCC by the published last day to withdraw. Prior to withdrawing from a course, it is advisable that the student discuss their withdrawal with the faculty member teaching the course. Some programs (i.e. nursing) require additional paperwork and students should check with the dean of those programs prior to finalizing a withdrawal. It is recommended that financial aid recipients meet with a financial aid officer prior to requesting a withdrawal to determine the impact this may have on future aid eligibility and any current financial aid awarded. 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.

Withdrawal with Mitigating Circumstances

A withdrawal from a course or courses may be considered after the published deadline date if there are serious mitigating circumstances such as medical emergencies or other extreme conditions (as determined by the College). The mitigating circumstances must be documented by the student and presented to the advisor in student service with the request to withdraw. Requests for mitigating circumstances must be submitted to an advisor prior to the close of business on the last day of classes (excluding exams). 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.

Dual enrolled students who encounter mitigating circumstances and need to withdraw should work with the director of guidance at their high school. The LFCC Dean of Academic, Student Affairs & Outreach signature is required for approval.

Cancellation of a Course/Section by the College

Classes with low enrollment may be cancelled before the course start date. Students should work with an advisor to identify an open 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 an advisor and the appropriate academic dean. Student should work with their academic advisor on course substitution.

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 60% of the course requirements and attendance 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 (B, C, D, F, P, R, or U) based upon course work already completed. Completion dates may not be set beyond the last day of 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. Colleges 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 Non-developmental 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 Second Language (ESL) courses 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.

A 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 1–9 and ESL courses. 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

Students who previously earned grades of F or D at LFCC may request academic renewal once they have returned to LFCC after being separated from the College for a period of five or more consecutive years and have a GPA of 2.5 or higher in the first 12 semester hours completed after re-enrollment. Contact the Admissions and Records Office for more information and the *Academic Renewal Request* form.

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 an 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 an 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 assistant registrar or 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 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 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 assistant registrar or registrar to 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 MyLFCC student

information account. (www.lfcc.edu/current-students/admissions-and-records/transcript-request/)

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.

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. Electronic 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 and sports
12. Weight and height of members of athletic teams
13. Photos

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 office 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.

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.

Communications of the Charge of Academic Dishonesty to the Student by Faculty

1. If a faculty member suspects a student of academic dishonesty and has gained evidence through any combination of firsthand observation, written or electronic information, and/or other verifiable sources, the faculty member shall make every reasonable effort to discuss this suspicion and the reasons privately with the student involved. If more than one student is involved, the faculty member must discuss the situation with each student individually. "Reasonable effort to discuss" is defined as communication in person, by email, and/or by telephone.
2. After the discussion, if the faculty member remains convinced that the student is guilty of academic dishonesty, the faculty member may impose one or more of the following penalties depending on the faculty member's judgment as to the seriousness of the offense and consistent with the faculty member's syllabus:
    - 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 (An F earned because of academic dishonesty can only be altered through successful appeal of the charge (see procedures below). Withdrawing from a class will not alter a grade of F imposed for academic dishonesty.
- Follow the guidelines set forth in the handbooks for individual cohort programs (e.g. the nursing program calls for dismissal from the program)

3. The faculty member must keep any documentation and evidence of the violation for reference in case of appeal.
4. The student charged with academic dishonesty should be allowed to continue class, in the event the student appeals the penalty that the faculty member imposes (unless the student is a risk to the safety and security of Lord Fairfax Community College).

Administrative Disposition of the Charge

1. The faculty member must complete an official incident report through See Something, Say Something, which will be automatically routed to the appropriate dean depending on campus/site where the student is enrolled.
2. The dean will inform the student in writing of the penalty imposed by the faculty member, that the student will be on disciplinary probation, and that future violations may result in more severe sanctions as described below. The dean will also inform the student of the date by which he/she must appeal the penalty.
3. As with other grade appeals, a student may appeal the charge by submitting a written request to the dean who contacted them about the violation within five (5) business days following the receipt of the dean's official notification of the charges and penalty. The dean's response to the appeal will be issued within 10 business days of receipt of the written appeal. The decision of the dean will be considered final and binding.
4. If the student already has such notice on file and neither case is reversed on appeal, the student may be suspended for one semester.
5. A third violation of academic honesty by a student may result in expulsion from the College. The Chief Academic Officer for the campus/site (CAO) will automatically review all penalties of expulsion.

Impact of Academic Dishonesty on Academic Honors

A. Students are advised that if they are found guilty of academic dishonesty they will not graduate with any type of academic honors awarded by the College.

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 published 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 Complaint Procedure

The College supports the rights of students to bring forth complaints and is committed to resolving these matters in a fair and timely manner. This policy applies to all enrolled students in matters relating to other students, faculty, administrators and staff at all LFCC locations.

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. A student who has a concern is encouraged to attempt to resolve the complaint in an informal manner. A reasonable effort should be made to resolve the complaint in an informal manner. If a satisfactory resolution cannot be reached informally, the student may appeal in writing by submitting a complaint form. By doing so, the issue becomes a formal complaint.

Formal Complaint

The student must complete and submit a complaint form electronically at the College's official website within ten (10) business days of his/her initial attempt to resolve the matter. The College will neither entertain complaints that are not in writing or which are anonymous, nor will it consider complaints sent electronically or through facsimile transmission. Formal complaints will be logged and forwarded to the appropriate respondent for further action.

1. For academic matters, the formal complaint will be reviewed and addressed by the dean of the division involved in the complaint. Complaints regarding student service issues, such as admissions and financial aid, will be reviewed and addressed by the dean of the division involved in the complaint. Complaints about a dean or associate vice president should be made directly to the vice president of academic and student affairs or the provost.
2. Upon receiving the complaint form, the appropriate dean will arrange a conference with the student to discuss the issue within ten (10) business days. After the conference, the dean will render his/her decision, in writing, to the student and the college employee involved.
3. If a satisfactory resolution is not reached as a result of the conference, the student may appeal within five (5) business days to the vice president of academic and student affairs. The vice president of academic and student affairs will review the complaint form and any supporting documentation and render a decision, in writing, within five (5) business days. If the student is not satisfied with the vice president's decision, he/she may request that the president review the findings.
4. The president maintains the right to refuse any request for appeal for insufficient cause. The decision of the president shall be final.

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 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 (for a total of ten (10) credits) receive the title "Honors Program Scholar" which is designated on their transcript and diploma.

Developmental Studies

English foundations and math essentials courses are offered to meet these needs:

1. prepare individuals for admission to college programs
2. assist students already pursuing coursework 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.

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. 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. Students enrolled in these courses use an account provided by the VCCS to access the course materials, submit assignments and communicate via email. 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 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 course management system.

Compressed Video (Live Interactive Video)

A compressed video course is sometimes referred to as a *live video conference 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 where their instructor is facilitating the lesson.

For example, the instructor may meet face-to-face with students at the Middletown Campus connect through video conference 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.

Old Dominion University – Distance Learning

Lord Fairfax Community College campuses serve as hosts for Old Dominion University's (ODU) distance learning program. This interactive distance education program enables students to earn undergraduate, graduate, and doctoral degrees from a fully-accredited University without leaving their area of residence. ODU is accredited by the Southern Association of Colleges and Schools (SACS). Students complete the first two years of coursework through the Virginia Community College System, and then complete the remaining required coursework for the undergraduate degree through ODU's distance learning program. Courses are offered in a variety of delivery technologies, including synchronous (live) web-based conferencing and asynchronous online formats.

Students interested in ODU admission or course registration should contact ODU Online at (800) 968-2638 or https://online.odu.edu/inquiries to speak to an enrollment coordinator. The site office for Lord Fairfax Community College is located in the Corron Building at the Middletown campus (Room 209) and the Paul Wolk Building at the Fauquier campus (Room 218).

Minimum Requirements for Associate Degrees in the VCCS

General Education:	(1) AA	(2) AS	(3) AA&S	(4) 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
				}3[c]
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 (SACSCOC) Principles of Accreditation specify general education requirements. Colleges must address all SACSCOC 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, SACSCOC 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.

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General Education Courses Approved to Meet General Education Requirements
All Programs (excluding Liberal Arts)

Communication Electives:

CST 100, 110, 126, 138

English Electives:

ENG 111, 112

Health/Physical Education Electives:

All HLT and PED courses
RPK 170

History Electives:

HIS 101, 102, 111, 112, 121, 122

Humanities/Fine Arts Electives:

ART 100, 101, 102
ASL 201, 202
CST 130, 141,151
ENG (all 200-level literature courses)
Foreign Languages –All 200-level courses
HUM (all except 195, 295)
MUS 121, 122
PHI (all courses)
REL (all except 217)

Information Literacy Electives:

CSC 200, ITE 115, 119

Literature Electives:

ENG 241, 242, 243, 244, 251, 252, 255

Mathematics Electives:

MTH 151, 152, 158, 163, 164, 173, 174, 240, 271, 272

Science with Laboratory Electives:

BIO 101, 102, 141, 142
CHM 101, 102, 111, 112
ENV 121, 122
GOL 105, 106, 225
NAS 125
PHY 101, 102, 150, 201, 202, 241, 242

Social/Behavioral Science Electives:

ECO 201, 202
GEO 210, 220
HIS 101, 102, 111, 112, 121, 122, 141, 142, 251, 252, 253, 254, 267, 269, 276, 279
PLS 135, 211, 212, 241, 242
PSY 200, 215, 216, 230, 235, 236, 245, 255, 265, 270
SOC 200, 210, 215, 225, 266, 268

Approved Transfer Electives:

Any of the courses listed on this page (in addition to the ones below) may be used to meet an Approved Transfer Elective requirement.

ADJ 100, 105, 107, 140, 164, 171, 172, 186, 232, 247
ACC 211, 212
ART 100, 103, 114, 121, 122, 131, 132, 138, 153, 154, 235, 236, 241, 242, 243, 244, 271, 272, 283, 284
ASL 101, 102
BIO 150, 206, 215
BUS 100
CHM 241, 242, 245, 246, 260, 261
CST 114, 126, 130, 131, 132, 136, 137, 141, 160, 229
EDU 200, 254, 280
ENG (all remaining courses)
Foreign Languages (all 100-level courses)
HIM 111, 112
HIS (all remaining courses)
HLT 160, 206, 230
HMS 100, 121, 141
ITE 115, 119, 120
MTH 177, 275, 277, 285, 291
MUS 111, 112, 136, 137, 163, 164, 165, 185
NAS 160
PLS (all remaining courses)
REL 217
RPK (all courses)
SOC (all remaining courses)

The courses listed on this page may be used to meet requirements at LFCC; however, it does not mean it will meet the same requirement at another college/university. It is recommended that you check with your transfer institution prior to selecting courses.

Approved Electives for the Liberal Arts Degree

Communications (9 credits total)

Communication Electives (3 credits):
CST 100, 110, 126, 138

English Electives (6 credits):
ENG 111, 112

Cultural/Social Understanding (30-32 credits total)

Fine Arts Electives (3 Credits):
ART 101, 102, 103, 114, 121, 122, 131, 132, 138, 153, 154, 235, 236, 241, 242, 243, 244, 271, 272
ENG 211, 212, 215, 216, 217, 218, 261, 262
MUS 111, 112, 131, 121, 122, 136, 137, 163, 164, 165, 185

Foreign Language Electives (6-8 credits):
ARA 101, 102
FRE 101, 102, 201, 202
GER 101, 102, 201, 202
JPN 101, 102, 201
RUS 101, 102, 201, 202
SPA 101, 102, 201, 202

Global Studies Electives (3 credits):
ENG 251, 252, 255, 270
GEO 210, 220
HIS 111, 112, 251, 252, 253, 254, 267
HUM 218, 260, 267
PLS 241, 242
REL 100, 230, 237
SOC 211, 212

History Electives (6 credits):
HIS 101, 102, 111, 112, 121, 122

Humanities Electives (6 credits):
ART 100, 101, 102
ASL 201, 202
CST 130, 141, 151
ENG (all 200-level literature courses)
Foreign Languages-All 200-level courses
HUM (all except 195, 295)
MUS 121, 122
PHI (all except 227)
REL (all except 217)

Information Literacy (3 credits total)
CSC 200, ITE 115, 119

Literature Electives (3 credits):
ENG 241, 242, 243, 244, 251, 252, 255

Social Science Electives (3 credits):
ECO 201, 202
GEO 210, 220
HIS 111, 112, 121, 122, 141, 142, 251, 252, 253, 254, 267, 269, 276, 279
PLS 135, 211, 212, 241, 242,
PSY 200, 215, 216, 230, 235, 236, 245, 255, 265, 270
SOC 200, 210, 215, 225, 266, 268

Personal Development (2 credits total)
All HLT and PED courses (1 credit)
RPK 170
SDV 100 (1 credit)

Quantitative Reasoning (6 credits total)

Mathematics Electives (6 credits):
MTH 151, 152, 158, 163, 164, 173, 174, 240, 271, 272

Scientific Reasoning (8 credits total)

Science with Laboratory Electives (8 credits):
BIO 101, 102, 141, 142
CHM 101, 102, 111, 112
GOL 105, 106, 225
NAS 125
PHY 101, 102, 150, 201, 202, 241, 242

Approved Transfer Electives (3 credits)

Any of the courses listed (in addition to the ones below) may be used to meet an Approved Transfer Elective requirement.
ACC 211, 212
ADJ 100, 105, 107, 140, 164, 171, 172, 186, 232, 247
ART 100, 103, 114, 121, 122, 131, 132, 138, 153, 154, 235, 236, 241, 242, 243, 244, 271, 272, 283, 284
ASL 101, 102
BIO 150, 206, 215
BUS 100
CHM 241, 242, 245, 246, 260, 261
CSC 200
CST 114, 126, 130, 131, 132, 136, 137, 141,160, 229
EDU 200, 254, 280
ENG (all remaining courses)
Foreign Languages (all 100-level courses)
HIS (all remaining courses)
HLT 160, 206, 230
HMS 100, 121, 141
HUM (all remaining courses)
ITE 115, 119, 120
MTH 158, 177, 275, 277, 285, 291
MUS 111, 112, 136, 137, 163, 164, 165, 185
PLS (all remaining courses)
REL 217
SOC (all remaining courses)

The courses listed on this page may be used to meet requirements at LFCC ;however, it does not mean it will meet the same requirement at another college/university. It is recommended that you check with your transfer institution prior to selecting courses.

General Engineering Technology
Technical Electives by Specialization as of 3/22/2013

Note: Electives listed do not have to be taken in the semester listed but doing so typically keeps a student's program on track. Since some electives are only offered in a specific semester keeping a program on track is important. It is also important to understand that the electives listed are the **only approved electives**. Any other courses to be used as technical electives must be approved by the program coordinator and must have sufficient justification for approval.

Mechanical Engineering Technology:
Second Year, first semester, technical electives: MTH 271, MTH 173, CHM 111, CIV 171, ELE 133
Second Year, second semester, technical electives: MTH 272, ELE 134, CIV 172, ARC 240

Civil Engineering Technology:
Second Year, first semester, technical electives: MTH 271, MTH 173, CHM 111, ARC 222
Second Year, second semester, technical electives: MTH 272, IND 145

Computer Aided Drafting Engineering Technology:
First Year, second semester, technical electives: MTH 163, ARC 240
Second Year, first semester, technical electives: MTH 240, MTH 163, ELE 133, WEL 120

Industrial Electricity and Controls Engineering Technology:
Second Year, first semester, technical electives: Any course with the following prefixes ELE, AIR, WEL
Second Year, second semester, technical electives: Any course with the following prefixes ELE, AIR, WEL

Technical Operations Engineering Technology:
Before selecting their technical electives students should check with their employer, if they have employments related to their program, or they should work with the program coordinator to pick appropriate electives for their targeted type of employment.

Second Year, first semester, technical electives: Any course with the following prefixes ELE, MEC, CAD, ARC, WEL, AIR, CHM, PHY, GEO, MTH, BIO
Second Year, second semester, technical electives: Any course with the following prefixes ELE, MEC, CAD, ARC, WEL, AIR, CHM, PHY, GEO, MTH, BIO

Courses Requiring Reading Prerequisite

Many LFCC courses require an English or math placement. To determine whether placement applies to a specific course, see Course Descriptions beginning on page 153.

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 – Intro to Computer Applications and Concepts 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 IC^3-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 a one day waiting period required for the initial retake and a one day waiting period for the second retake. Student should allow approximately three hours to complete all three exams.

Individuals seeking IC^3 certification are required to take and pass all three IC^3 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 IC^3 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, an associate of science (AS), 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 Degrees and Certificates

Associate of Arts and Sciences Degree in Business Administration
Associate of Arts and Sciences Degree in Education
Associate of Arts and Sciences Degree in General Studies
Associate of Arts and Sciences Degree in General Studies: Administration of Justice Specialization

Associate of Arts and Sciences Degree in General Studies: Human Services Specialization
Certificate in Human Services
Associate of Arts and Sciences Degree in General Studies: Recreation and Outdoor Leadership
Associate of Arts and Sciences Degree in Liberal Arts
Associate of Arts and Sciences Degree in Liberal Arts: Communications
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
Certificate in General Education
Career Studies Certificate: American Sign Language
Associate of Science in Science Degree
Associate of Science in Science Degree: Agriculture Science Specialization
Associate of Science in Science Degree: Computer Science Specialization
Associate of Science in Science Degree: Engineering Specialization
Associate of Science in Science Degree: Forensic Science
Associate of Science in Science Degree: Health Professions Specialization

Administrative Support Technology Degrees and Certificates

Associate of Applied Science Degree in Administrative Support Technology
Associate of Applied Science Degree in Administrative Support Technology: Virtual Assistant Specialization
Associate of Applied Science Degree in Paralegal Studies
Certificate in Office Legal Assistant/Paralegal Studies
Certificate: Office Systems Assistant
Certificate: Office Systems Assistant-CBE
Career Studies Certificate: Information Processing Technician
Career Studies Certificate: Information Processing Technician-CBE

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
Career Studies Certificate: Entrepreneurship
Career Studies Certificate: General Business
Career Studies Certificate: Hospitality
Career Studies Certificate: Small Business Management
Career Studies Certificate: Supervision

Education Degrees and Certificates

Associate of Arts and Sciences Degree in Education
Associate of Applied Science Degree in Early Childhood Education
Career Studies Certificate: Early Childhood Education

Engineering, Industrial and Trade Degrees and Certificates

Associate of Science: Engineering Specialization
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
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: Basic Electrical Technician
Career Studies Certificate: Drafting
Career Studies Certificate: Electrical Control Technician Intermediate
Career Studies Certificate: HVAC
Career Studies Certificate: Industrial Design
Career Studies Certificate: Industrial Maintenance Technician Basic
Career Studies Certificate: Industrial Maintenance Technician Intermediate

Fine Arts Degree 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

Health Information Management

Associate of Applied Science Degree in Health Information Management

Associate of Applied Science Degree in Health Information Management -CBE
Certificate: Medical Administrative Assistant/Transcription
Certificate: Medical Billing/Coding
Career Studies Certificate: Hospital Facility Coding
Career Studies Certificate: Hospital Facility Coding-CBE

Health Professions Degrees and Certificates

Associate of Science: Health Professions Specialization
Associate of Applied Science in Emergency Medical Services
Associate of Applied Science Degree in Nursing
Associate of Applied Science Degree in Advanced Placement Option for Licensed Practical Nursing
Associate of Applied Science Degree in Dental Hygiene (VWCC)
Certificate: Health Science
Certificate: Practical Nursing
Certificate: Surgical Technology
Career Studies Certificate: Central Service Technology
Career Studies Certificate: Advanced Emergency Medical Technician (AEMT)
Career Studies Certificate: Emergency Medical Technician-Intermediate
Career Studies Certificate: Paramedics
Career Studies Certificate: Patient Care Technician
Career Studies Certificate: Personal Training and Group Exercise Leadership
Career Studies Certificate: Phlebotomy
Career Studies Certificate: Pre-Allied Health

Information Systems Technology Degree and Certificates

Associate of Science: Computer Science Specialization
Associate of Applied Science Degree in Cybersecurity
Associate of Applied Science Degree in Information Systems Technology
Associate of Applied Science Degree in Information Systems Technology- CBE
Career Studies Certificate: Cybersecurity
Career Studies Certificate: Cybersecurity-CBE
Career Studies Certificate: Database Administration Specialist
Career Studies Certificate: Software Development
Career Studies Certificate: Web Design and Applications Software

Partnership Agreements

Associate of Applied Science Degree in Dental Hygiene (VWCC)
Funeral Services (JTCC)

Competency-Based Competency

Direct Assessment, Competency-Based Education (CBE)

LFCC now offers some of its programs in a new format with an initiative called "Knowledge to Work" (K2W). Funded in part by a U.S. Department of Labor TAACCCT grant, K2W offers competency-based education (CBE) programs for the Associate of Applied Science degrees in Health Information Management and in Information Systems Technology; the Certificate in Office Systems Assistant; and Career Studies Certificates in Hospital Facility Coding, Information Processing Technician, Cyber Security, and Networking Specialist. Program descriptions are provided separately in this catalog, along with a list of the competencies that are required for their completion.

With traditional programs, students earn a degree or certificate by meeting course requirements with a sequence of credit classes. With K2W's CBE programs, the focus is on documenting competencies, instead of counting classes and credits. Competencies are performance-based statements about knowledge, skills, and abilities. The competencies used in LFCC's CBE programs were developed by full-time faculty and incorporate national competency frameworks so that they are aligned with the latest curriculum and employer expectations for hiring.

LFCC's CBE programs include a design feature called direct assessment of student learning. Direct assessment means that LFCC's CBE programs look solely at the attainment of defined competencies in lieu of credit hours or clock hours as a measure of student learning. However, while CBE is not measured in credits or time, some estimates are necessary for managing enrollment, registration, and tuition and fees. Therefore, students enroll in special credit courses based on the amount of educational activity they will be engaged in for the semester.

Personalized Learning for CBE

Students in CBE programs work with faculty to create a personalized learning plan each semester that lists the competencies to be acquired. Instruction is not delivered in a traditional class format with a sequence of weekly course material. Instead, the learning plan is implemented via the online, instructional management system BlackBoard and free and low-cost learning resources are provided for each program competency or group of competencies, depending on the program. BlackBoard is also used for assignments and assessments to document when competencies are mastered. This allows students to work at a personalized and flexible pace.

Depending on the number of competencies students already have and how many hours of educational activity they devote each week, CBE programs have the potential to be completed more quickly and with significant cost savings over traditional, course-based programs. Students in the Administrative Support Technology (AST) and Health Information Management (HIM) programs are allowed to move individually through competencies, based on their needs and experience, with faculty permission. Students in the Information Systems Technology (IST) programs move sequentially through modules of competencies and new instructional material is made available as soon as the prerequisite competencies are mastered.

CBE Career Coaches

Knowledge to Work (K2W) career coaches are a unique feature of LFCC's CBE initiative and are available to students interested in or enrolled in CBE programs. There are two types of coaches – K2W Outreach Coach and K2W Career Coach.
A K2W Outreach Coach works with prospective students prior to enrolling at LFCC and can answer questions about the nature of the program, what to expect with BlackBoard and open educational resources, readiness for CBE, and how documenting competencies can help make them more employable.

The K2W Career Coach represents the college's Counseling, Advising, and Career Services office and is available to help students from the time of application throughout their CBE-related education at LFCC. Career coaches provide a variety of wrap-around student support services. These include an introduction to LFCC student activities and services, registration, financial aid, career planning, drafting a personalized learning plan, introductions to CBE faculty, transcript review, helping students document previously attained competencies for faculty review, and career/employment planning. A career coach is also available to provide resources and support with a personal, financial, or health crisis that impacts student success.

Both the K2W Career and Outreach Coach are available by phone, email, text, and in-person during East Coast business hours. For contact info, visit the K2W website at: http://www.knowledgetowork.com/contact/.

Is Competency-Based Education Right for You?

LFCC's CBE programs use online learning as a key component of instruction. The exception is Health Information Management (HIM), which requires at least one classroom experience to meet accreditation standards as a hybrid program. While traditional credit and noncredit courses, internships, and boot camps may be included in a learning plan if desired, the primary delivery mode is through the learning management system BlackBoard with instruction using free and low-cost digital learning resources.

In many cases, digital learning objects may be used instead of printed textbooks, helping to keep costs low. These digital resources are accessed via computer, tablet, and smartphone and require access to the Internet. Therefore, students are expected to have a foundation of technical and digital literacy in order to take advantage of distance learning. For prospective students who do not yet have these skills, a personalized learning program can begin with the goal of attaining this competency.

LFCC's Knowledge to Work (K2W) initiative addresses the whole continuum of learning, from adult basic education to the associate's degree. Students who do not have digital literacy skills or who need additional assistance with adult basic education or English as a second language should discuss these competencies with a K2W career coach. LFCC is the home of Northern Shenandoah Valley Adult Education and instructors are available to help students attain these competencies.

Since CBE programs provide increased flexibility and personalized learning, students need to be able to work independently in order to succeed. Unlike traditional courses that have a synchronous class schedule in which all students are learning the same material at the same time, CBE students are responsible for managing their time and workload. Faculty and K2W career coaches are available to help each step of the way. Weekly interaction between students and faculty about learning is a key feature of the K2W program, so students are not left to master competencies on their own. Rather, K2W provides a case management approach and personalized learning with regular faculty engagement and interaction with students that help ensure success and employability.

Verifying Competencies and Transfer Credit Equivalencies for CBE Programs

As part of LFCC's CBE programs, students work with faculty to learn knowledge, skills, and abilities through new educational activity and to document competencies that have already been attained. A Knowledge to Work career coach is available to help students put together documentation that demonstrates their attainment of those competencies. This information is then reviewed and verified by the assigned program faculty member in order to be counted towards program requirements.

The verification of previously attained competencies can be done in three ways:

(1) Students take competency assessments and pass with a grade of "B" or higher. These are the same assessments used for students who are learning a competency for the first time;
(2) Students take the course where the same competencies are taught and pass with a grade of "C" or higher;
(3) Students take a national certification or exam that faculty identify as documenting competency attainment and receive a successful score or higher.

After faculty review this documentation of student learning, competencies that are attained and verified are listed on the LFCC Extended Competency Transcript for that semester.

Transcripts and Credit Course Equivalents for Direct Assessment CBE Programs

Students enrolled in CBE programs have both a traditional college transcript as well as a competency based extended transcript. The traditional transcript reports on competency attainment through the use of credit course equivalencies. For competencies mastered with new educational activity, the transcript will display a credit course with a grade of "A" or "B", if the work is verified by faculty as an exceptional pass or pass. For any competencies related to a program-required course that have been verified by faculty as being previously attained, the traditional

transcript will show the course equivalent to these competencies as other credit and will display an "OT" grade.

The second transcript, the competency based extended transcript, documents the amount of credit-equivalent educational activity that attaining a competency represents. For each competency, a grade of exceptional pass (EP) or pass (P) is listed. These are equivalent to an "A" or "B" grade respectively. The competency based extended transcript separates out competencies and course equivalents attained through new educational activity at LFCC from those that were previously attained.

Satisfactory Academic Progress for CBE

Some policies for satisfactory academic progress (SAP) are implemented a little differently for students in LFCC's CBE programs. One way of monitoring SAP is with information about goals created for the personalized study plan. Faculty work with students at the beginning of each semester to set weekly momentum points and semester milestones in the personalized learning plan. K2W faculty and career coaches monitor work on these goals to ensure that students are progressing. Weekly momentum points provide a plan of educational activity for each week. Semester milestones help ensure that: (1) a student has the materials needed in place to start the semester successfully (beginning); (2) the semester is progressing as expected (middle); and (3) competency attainment goals are met (end).

Attendance and SAP are reported to LFCC's financial aid office for the CBE programs, like for non-CBE programs. SAP has two reporting deadlines – after the first three weeks of the semester and after the end of the semester. The first will vary for different semester session lengths. Students who do not actively work on their learning plan during the first three weeks may be flagged as non-attending and reported to the financial aid office for SAP evaluation. The faculty member and K2W career coach work together to monitor student progress and verify non-activity, if necessary.

Students who do not attain their planned competencies during a given semester must address these deficiencies in their next semester's personalized learning plan in order to proceed in the program. Students may repeat the competency, with permission of the faculty, and supplemental learning resources may be available. Otherwise, they will be in jeopardy of not meeting SAP for that competency and this information will be reported to financial aid for review. SAP is also calculated based on the number of credit equivalents completed each semester and within 150% of estimated time for program completion for the non-CBE version of the program.

Academic Load and Estimated Time to Completion for CBE Programs

As students think about enrolling in a CBE program, two things should be considered: (1) academic load or attendance status; and (2) estimated time to completion.

In terms of academic load or attendance, students may enroll full-time or part-time in LFCC's CBE programs, just like in committing to a traditional class schedule. This depends on the number of hours they commit to be engaged in educational activity. For each credit hour of enrollment, a student is expected to devote 3 hours per week of educational activity, amounting to 45 hours per semester. A three credit enrollment requires at least 135 hours of educational activity per semester. A full-time student enrolled in 15 credits per semester commits to 45 hours per week of educational activity, or 675 total hours, over a 15 week period. Note that LFCC offers semester sessions of different lengths. If a student enrolls in a session that is shorter than 15 weeks, the amount of educational activity time is still the same, just accelerated.

For students who do not have any competencies in a program, the estimated time to complete is essentially the same as in a traditional program. However, some factors do allow CBE programs to be completed more quickly. These include such things as: (1) the number of competencies attained prior to enrollment; (2) the hours per week dedicated to educational activity; and (3) the ability to master and progress through the instructional material in less time than anticipated.

It should be noted that many students choose to take a part-time load. For students with no previous courses in a non-CBE program who register for 3 credits each semester, it would take at least 20 semesters or six and a half years to complete an associate's degree. CBE programs could take just as long or longer if students: (1) do not have any previously attained competencies; and/or (2) do not

accelerate their learning; and/or (3) do not devote sufficient effort and time to their studies.

Grading in CBE Programs

With CBE, what matters is verifying that students attain the required program competencies, not how they got them. As a result, the traditional approach to grading is modified. In order for LFCC to verify that a student has attained a competency, he/she must pass the assessment that measures it with a score of 80% or better. This is considered a "B" or higher, or a pass grade. Faculty assign grades to each competency and/or module of competencies, as well as to the course the student is enrolled in for purposes of registration and paying tuition and fees.

The CBE grading system is as follows:

- A grade of "Pass" is assigned for satisfactory completion of a competency with a score of 80% or better, and is deemed equivalent to a "B."
- A grade of "Exceptional Pass" is assigned for completion of a competency at an excellent level, and is deemed equivalent to an "A."
- A student making satisfactory progress, but not completing all of the competencies, is assigned an "R" grade (re-enroll) and the student must re-enroll in the next semester to complete the unfinished competencies.
- A student not making satisfactory progress is assigned a "Not Passed" grade, which is equivalent to an "F" or failing grade.

CBE Graduation Requirements

Students enrolled in LFCC's CBE programs work with faculty on personalized learning plans to attain competencies. Once the assigned CBE faculty member has reviewed a student's records and verified attainment of all required competencies, the student is ready to apply for graduation. To be eligible for graduation with an associate's degree, certificate, or career studies certificate, the student must:

1. Attain all of the competencies required of the program as listed in the LFCC catalog at the time of program enrollment, including general education requirements where applicable;
2. Meet all assessments required for all competencies in the program with the equivalent of a "B" grade or higher where applicable;
3. Complete required exit testing established by the College for general education and the graduating student survey;
4. Be enrolled at LFCC for at least 25% of the equivalent course credits required for the program;
5. Be enrolled at LFCC for a minimum of 10 weeks of new educational activity for the program;
6. Be certified by an appropriate College official for graduation; and
7. Resolve all financial obligations to the College and return all library and College materials.

CBE Program Costs

Due to the unique nature of CBE, the total cost of completing a program will vary from student to student. Students enter CBE programs with different educational and professional backgrounds. Knowledge to Work (K2W) provides the following features that will impact the cost of CBE:

- *Flexible pace*: CBE programs offer students the flexibility of progressing through the program based on their individual needs and plans. Tuition and fees are charged based on the number of credit hours a student registers for. Credit hours are tied to the number of hours per week of educational activity a student commits to complete in a semester. The student works with a faculty member to create a personalized learning plan that includes a reasonable number of competencies to learn during the semester, based on the number of hours per week devoted to CBE.

- *Recognition for existing competencies*: If a student already has attained half of the knowledge, skills, and abilities that make up the competencies for a program, then the cost of attendance is potentially cut in half. Time and cost will vary depending upon how much effort the student devotes to new educational learning and if sufficient progress is made.

- *Open educational resources (OER)*: In many cases, free and low-cost digital learning resources, including OER, are used instead of traditional textbooks, lowering the cost of a CBE program. In addition, as part of LFCC's U.S. Department of Labor grant, extensive supplemental resources are available for students to learn competencies on their own. See LFCC's online portal at http://highered.org.

- *Educational activity:* As explained above, students register and pay tuition and fees for credit hours based on the number of hours of educational activity they will complete during a semester. These costs are for new educational activity.

Per the requirements of LFCC's regional accreditor, SACSCOC, students must complete 25% or more of the program credits at the institution awarding the degree/certificate. Regulations of the U.S. Department of Education also require that students be enrolled in a program for at least 10 weeks before receiving a degree/certificate.

The table on the following page illustrates the time to completion and costs for the AAS in Health Information Management for a student who already has attained 40 of the required 80 competencies. If this student takes a six hour academic load, this amounts to 18 hours of educational activity per week or 270 hours per semester. At this rate of attendance, it will take an average of 5.3 (or 6) semesters of enrollment to complete the program.

These examples are for purposes of illustration only. The tuition and fees charges listed are for the 2016-17 academic year and may increase over time. To determine your estimated program cost and time to completion based on attendance/academic load and previously attained competencies, schedule a meeting with a K2W outreach coach. See: http://www.knowledgetowork.com/contact/.

CBE Program Estimates of Costs and Time to Completion				
Program	AAS Health Information Management	Total Program Competencies		80
	Previous Attained Comp %) (1-75)	# Prev. Attained	# Remaining	
Percent	50	40	40	

			Semester Weeks	15	
Load	Semesters needed to complete	Cost Per Semester In-State	Cost Per Semester Out-of-State	Hours of ed. activity per week	Hours of ed. activity per semester
3 Credit	10.5	$472.20	$1,062.00	9	135
6 Credit	5.3	$917.40	$2,097.00	18	270
9 Credit	3.5	$1,362.60	$3,132.00	27	405
12 Credit	2.7	$1,807.80	$4,167.00	36	540
15 Credit	2.1	$2,253.00	$5,202.00	45	675
		Total Cost In-State	Total Cost Out-of-State		
		$4,775.80	$11,067.00		

CBE and Financial Aid

LFCC has applied to the U.S. Department of Education for approval to offer Title IV financial aid for its direct assessment CBE programs. LFCC has also applied to the state of Virginia authorizing agency for veterans' educational benefits. Until these approvals are in place, students seeking financial aid should work with the K2W outreach or career coach to determine their eligibility and other sources of support.

Many employers provide educational benefits for incumbent workers and prospective students who work full-time are encouraged to ask about this assistance. TAA-eligible workers whose companies are closing are entitled to additional sources of financial support and should ask the K2W outreach coach about this benefit.

Information about Title IV and veterans' educational benefits will be made available as educational benefits will be available as soon as it is received. For more information, check with K@W outreach or career coach and the K@W website at ttp://knowledgetowork.com.

Terms and Definitions in CBE

Terms used to describe LFCC's CBE programs and policies are defined below:

Competency-based education - A design feature for educational programs that uses the language of competencies to teach the curriculum.

Competencies - Performance-based statements about knowledge, skills, and abilities.

Competency attainment – Documentation verified by faculty in the program discipline that a student has mastered a competency at the expected level of performance.

Competency Based Extended Transcript - In addition to the standard traditional transcript of courses and grades, a second transcript is provided to CBE students that documents competency attainment for each semester a student is enrolled in a CBE program.

Competency framework - A list of competencies provided by an external organization such as an accrediting agency or national association that provides an approved curriculum model. The competency-based curriculum of programs at LFCC incorporates these national competency frameworks in different ways.

Course credit equivalency – Each competency taught in the CBE curriculum is linked back to the course where it is taught and mastered by students. Once a competency is verified as attained, information about the equivalent course is documented in terms of the amount of credits the competency equals.

Direct assessment - A type of competency-based education that, instead of counting clock hours or credit hours, relies solely on the attainment of defined competencies as a measure of student learning.

Instructional management system – Online software used to deliver instruction. At LFCC, BlackBoard is used for all courses, as well as the CBE programs. For CBE, free and low-cost learning resources are provided for each program competency. BlackBoard is also used for assignments and assessments to document when competencies are mastered.

Knowledge to Work (K2W) - An LFCC initiative to promote competency-based education and personalized learning in high wage, high growth industries. This is funded in part by a TAACCCT grant from the U.S. Department of Labor.

K2W Career Coach/Outreach Coach - A unique feature of LFCC's CBE initiative, there are two types of coaches that work together to help students. The K2W Outreach Coach works with prospective students and promotes and markets the programs. The K2W Career Coach provides a variety of wrap-around student support services once students are ready to enroll in CBE, from registration to career planning.

Weekly momentum points – In creating a personalized learning plan, faculty work with students to plan out their weekly work to learn competencies. Weekly goals are set called "momentum points" to help make sure that students make progress on a timely basis.

New educational activity – Students work to learn new competencies during a semester using CBE and register for the purpose of paying tuition and fees. Educational activity is estimated using credit hours for the academic load. Credit hours for new educational activity are based on the estimated number of weeks and hours per week students will be engaged in new learning.

Personalized learning plan (PLP) - An electronic document prepared by program faculty that lists the competencies that a student plans to learn

and master during a semester. The PLP sets weekly goals or momentum points and three semester milestones to plan out how the semester's educational activity will progress. Faculty and K2W career coaches use the PLP to document their engagement and interaction with students. Faculty record a mark of pass (B) or exceptional pass (A) for each competency that is verified.

Previously attained competencies - Students work with faculty and the K2W career coaches to document competencies they think they may already have. Faculty then verify any previously attained competencies for documentation on their transcript.

Semester milestones - In creating a personalized learning plan, faculty work with students to set general goals for how the semester will progress. These are called "semester milestones" because they ensure that: (1) a student has the materials needed in place to start the semester successfully (beginning); (2) the semester is progressing as expected (middle); and (3) competency attainment goals are met (end).

College Transfer Two-Year Degrees and Certificates

Associate of Arts and Sciences Degree in Business Administration
216

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) and associate of science (AS) offered by LFCC are designed to provide freshman and sophomore level course work toward the completion of a bachelor's degree. The AA&S and AS degree programs require students to take essentially the same courses as required by their university/four-year college counterparts.

To help facilitate the transfer process, LFCC has created an online 'Transfer Guide' that provides detailed information such as tuition, GPA, application requirements, course equivalents, and other information that may be useful in the transfer process. The transfer guide can found at www.lfcc.edu/transfer. The Virginia Community College System also offers a Transfer Planning Tool on the Virginia Educational Wizard, which can be found at www.vawizard.org.

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 information and college catalogs, exploring Guaranteed Admissions and Transfer agreements, 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 an advisor or counselor to gain additional information to plan a successful transfer experience.

Course #		Title	Credits
First Semester			
ACC	211	Principles of Accounting I	3
BUS	100	Introduction to Business	3
ENG	111	College Composition I	3
HIS		History Elective[1]	3
ITE		ITE 115 or ITE 120[4]	3
SDV	100	College Success Skills	1
		Total	**16**
Second Semester			
ACC	212	Principles of Accounting II	3
ENG	112	College Composition II	3
MTH	163	Pre-Calculus I[5]	3
		(or MTH 271 or 173)	
PED/HLT		Physical Education (or Health)	1
		Approved Humanities Elective[3]	3
		Total	**13**
Third Semester			
CST		Communication Elective[1]	3
ECO	201	Principles of Macroeconomics	3
		Approved Transfer Elective[6]	3
MTH	271	Applied Calculus I[5]	3
		(or MTH 272 or 174)	
		Science with Laboratory[1,2]	4
		Total	**16**
Fourth Semester			
ECO	202	Principles of Microeconomics	3
MTH	240	Statistics I	3
		Approved Transfer Elective[1]	3
ENG		Literature Elective[1]	3
		Science with Laboratory[1,2]	4
		Total	**16**
		Program Total	**61**

[1]See list of approved electives on page 39.
[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 on page 39.
[4] ITE 115 will satisfy most transfer requirements. Check with your transfer institution.
[5]Approved math sequences are MTH 163-271; MTH 271-272; MTH 173-174.
[6]BUS 241 highly recommended; however, students should check with their transfer institution.

Associate of Arts and Sciences Degree in Education
624

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 associate of arts and sciences degrees (AA&S) and associate of science (AS) offered by LFCC are designed to provide freshman and sophomore level course work toward the completion of a bachelor's degree. The AA&S and AS degree programs require students to take essentially the same courses as required by their university/four-year college counterparts.

To help facilitate the transfer process, LFCC has created an online 'Transfer Guide' that provides detailed information such as tuition, GPA, application requirements, course equivalents, and other information that may be useful in the transfer process. The transfer guide can found at www.lfcc.edu/transfer. The Virginia Community College System also offers a Transfer Planning Tool on the Virginia Educational Wizard, which can be found at www.vawizard.org.

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 information and college catalogs, exploring Guaranteed Admissions and Transfer agreements, 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 an 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[1,2]	3
MTH		Approved Math Elective[1,3]	3
ITE		Information Literacy Elective[1]	3
SDV	101/ 100	Orientation to the Education Professions	1
		Total	**17**
Second Semester			
ENG	112	College Composition II	3
GEO	210	Cultural Geography	3
GOL		Approved GOL Elective[1,4]	4
HIS		Approved History Elective[1,2]	3
MTH	240	Statistics I	3
		Total	**16**
Third Semester			
ENG		Literature Elective[1]	3
EDU	200	Introduction to Teaching as a Profession[5]	3
PLS	135	American National Politics	3
PED/ HLT		Physical Education or Health Elective[1,6]	1
		Approved Humanities Elective[1,7]	3-4
		Total	**13-14**
Fourth Semester			
CST		Communication Elective[1]	3
PSY	230	Developmental Psychology	3
ECO		Economics Elective[1,8]	3
		Approved Transfer Elective[1]	3
		Approved Transfer Elective[1]	3-4
		Total	**15-16**
		Program Total	**61-63**

[1]See list of approved electives on page 39.
[2]Students should check with the institution to which they are transferring in order to determine the most appropriate history course to take at LFCC.
[3]Students should check with the institution to which they are transferring in order to determine the most appropriate math course to take at LFCC
[4]To be selected from the following: GOL 105 or 106. Students should check with the institution to which they are transferring in order to determine the most appropriate GOL course to take at LFCC.
[5]This 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.

[6]Students should check with the institution to which they are transferring in order to determine the most appropriate health or PED course to take at LFCC.
[7]Students should check with the institution to which they are transferring in order to determine the most appropriate humanities course to take at LFCC.
[8]To be selected from the following: ECO 201 or 202. Students should check with the institution to which they are transferring in order to determine the most appropriate ECO course to take at LFCC.

Associate of Arts and Sciences Degree in General Studies
697

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) and associate of science (AS) offered by LFCC are designed to provide freshman and sophomore level course work toward the completion of a bachelor's degree. The AA&S and AS degree programs require students to take essentially the same courses as required by their university/four-year college counterparts.

To help facilitate the transfer process, LFCC has created an online 'Transfer Guide' that provides detailed information such as tuition, GPA, application requirements, course equivalents, and other information that may be useful in the transfer process. The transfer guide can found at www.lfcc.edu/transfer. The Virginia Community College System also offers a Transfer Planning Tool on the Virginia Educational Wizard, which can be found at www.vawizard.org.

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 information and college catalogs, exploring Guaranteed Admissions and Transfer agreements, 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 an 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 Elective[1,2]	3
MTH		Mathematics Elective[1,3]	3
SDV	100	College Success Skills	1
ITE		Information Literacy Elective[1]	3
		Approved Transfer Elective[1]	3
		Total	**16**
Second Semester			
ENG	112	College Composition II	3
		Social Science Elective[1]	3
MTH		Mathematics Elective[1,3]	3
		Approved Transfer Elective[1]	3
		Approved Transfer Elective[1]	3
		Total	**15**
Third Semester			
ENG		Literature Elective[1]	3
		Social Science Elective[1]	3
		Approved Transfer Elective[1]	3
PED/HLT		Physical Education or Health[1]	1
		Science with Laboratory Elective[1,4]	4
		Total	**14**
Fourth Semester			
CST		Communication Elective[1]	3
		Science with Laboratory Elective[1,4]	4
		Humanities Elective[1]	3
		Approved Transfer Elective[1]	3
		Approved Transfer Elective[1]	3
		Total	**16**
		Program Total	**61**

[1]Lists of approved electives can be found on page 39.

[2]Students should check with the institution to which they are transferring in order to determine the most appropriate history course(s) to take at LFCC. For students intending to take more than one history course, a sequence beginning by taking HIS 101, 111, or 121 is preferred prior to 102, 112, or 122.

[3]Students should check with the institution to which they are transferring in order to determine the most appropriate math courses to take at LFCC.

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

Associate of Arts and Sciences Degree in General Studies
Administration of Justice Specialization
697-01

AREA: General Studies
Administration of Justice Specialization

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. The Administration of Justice specialization allows students the flexibility of moving into transfer programs in criminology, criminal justice, legal studies, sociology and other fields. Some graduates satisfy their goals by completing the two-year 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) and associate of science (AS) offered by LFCC are designed to provide freshman and sophomore level course work toward the completion of a bachelor's degree. The AA&S and AS degree programs require students to take essentially the same courses as required by their university/four-year college counterparts.

To help facilitate the transfer process, LFCC has created an online 'Transfer Guide' that provides detailed information such as tuition, GPA, application requirements, course equivalents, and other information that may be useful in the transfer process. The transfer guide can found at www.lfcc.edu/transfer. The Virginia Community College System also offers a Transfer Planning Tool on the Virginia Educational Wizard, which can be found at www.vawizard.org.

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 information and college catalogs, exploring Guaranteed Admissions and Transfer agreements, 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 an 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 Elective[2,6]	3
MTH		Mathematics Elective[1,2]	3
SDV	100	College Success Skills	1
ITE	115	Introduction to Computer Applications	3
ADJ	107	Survey of Criminology	3
		Total	**16**
Second Semester			
ENG	112	College Composition II	3
		Social Science Elective[3]	3
MTH		Mathematics Elective[1]	3
ADJ	100	Survey of the Criminal Justice System	3
ADJ	105	Juvenile Justice System	3
		Total	**15**
Third Semester			
ENG		Literature Elective[2]	3
		Social Science Elective[3]	3
ADJ	140	Introduction to Corrections	3
PED/HLT		Physical Education or Health[2]	1
		Science with Laboratory Elective[2,5]	4
		Total	**14**
Fourth Semester			
CST		Communication Elective[2]	3
		Science with Laboratory Elective[2,5]	4
		Humanities Elective[2]	3
		Approved Transfer Elective[4]	3
		Approved Transfer Elective[4]	3
		Total	**16**
		Program Total	**61**

[1]See list of approved electives on page 39. Students should check with the institution to which they will be transferring in order to determine the most appropriate math courses to take at LFCC.
[2] See the list of approved electives on page 39.
[3] Students should choose SOC 200 or PSY 200.
[4]Students choose from the following electives: ADJ 164, ADJ 171, ADJ 172, ADJ 228, ADJ 232, SOC 235, SOC 268, PSY 215, 255, or 270.
[5]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.
[6]For students intending to take more than one history course, a sequence beginning by taking HIS 111 or 121 is preferred prior to 112 or 122.

Certificate: Administration of Justice

AREA: Administration of Justice

DEGREE: Certificate

LENGTH: Two semesters (one-year) program

PURPOSE: This certificate program incorporates a Broad scope of classes which focus on the criminal justice system as a whole and includes pertinent general education classes. The Administration of Justice certificate program opens multiple career paths in the criminal justice field. The program also offers further in-service training for sworn officers or others currently working in the criminal justice system who wish to enhance their job performance or seek promotion in their current jobs.

OCCUPATIONAL OBJECTIVES: Students completing The Administration of Justice certificate program will be better prepared to obtain entry-level employment in a variety of criminal justice jobs including policing, security, corrections, prevention and aftercare, and courts.

TRANSFER GUIDELINES: Students completing this program may choose to transfer to another community college to complete an Associate's degree or transfer to a four-year college for a Bachelor's degree, having taken core general education classes and electives in Administration of Justice.

Course #		Title	Credits
First Semester			
SDV	100	College Success Skills	1
ENG	111	College Composition I	3
		Social Science Elective[1]	3
ADJ		ADJ Elective[2]	3
ADJ	107	Survey of Criminology	3
ITE	115	Introduction to Computer Applications and Concepts	3
		Total	**16**
Second Semester			
ADJ	100	Survey of Criminal Justice System	3
ADJ	105	Juvenile Justice System	3
ADJ	140	Introduction to Corrections	3
ADJ		ADJ Elective[2]	3
CST	100	Principles of Public Speaking	3
		Total	**15**
		Program Total	**31**

[1]Students should choose SOC 200 or PSY 200.

[2] Student should choose from the following electives: ADJ 164, ADJ 171, ADJ 172, ADJ 228, ADJ 232, SOC 268, PSY 215, 255 or 270.

Career Studies Certificate: Administration of Justice
221-400-01

AREA: Administration of Justice Specialization

DEGREE: Career Studies Certificate

LENGTH: Two semesters (one-year) program

PURPOSE: This career studies certificate program incorporates a broad scope of classes which focus on the criminal justice system as a whole and includes pertinent general education classes. The Administration of Justice career studies certificate program opens multiple career paths in the criminal justice field. The program also offers further in-service training for sworn officers or others currently working in the criminal justice system who wish to enhance their job performance or seek promotion in their current jobs.

OCCUPATIONAL OBJECTIVES: Students completing The Administration of Justice career studies certificate program will be better prepared to obtain entry-level employment in a variety of criminal justice jobs including policing, security, corrections, prevention and aftercare, and courts.

TRANSFER GUIDELINES: Students completing this program may choose to complete the certificate in administration of justice, transfer to another community college to complete an associate's degree or transfer to a four-year college for a bachelor's degree, having taken core general education classes and electives in the administration of justice.

Course #		Title	Credits
First Semester			
ADJ	100	Survey of Criminal Justice	3
ADJ	105	Juvenile Justice System	3
ADJ		ADJ Elective[1]	3
		Total	**9**
Second Semester			
ADJ	107	Survey of Criminology	3
ADJ	140	Introduction to Corrections	3
ADJ		ADJ Elective[1]	3
		Total	**9**
		Program Total	**18**

[1] Student should choose from the following electives: ADJ 164, ADJ 171, ADJ 172, ADJ 228, ADJ 232, SOC 268, PSY 215, 255 or 270.

Associate of Arts and Sciences Degree in General Studies
Human Services Specialization
697-02

AREA: General Studies
Human Services Specialization

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. The Human Services Specialization allows students the flexibility of moving into transfer programs in psychology, social work, human services, sociology and other fields. Occupational titles, depending on educational achievement, of human service workers may include Case Worker, Case Management Aide, Eligibility Counselor, Social Service Aide, Probation Officer, Mental Health Counselor, or Crisis Intervention Manager. Human Service professionals and paraprofessionals work to provide people the assistance needed to stabilize their lives and find self-sufficiency and independence through assessment, guidance, counseling, and/or treatment options. 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) and associate of science (AS) offered by LFCC are designed to provide freshman and sophomore level course work toward the completion of a bachelor's degree. The AA&S and AS degree programs require students to take essentially the same courses as required by their university/four-year college counterparts.

To help facilitate the transfer process, LFCC has created an online 'Transfer Guide' that provides detailed information such as tuition, GPA, application requirements, course equivalents, and other information that may be useful in the transfer process. The transfer guide can found at www.lfcc.edu/transfer. The Virginia Community College System also offers a Transfer Planning Tool on the Virginia Educational Wizard, which can be found at www.vawizard.org.

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 information and college catalogs, exploring Guaranteed Admissions and Transfer agreements, 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 an 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 Elective[1,2]	3
MTH		Mathematics Elective[1,3]	3
SDV	100	College Success Skills	1
ITE		Information Literacy Elective[1]	3
HMS	100	Introduction to Human Services	3
		Total	**16**
Second Semester			
ENG	112	College Composition II	3
		Social Science Elective[1,5]	3
MTH		Mathematics Elective[1,3]	3
HMS	121	Basic Counseling Skills I	3
		Approved Transfer Elective[1,5]	3
		Total	**15**
Third Semester			
ENG		Literature Elective[1]	3
		Social Science Elective[1,5]	3
HMS		HMS Elective[6]	3
PED/HLT		Physical Education or Health[1]	1
		Science with Laboratory Elective[1,4]	4
		Total	**14**
Fourth Semester			
CST		Communication Elective[1]	3
		Science with Laboratory Elective[1,4]	4
		Humanities Elective[1]	3
HMS		HMS Elective[6]	3
HMS	290	Coordinated Internship[7]	3
		Total	**16**
		Program Total	**61**

[1]List of approved electives can be found on page 39.
[2]Students should check with the institution to which they are transferring in order to determine the most appropriate history course(s) to take at LFCC. For students intending to take more than one history course, a sequence beginning by taking HIS 101, 111, or 121 is preferred prior to 102, 112, or 122.

[3]Students should check with the institution to which they are transferring in order to determine the most appropriate math courses to take at LFCC. Students interested in pursuing a Bachelor of Science degree in human service areas like psychology, social work, and counseling may need a statistics course (MTH 240) for transfer.

[4]A one-year sequence of biology, chemistry, geology, or physics is recommended. However, depending on the requirements of four-year institutions, two one-semester courses in different sciences may be substituted with advisor approval. For Social Work transfer students, BIO 101 is recommended as one of the required lab courses.

[5] Recommended that students take SOC 200 and PSY 200.

[6] Recommended that students choose from the following electives: HMS 141, ADJ 100, 105, 107, 140, SOC 211, 215, 225, 266, 268, PSY 215, 230. Students are advised to meet with an academic or faculty advisor for optimum course selection for desired major and transfer institution. For Social Work recommendations include PSY 215, PSY 230, SOC 266 or 211. For Psychology, PSY 215 and PSY 230 recommended.

[7]Admission to this coordinated internship requires completion of a minimum of 24 college credits that must include the following courses with a grade of C or better: ENG 111, HMS 100, HMS 121, and 2 SOC and/or PSY electives. **Students will be required to purchase a basic background check for admission to the Coordinated Internship, HMS 290, and may be required by participating agencies to complete additional background screenings.** Additionally, students must interview with the HMS program lead and complete the procedures outlined in the HMS Internship Handbook prior to enrollment in this course.

Associate of Arts and Sciences Degree in General Studies
Recreation and Outdoor Leadership Specialization
697-03

AREA: General Studies
Recreation and Outdoor Leadership Specialization

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. The Recreation and Outdoor Leadership specialization allows students the flexibility of moving into transfer programs in parks and outdoor recreation, sports management, tourism and events management, therapeutic recreation and similar fields of study. 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) and associate of science (AS) offered by LFCC are designed to provide freshman and sophomore level course work toward the completion of a bachelor's degree. The AA&S and AS degree programs require students to take essentially the same courses as required by their university/four-year college counterparts.

To help facilitate the transfer process, LFCC has created an online 'Transfer Guide' that provides detailed information such as tuition, GPA, application requirements, course equivalents, and other information that may be useful in the transfer process. The transfer guide can found at www.lfcc.edu/transfer. The Virginia Community College System also offers a Transfer Planning Tool on the Virginia Educational Wizard, which can be found at www.vawizard.org.

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 information and college catalogs, exploring Guaranteed Admissions and Transfer agreements, 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 an advisor or counselor to gain additional information to plan a successful transfer experience.

NOTE: Recreation and Outdoor Leadership courses may require additional fees.

Course#		Title	Credits
First Semester			
ENG	111	College Composition I	3
HIS		History Elective[1,2]	3
MTH		Mathematics Elective[1,3]	3
SDV	100	College Success Skills	1
ITE		Information Literacy Elective[1]	3
RPK	100	Introduction to Recreation, Parks, and Leisure Studies	3
		Total	**16**
Second Semester			
ENG	112	College Composition II	3
		Social Science Elective[1]	3
MTH		Mathematics Elective[1,3]	3
RPK	120	Outdoor Recreation	3
RPK	265	Risk Management	3
		Total	**15**
Third Semester			
		Social Science Elective[1]	3
		Science with Laboratory Elective[1,4]	4
RPK	141	Leadership and Supervision	3
PED	183	Outdoor Adventures	1
		Approved Transfer Elective[1,5]	3
		Total	**14**
Fourth Semester			
CST		Communication Elective[1]	3
		Science with Laboratory Elective[1,4]	4
		Humanities Elective[1]	3
RPK	135	Program Planning	3
ENG		Literature Elective[1]	3
		Total	**16**
		Program Total	**61**

[1]Lists of approved electives can be found on page 39. PSY 200, 215, and 230 may be needed for those entering Therapeutic Recreation. Check with your transferring institution.

[2]Students should check with the institution to which they are transferring in order to determine the most appropriate history course(s) to take at LFCC. For students intending to take more than one history course, a sequence beginning by taking HIS 101, 111, or 121 is preferred prior to 102, 112, or 122.

[3]Students should check with the institution to which they are transferring in order to determine the most appropriate math courses to take at LFCC.

[4]A one-year sequence of biology, chemistry, geology, or physics is recommended. However, depending on the requirements of four-year institutions, two one-semester courses in different sciences may be substituted with advisor approval. BIO 141 and BIO 142 is recommended for students entering into Therapeutic Recreation.

[5] Students may elect to take an addition PED or RPK courses to fulfill the transfer elective.

Career Studies Certificate: Recreation and Outdoor Leadership
442-459-01

AREA: Recreation and Outdoor Leadership

DEGREE: Career Studies Certificate

LENGTH: Two semesters (one-year) program

PURPOSE: This certificate program will offer students the opportunity to pair the program with associate degrees in complementary fields (business, tourism, and hospitality, biology, etc.)

Course#		Title	Credits
First Semester (Fall)			
ENG	111	College Composition I	3
RPK	100	Intro to Recreation, Parks and Leisure Studies	3
RPK	141	Leadership and Supervision	3
PED	183	Outdoor Adventures	1
		Total	**10**
Second Semester (Spring)			
RPK	120	Outdoor Recreation	3
RPK	265	Risk Management	3
RPK	135	Program Planning	3
		Total	**9**
		Program Total	**19**

Associate of Arts and Sciences Degree in Liberal Arts
650

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) and associate of science (AS) offered by LFCC are designed to provide freshman and sophomore level course work toward the completion of a bachelor's degree. The AA&S and AS degree programs require students to take essentially the same courses as required by their university/four-year college counterparts.

To help facilitate the transfer process, LFCC has created an online 'Transfer Guide' that provides detailed information such as tuition, GPA, application requirements, course equivalents, and other information that may be useful in the transfer process. The transfer guide can found at www.lfcc.edu/transfer. The Virginia Community College System also offers a Transfer Planning Tool on the Virginia Educational Wizard, which can be found at www.vawizard.org.

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 information and college catalogs, exploring Guaranteed Admissions and Transfer agreements, 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 an 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 Elective[1,2]	3
MTH	Mathematics Elective[1,3]	3
SDV 100	College Success Skills	1
ITE	Information Literacy Elective[1]	3
	Foreign Language Elective[1]	3-4
	Total	**16-17**
Second Semester		
ENG 112	College Composition II	3
HIS	History Elective[1,2]	3
MTH	Mathematics Elective[1,3]	3
	Fine Arts or Humanities Elective[1]	3
	Foreign Language Elective[1]	3-4
	Total	**15-16**
Third Semester		
ENG	Literature Elective[1]	3
	Social Science Elective[1]	3
PED/HLT	Physical Education or Health[1]	1
	Science with Laboratory Elective[1,4]	4
	Humanities Elective[1]	3
	Total	**14**
Fourth Semester		
CST	Communications Elective[1]	3
	Science with Laboratory Elective[1,4]	4
	Global Studies Elective[1]	3
	Humanities Elective[1]	3
	Approved Transfer Elective[1]	3
	Total	**16**
	Program Total	**61-63**

[1] Lists of approved electives can be found on page 40.

[2] Students should check with the institution to which they are transferring in order to determine the most appropriate history course(s) to take at LFCC. A one-year sequence in Western Civilization (101/102), World Civilization (111/112), or American history (121/122) is recommended. However, depending on the requirements of four-year institutions, two –one-semester courses in different sequences may be substituted with advisor approval.

[3] Students should check with the institution to which they are transferring in order to determine the most appropriate math courses to take at LFCC.

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

Associate of Arts and Sciences Degree in Liberal Arts: Communication Specialization 650-02

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) and associate of science (AS) offered by LFCC are designed to provide freshman and sophomore level course work toward the completion of a bachelor's degree. The AA&S and AS degree programs require students to take essentially the same courses as required by their university/four-year college counterparts.

To help facilitate the transfer process, LFCC has created an online 'Transfer Guide' that provides detailed information such as tuition, GPA, application requirements, course equivalents, and other information that may be useful in the transfer process. The transfer guide can found at www.lfcc.edu/transfer. The Virginia Community College System also offers a Transfer Planning Tool on the Virginia Educational Wizard, which can be found at www.vawizard.org.

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 information and college catalogs, exploring Guaranteed Admissions and Transfer agreements, 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 an 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 Elective[1,2]	3
MTH	Math Elective[1,3]	3
SDV 100	College Success Skills	1
CST 114	Survey of Mass Media or Communication Elective[4]	3
	Foreign Language Elective[1]	3-4
	Total	**16-17**
Second Semester		
ENG 112	College Composition II	3
HIS	History Elective[1,2]	3
MTH	Math Elective[1,3]	3
CST 100	Principles of Public Speaking	3
	Foreign Language Elective[1]	3-4
	Total	**15-16**
Third Semester		
CST, ENG	Communication Elective[4]	3
	Social Science Elective[1]	3
PED/HLT	Physical Education or Health	1
	Science with Lab Elective[1,5]	4
ITE	Information Literacy Elective[1]	3
	Total	**14**
Fourth Semester		
ENG	Literature Elective[1]	3
	Science with Lab Elective[1,5]	4
	Global Studies Elective[1]	3
CST, ENG	Communication Elective[4]	3
CST, ENG	Communication Elective[4]	3
	Program Total	**61-63**

[1] Lists of approved electives can be found on page 40.

[2]Students should check with the institution to which they are transferring in order to determine the most appropriate history course(s) to take at LFCC. A one-year sequence in Western Civilization (101/102), World Civilization (111/112), or American history (121/122) is recommended. However, depending on the requirements of four-year institutions, two one-semester courses in different sequences may be substituted with advisor approval.

[3] Students should check with the institution to which they will be transferring in order to determine the most appropriate math courses to take at LFCC.

[4]The following courses may be used as communication electives: ENG 121, ENG 122, ENG 211, ENG 212, CST (any course).

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

Associate of Arts and Sciences Degree in Liberal Arts: Fine Arts Specialization
650-04

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) and associate of science (AS) offered by LFCC are designed to provide freshman and sophomore level course work toward the completion of a bachelor's degree. The AA&S and AS degree programs require students to take essentially the same courses as required by their university/four-year college counterparts.

To help facilitate the transfer process, LFCC has created an online 'Transfer Guide' that provides detailed information such as tuition, GPA, application requirements, course equivalents, and other information that may be useful in the transfer process. The transfer guide can found at www.lfcc.edu/transfer. The Virginia Community College System also offers a Transfer Planning Tool on the Virginia Educational Wizard, which can be found at www.vawizard.org.

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 information and college catalogs, exploring Guaranteed Admissions and Transfer agreements, 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 an 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	3
SDV	101/100	Orientation to the Visual Arts	1
ITE		Information Literacy Elective[1]	3
		Foreign Language Elective[1]	3-4
ART	121	Drawing I	3
		Total	**16-17**
Second Semester			
ENG	112	College Composition II	3
HIS	112	History of World Civilization II	3
		Foreign Language Elective[1]	3-4
ART	122	Drawing II	3
		Total	**12-13**
Third Semester			
CST		Communication Elective[1]	3
MTH		Mathematics Elective[1,2]	3
		Social Science Elective[1]	3
		Science with Lab Elective[1,3]	4
ART	131	Fundamentals of Design (with lab)	4
		Total	**17**
Fourth Semester			
PED/HLT		Physical Education or Health[1]	1
MTH		Mathematics Elective[1,2]	3
		Science with Lab Elective[1,3]	4
ART	132	Fundamentals of Design II (with lab)	4
ART	287	Portfolio and Resume Preparation	1
ART		Art Elective[4]	3
		Total	**16**
		Program Total	**61-63**

[1] Lists of approved electives can be found on page 40.
[2]Students should check with the institution to which they are transferring in order to determine the most appropriate math courses to take at LFCC.
[3]A one-year sequence of biology, chemistry, geology, or physics is recommended. However, depending on the requirements of four-year institutions, two one-semester courses in different sciences may be substituted with advisor approval.
[4]The following courses may be used as art electives: ART 111, 125, 153, 231, 243, 283, 284.

Associate of Arts and Sciences Degree in Liberal Arts: Philosophy and Religion Specialization 650-03

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) and associate of science (AS) offered by LFCC are designed to provide freshman and sophomore level course work toward the completion of a bachelor's degree. The AA&S and AS degree programs require students to take essentially the same courses as required by their university/four-year college counterparts.

To help facilitate the transfer process, LFCC has created an online 'Transfer Guide' that provides detailed information such as tuition, GPA, application requirements, course equivalents, and other information that may be useful in the transfer process. The transfer guide can found at www.lfcc.edu/transfer. The Virginia Community College System also offers a Transfer Planning Tool on the Virginia Educational Wizard, which can be found at www.vawizard.org.

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 information and college catalogs, exploring Guaranteed Admissions and Transfer agreements, 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 an 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	101/111	History of Western Civilization I or History of World Civilization I	3
SDV	100	College Success Skills	1
ITE		Information Literacy Elective[1]	3
		Foreign Language Elective[1]	3-4
PHI	112	Logic II	3
		Total	**16-17**
Second Semester			
ENG	112	College Composition II	3
HIS	102/112	History of Western Civilization II or History of World Civilization II	3
		Foreign Language Elective[1]	3-4
PHI	100	Intro to Philosophy[2]	3
CST		Communication Elective[1]	3
		Total	**15-16**
Third Semester			
		Science with Lab Elective[1,5]	4
MTH		Mathematics Elective[1]	3
		Social Science Elective [1]	3
PHI	200	History of Western Philosophy[3]	3
PHI	220	Ethics	3
		Total	**16**
Fourth Semester			
PED/HLT		Physical Education or Health	1
		Science with Lab Elective[1]	4
MTH		Mathematics Elective[1]	3
ENG		Literature Elective[1]	3
PHI/REL		Philosophy or Religion Elective[4]	3
		Total	**14**
		Program Total	**61-63**

[1] Lists of approved electives can be found on page 40. Students should check with the institution to which they are transferring in order to determine the most appropriate courses to take at LFCC.
[2] Students wishing to focus on religion may take REL 100, Introduction to the Study of Religion, instead.
[3] Students wishing to focus on religion may take REL 230, World Religions, instead.
[4] Any course with the prefix PHI or REL may be used as a philosophy or religion elective.
[5] A one-year sequence of biology, chemistry, geology, or physics is recommended. However, depending on the requirements of four-year institutions, two one-semester courses in different sciences may be substituted with advisor approval.

Certificate: General Education
695

AREA: General Education

DEGREE: Certificate

LENGTH: Two semesters (one-year) program

PURPOSE: First-time job seekers who come to their employers with basic writing, analytical reasoning, and computing skills find they can be more competitive in the job market and more valuable in the workplace. Counter and retail clerks, administrative support, social and human service assistants, and customer service positions, as well as a variety of other fields, allow individuals to apply their entry-level knowledge and skills while exploring the world of work and relevant career opportunities as well as identifying more specific career and educational goals. For those employees who wish to pursue their education, the general education certificate provides foundational courses that allow students to progress toward the associate degree or to transfer to a senior institution.

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 or Associate 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		History Elective[1,2]	3
MTH		Mathematics Elective[1,3]	3
		Social Science Elective[1]	3
SDV	100	College Success Skills	1
		Science with Laboratory Elective[1,4]	4
		Total	**17**
Second Semester			
ENG	112	College Composition II	3
		Approved Transfer Elective[1]	6
HUM		Humanities Elective[1,5]	3
		Science with Laboratory Elective[1,4]	4
		Total	**16**
		Program Total	**33**

[1]Lists of approved electives can be found on page 39.

[2]Students should check with the institution to which they are transferring in order to determine the most appropriate history course(s) to take at LFCC. For students intending to take more than one history course, a sequence beginning by taking HIS 101, 111, or 121 is preferred prior to 102, 112, or 122.

[3]Students should check with the institution to which they are transferring in order to determine the most appropriate math course to take at LFCC.

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

[5]Note that CST 100 can be used to fulfill one of the humanities electives.

Career Studies Certificate: American Sign Language

AREA: American Sign Language 221-640--65

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

Course#		Title	Credits
ASL	101	American Sign Language I	3
ASL	102	American Sign Language II	3
ASL	201	American Sign Language III	3
ASL	202	American Sign Language IV	3
ASL	125	History & Culture of the Deaf Community	3
ASL		Elective[1]	3
		Total	**18**

[1]Students can choose elective from any ASL or INT course.

Associate of Science in Science Degree
880

AREA: Science

DEGREE: Associate of Science in Science 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 medical and health professions. The associate of science 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, nuclear science, pre-pharmacy, physics, science education, veterinary medicine, wildlife biology or zoology.

TRANSFER GUIDELINES: The associate of arts and sciences (AA&S) and associate of science (AS) degrees offered by LFCC are designed to provide freshman and sophomore level course work toward the completion of a bachelor's degree. The AA&S and AS 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, LFCC has created an online 'Transfer Guide' that provides detailed information such as tuition, GPA, application requirements, course equivalents, and other information that may be useful in the transfer process. The transfer guide can found at www.lfcc.edu/transfer. The Virginia Community College System also offers a Transfer Planning Tool on the Virginia Educational Wizard, which can be found at www.vawizard.org.

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 information and college catalogs, exploring Guaranteed Admissions and Transfer agreements, 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 an advisor or counselor to gain additional information to plan a successful transfer experience.

Course #		Title	Credits
First Semester			
ENG	111	College Composition I	3
IT/CS		Computer Elective[1]	3
MTH		Mathematics Elective[2]	3
SDV	100/101	College Success Skills	1
		Science with Laboratory[3]	4
		Total	**14**
Second Semester			
ENG	112	College Composition II	3
HIS		History Elective[4]	3
MTH		Mathematics Elective[2 4]	3
		Science with Laboratory[3]	4
		Approved STEM Elective[5]	3
		Total	**16**
Third Semester			
ENG		Literature Elective[4]	3
		Social Science Elective[4]	3
PED/HLT		Physical Education or Health[4]	1
		Approved STEM Elective[5]	3
		Science with Laboratory[3]	4
		Total	**14**
Fourth Semester			
CST		Communication Elective[4]	3
		Social Science Elective[4]	3
		Science with Laboratory[3]	4
		Humanities/Fine Arts Elective[4]	3
		Approved Transfer Elective[4]	3
		Total	**16**
		Program Total	**60**

1. Students may select from the following courses to fulfill the computer/information literacy requirement: CSC 200, ITE 115, ITE 119.
2. Student should check with the institution to which they will be transferring to determine the most appropriate math courses to take at LFCC. Must be MTH 163 or higher.
3. A full-year sequence of science with lab is required each year, one of which must be chemistry or physics.
4. See the list of electives on page 39.
5. May be BIO, CHM, CSC, EGR, GOL, MTH, NAS or PHY.

Associate of Science in Science Degree: Agriculture Science Specialization
880-01

AREA: Science
Agriculture Science Specialization

DEGREE: Associate of Science in Science Degree

LENGTH: Four semesters (two-year) program

PURPOSE: With the tremendous emphasis on human and animal health and the cultivation of environmental quality whether that be through the study of living organisms, soil, water, genomics, nutrition, disease control in all aspects of life, a greater demand exists for specialists in dairy science, animal and poultry sciences, biochemistry, entomology, food science and technology, human nutrition, plant pathology, and agricultural technology. The associate of science degree program in science: agriculture science specialization is designed for persons interested in agriculture programs who plan to transfer to an agriculture program such as : nutritionist, pre-veterinary, agricultural scientist, agro ecologist, biotechnologist, or other agriculture and life science programs.

TRANSFER GUIDELINES: The associate of arts and sciences (AA&S) and associate of science (AS) degrees offered by LFCC are designed to provide freshman and sophomore level course work toward the completion of a bachelor's degree. The AA&S and AS 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, LFCC has created an online 'Transfer Guide' that provides detailed information such as tuition, GPA, application requirements, course equivalents, and other information that may be useful in the transfer process. The transfer guide can found at www.lfcc.edu/transfer. The Virginia Community College System also offers a Transfer Planning Tool on the Virginia Educational Wizard, which can be found at www.vawizard.org.

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 information and college catalogs, exploring Guaranteed Admissions and Transfer agreements, 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 an advisor or counselor to gain additional information to plan a successful transfer experience.

Course #		Title	Credits
First Semester			
ENG	111	College Composition I	3
IT/CS		Computer Elective[1]	3
MTH		Mathematics Elective[2,4]	3
SDV	100/101	College Success Skills	1
		Science with Laboratory[3]	4
		Total	**14**
Second Semester			
ENG	112	College Composition II	3
		History Elective[4]	3
MTH		Mathematics Elective[2 4]	3
		Science with Laboratory[3]	4
AGR	141	Intro to Animal Science & Tech.	4
		Total	**17**
Third Semester			
ENG		Literature Elective[4]	3
		Social Science Elective[4,5]	3
PED/HLT		Physical Education or Health[4]	1
AGR	142	Intro to Plant Science & Tech.	3
		Science with Laboratory[3]	4
		Total	**14**
Fourth Semester			
CST		Communication Elective[4]	3
		Social Science Elective[4,5]	3
		Science with Laboratory[3]	4
		Humanities/Fine Arts Elective[4]	3
AGR	143	Intro to Agribusiness & Fin Mgt	3
		Total	**16**
		Program Total	**61**

[1] Students may select from the following courses to fulfill the computer / information literacy requirement: CSC 200, ITE 115, ITE 119

[2] Must be MTH 163 or higher. Students should check with the institution to which they will be transferring to determine the most appropriate math courses to take at LFCC.

[3] A full-year of science with lab is required each year. See the list of electives on page 39.

[4] See the list of electives on page 39.

[5] Students should check with their transfer institution-Economics may be required.

Associate of Science in Science Degree: Computer Science Specialization
880-04

AREA: Science
Computer Science Specialization

DEGREE: Associate of Science in Science Degree

LENGTH: Four semesters (two-year) program

PURPOSE: The associate of science degree program with a specialization in computer science is designed for students who plan to transfer to a four-year college or university to complete a baccalaureate or higher degree program in computer science, and pursue careers in fields such as computer software, applications and systems development and engineering

TRANSFER GUIDELINES: The associate of arts and sciences (AA&S) and associate of science (AS) degrees offered by LFCC are designed to provide freshman and sophomore level course work toward the completion of a bachelor's degree. The AA&S and AS 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, LFCC has created an online 'Transfer Guide' that provides detailed information such as tuition, GPA, application requirements, course equivalents, and other information that may be useful in the transfer process. The transfer guide can found at www.lfcc.edu/transfer. The Virginia Community College System also offers a Transfer Planning Tool on the Virginia Educational Wizard, which can be found at www.vawizard.org.

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 information and college catalogs, exploring Guaranteed Admissions and Transfer agreements, 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 an advisor or counselor to gain additional information to plan a successful transfer experience.

Course #		Title	Credits
First Semester			
ENG	111	College Composition I	3
MTH		Mathematics Elective[1]	3
CSC	200	Introduction to Computer Science	3
HIS		Approved History Elective[2]	3
		Social Science Elective[2]	3
		Total	**15**
Second Semester			
ENG	112	College Composition II	3
MTH		Mathematics Elective[1]	3
CSC	201	Computer Science I	4
SDV	100	College Success Skills[3]	1
		Humanities/Fine Arts Elective[2]	3
		Total	**14**
Third Semester			
CSC	202	Computer Science II	4
CST		Communication Elective[2]	3
PED/HLT		Physical Education or Health[2]	1
		Science with Laboratory[4]	4
ENG		Literature Elective[2]	3
		Total	**15**
Fourth Semester			
CSC	205	Computer Organization	3
		Science with Laboratory[4]	4
		Approved STEM Elective[5]	3
		Approved STEM Elective[5]	3
		Social Science Elective[2]	3
		Total	**16**
		Program Total	**60**

[1] Students will be required to take MTH 173 and MTH 174- Calculus with Analytical Geometry I and II.
[2] See the list of electives on page 39.
[3] May substitute with SDV 101-Orientation to the IT Professions.
[4] A full-year sequence of science with lab is required, which must be chemistry or physics. Students are strongly encouraged to review transfer institution's requirements to make selection.
[5] Depending on the transfer institution, student may take CHM 111, ITN 100, ITN 260, ITP 100, MTH 240, MTH 277, MTH 285, EGR 265, or ECO 202. Other STEM electives may be approved by CS faculty.

Associate of Science in Science Degree: Engineering Specialization
880-02

AREA: Science
Engineering Specialization

DEGREE: Associate of Science in Science Degree

LENGTH: Four semesters (two-year) program

PURPOSE: With tremendous emphasis on technological developments in today's society, great demand exists for engineers to work with developing technologies both at the development stage and the application stage. The associate of science degree program with a specialization in engineering is designed for persons who plan to transfer to a four-year college or university to complete a baccalaureate or higher degree program in an engineering discipline such as mechanical, civil, construction, ocean and mining, and materials engineering.

TRANSFER GUIDELINES: The associate of arts and sciences (AA&S) and associate of science (AS) degrees offered by LFCC are designed to provide freshman and sophomore level course work toward the completion of a bachelor's degree. The AA&S and AS 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, LFCC has created an online 'Transfer Guide' that provides detailed information such as tuition, GPA, application requirements, course equivalents, and other information that may be useful in the transfer process. The transfer guide can found at www.lfcc.edu/transfer. The Virginia Community College System also offers a Transfer Planning Tool on the Virginia Educational Wizard, which can be found at www.vawizard.org.

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 information and college catalogs, exploring Guaranteed Admissions and Transfer agreements, 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 an advisor or counselor to gain additional information to plan a successful transfer experience.

Course #		Title	Credits
First Semester			
ENG	111	College Composition I	3
IT/CS		Computer Elective[1]	3
MTH		Mathematics Elective[1]	3-5
SDV	100/101	College Success Skills	1
		Science with Laboratory[2]	4
EGR	120	Intro to Engineering	2
		Total	**16-18**
Second Semester			
ENG	112	College Composition II	3
		Humanities/Fine Arts[3]	3
MTH		Mathematics Elective[1]	5-8
EGR	123	Intro to Engineering Design	2
CST		Communication Elective[3]	3
		Total	**16-19**
Third Semester			
		Social Science Elective[3]	3
		Approved STEM Elective[1]	3
PED/HLT		Physical Education or Health[3]	1
EGR	140	Engineering Mechanics-Statics	3
EGR		Engineering Elective[1]	3
		Science with Laboratory[2]	4
		Total	**17-18**
Fourth Semester			
ENG		Literature Elective[3]	3
		Social Science Elective[3]	3
EGR/MTH		Engineering/Math Elective[1]	3
		Science with Laboratory[2]	4
		Approved STEM Elective[1]	3
		Total	**16-17**
		Program Total	**65-72**

[1] Students are advised to meet either an academic or faculty advisor for optimum course selection for desired major and transfer institution.

[2] In the First semester, students should take CHM 111 – College Chemistry I. In the Third semester, students should take PHY 241 – University Physics I, and in the Fourth semester, PHY 242 – University Physics II.

[3] See the list of electives on page 39.

Associate of Science in Science Degree: Forensic Science Specialization
880-05

AREA: Science
Forensic Science Specialization
DEGREE: Associate of Science in Science Degree

LENGTH: Four semesters (two-year) program

PURPOSE: The associate of science degree program with specialization in forensic science is designed to introduce students to the many disciplines available within the field while providing a basic foundation to pursue specific areas of interest at a four-year college or university. Upon graduation with a forensic science specialization associate degree, students can obtain employment as forensic science technician or a records officer. Students who obtain a baccalaureate degree or higher in forensic science can pursue a career in a laboratory as a forensic analyst or in the field as an investigator with a crime scene unit. This program is designed for a broad range of students including nursing, biology, criminal law, law enforcement and other allied health programs.

TRANSFER GUIDELINES: The associate of arts and sciences (AA&S) and associate of science (AS) degrees offered by LFCC are designed to provide freshman and sophomore level course work toward the completion of a bachelor's degree. The AA&S and AS 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, LFCC has created an online 'Transfer Guide' that provides detailed information such as tuition, GPA, application requirements, course equivalents, and other information that may be useful in the transfer process. The transfer guide can found at www.lfcc.edu/transfer. The Virginia Community College System also offers a Transfer Planning Tool on the Virginia Educational Wizard, which can be found at www.vawizard.org.

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 information and college catalogs, exploring Guaranteed Admissions and Transfer agreements, 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 an advisor or counselor to gain additional information to plan a successful transfer experience.

Course #		Title	Credits
First Semester			
ENG	111	College Composition I	3
IT/CS		Computer Elective[1]	3
MTH		Mathematics Elective[2]	3
SDV	100/101	College Success Skills	1
ADJ	171	Intro to Forensic Science I	4
		Total	**14**
Second Semester			
ENG	112	College Composition II	3
HIS		History Elective[3]	3
MTH		Mathematics Elective[2]	3
ADJ	172	Intro to Forensic Science II	4
		Approved Forensic Elective[4]	3
		Total	**16**
Third Semester			
ENG		Literature Elective[3]	3
		Social Science Elective[5]	3
PED/HLT		Physical Education or Health	1
		Approved Forensic Elective[4]	3
		Science with Laboratory[3,6]	4
		Total	**14**
Fourth Semester			
CST		Communication Elective[3]	3
		Social Science Elective[5]	3
		Science with Laboratory[3,6]	4
		Humanities/Fine Arts Elective[3]	3
		Approved STEM Elective[7]	3
		Total	**16**
		Program Total	**60**

[1] Students may select from the following courses to fulfill the computer / information literacy requirement: CSC 200, ITE 115, ITE 119

[2] Student should check with the institution to which they will be transferring to determine the most appropriate math courses to take; MTH 158 or higher; MTH 240-Statistics should be taken prior to transferring.

[3] See the list of electives on page 39.

[4] Recommended that students choose from the following electives: ADJ 173, 228, 236, 275 or 278

[5] See electives offered on page 39. Recommended that students choose from the following: SOC 200, PSY 200, PSY 230, PSY 255, ADJ 247

[6] A full-year sequence of science with lab is required; BIO, CHM or PHY

[7] Recommended that students choose from the following electives: ADJ 228, ADJ 275, BIO, CHM, or PHY, May be BIO, CHM, CSC, EGR, GOL, MTH, NAS or PHY. Students are advised to meet with an academic or faculty advisor for optimum course selection for desired major and transfer institution.

Associate of Science in Science Degree: Health Professions Specialization
880-03

AREA: Science
Health Professions Specialization

DEGREE: Associate of Science in Science 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 medical and health professions. The associate of science degree program in science: health professions specialization program is designed for persons interested in health professions programs who plan to transfer to a health profession such as: dental hygiene, occupational therapy, nursing, physical therapy, respiratory therapy, radiation technology, or other allied health programs.

TRANSFER GUIDELINES: The associate of arts and sciences (AA&S) and associate of science (AS) degrees offered by LFCC are designed to provide freshman and sophomore level course work toward the completion of a bachelor's degree. The AA&S and AS 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, LFCC has created an online 'Transfer Guide' that provides detailed information such as tuition, GPA, application requirements, course equivalents, and other information that may be useful in the transfer process. The transfer guide can found at www.lfcc.edu/transfer. The Virginia Community College System also offers a Transfer Planning Tool on the Virginia Educational Wizard, which can be found at www.vawizard.org.

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 information and college catalogs, exploring Guaranteed Admissions and Transfer agreements, 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 an advisor or counselor to gain additional information to plan a successful transfer experience.

Course #		Title	Credits
First Semester			
ENG	111	College Composition I	3
IT/CS		Computer Elective[1]	3
MTH		Mathematics Elective[2,4]	3
SDV	100/101	Orientation to Health Professions	1
		Science with Laboratory[3]	4
		Total	**14**
Second Semester			
ENG	112	College Composition II	3
		History Elective[4]	3
MTH		Mathematics Elective[2 4]	3
		Science with Laboratory[3]	4
		Approved STEM Elective[5]	3
		Total	**16**
Third Semester			
ENG		Literature Elective[4]	3
PSY	230	Developmental Psychology	3
HLT	130	Nutrition and Diet Therapy[6]	2
BIO	150	General Microbiology	4
		Science with Laboratory[3]	4
		Total	**16**
Fourth Semester			
CST		Communication Elective[4]	3
SOC	200	Principles of Sociology	3
		Science with Laboratory[3]	4
PHI	227 or 220	Biomedical Ethics or Ethics	3
		Approved Transfer Elective[4]	3
		Total	**16**
		Program Total	**62**

[1] Students may select from the following courses to fulfill the computer / information literacy requirement: CSC 200, ITE 115, ITE 119

[2] Students should check with the institution to which they will be transferring to determine the most appropriate math courses to take at LFCC. MTH 240 – Statistics should be taken prior to transferring.

[3] One full-year of science with lab is required. BIO 141 and 142 are the recommended sequence.

[4] See the list of electives on page 39.

[5] May be BIO, CHM, CSC, EGR, GOL, HIM, MTH, NAS or PHY

[6] Student should check with the institution to which they will be transferring to determine the most appropriate nutrition course to take at LFCC. HLT 230- Principles of Nutrition and Human Development (3 credits) may be needed for transfer.

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 April 22, 2016.

Associate of Applied Science Degree in Administrative Support Technology
298

AREA: Administrative Support Technology

DEGREE: Associate of Applied Science Degree

LENGTH: Four semesters (two-year) program

PURPOSE: With the dynamic changes within-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 and CAP certifications.

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 an 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 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 administrative support technology.

ADMISSION/COURSE PREREQUISITE REQUIREMENTS:

- AST courses in this program require placement into ENF2 or higher or successful completion of ENF1. Other courses may require placement readiness for ENG 111.
- 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.

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 Office 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 secondary teacher education transfer requirements.

Course#		Title	Credits
First Semester (Fall)			
AST	102/141	Keyboarding II[1] or 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	101	Orientation to Virtual Assistant	1
		Total	**16**
Second Semester (Spring)			
AST	142	Word Processing II[2]	3
CST	100/110	Principles of Public Speaking	3
ENG	112	College Composition II	3
PED/HLT		Physical Education or Health	1
		Approved Humanities Elective[3]	3
		Approved Social Science Elective[3]	3
		Total	**16**
Third Semester (Fall)			
ACC	117	Essentials of Accounting I	3
AST	205	Business Communications[2]	3
AST	234	Records and Database Management[2]	3
AST	243	Office Administration I[2]	3
BUS	100	Introduction to Business	3
BUS	241/242	Business Law I or Business Law II	3
		Total	**18**
Fourth Semester (Spring)			
AST	206	Professional Development[5]	3
AST	230	Introduction to Office Technology[2]	3
AST	244	Office Administration II	3
BUS	200	Principles of Management	3
		Approved AST Elective[4]	3
		Total	**15**
		Program Total	**65**

[1] Students must have keyboarding skills. Bridge courses of AST 101 or AST 102 may be required or instructor approval.

[2] Prerequisite: AST 102 or AST 141 or instructor approval

[3] Students may select Social Science and Humanities electives from approved list on page 39.

[4] Approved AST electives include: (Summer)AST 236, (Fall) AST 253, AST 257, (Spring) AST 260

[5] Capstone Course: Internship project required.

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

298-03

AREA: Administrative Support Technology: Virtual Assistant Specialization

DEGREE: Associate of Applied Science Degree

LENGTH: Four semesters (two-year) program

PURPOSE: There is an increasing demand for the virtual assistant, who is generally a self-employed office professional supporting multiple clients in a variety of industries and providing administrative, creative, managerial, technical, office and/or personal administrative support services from a remote location, usually from a home office. The Associate of Applied Science Degree curriculum in Administrative Support Technology with the Virtual Assistant Specialization is designed to prepare individuals for employment immediately upon completion of the community college program. This program is beneficial to individuals who are seeking a career switch, career advancement, or national certifications such as Microsoft Office Specialist (MOS) and Certified Virtual Assistant (CVA).

OCCUPATIONAL OBJECTIVES: virtual assistant, virtual office specialist

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 an advisor.

PROGRAM REQUIREMENTS. The two-year curriculum in Administrative Support Technology with the Virtual Assistant Specialization includes instruction in office administration, virtual technology equipment and software, print and online publishing and general education. Students are advised to consult with an 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 Administrative Support Technology with a Virtual Assistant Specialization.

ADMISSION/COURSE PREREQUISITE REQUIREMENTS:

- AST courses in the program require placement in ENF2 or higher or successful completion of ENF1. Other courses may require placement readiness for ENG 111.
- 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.

Course#		Title	Credits
First Semester (Fall)			
AST	102/141	Keyboarding II[1]	3
		or Word Processing I[1]	
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	101	Orientation to Virtual Assistant	1
		Total	**16**
Second Semester (Spring)			
AST	142	Word Processing II[2]	3
AST	230	Introduction to Office Technology[2]	3
BUS	241/242	Business Law I or Business Law II	3
CST	100/110	Principles of Public Speaking	3
ENG	115	Technical Writing	3
		Approved Social Science Elective[5]	3
		Total	**18**
Third Semester (Fall)			
ACC	117	Essentials of Accounting	3
AST	234	Records and Database Management[2]	3
AST	243	Office Administration I[2]	3
AST	253	Advanced Desktop Publishing I[2]	3
PED/HLT		Physical Education or Health	1
		Approved AST Elective[6]	3
		Total	**16**
Fourth Semester (Spring)			
AST	206	Professional Development[7]	3
AST	244	Office Administration II[3]	3
AST	254	Advanced Desktop Publishing II[4]	3
AST	260	Presentation Software[2]	3
		Approved Humanities Elective[5]	3
		Total	**15**
		Program Total	**65**

[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 102 or AST 141 or instructor approval

[3] Prerequisite: AST 243 or instructor approval

[4] Prerequisite: AST 253

[5] Students may select Social Science and Humanities electives from approved list on page 39.

[6] Approved AST electives: (Summer) AST 236; (Fall) AST 205, AST 257, ITD 110; (Spring) BUS 165, BUS 205

[7] Capstone Course: Internship project required.

Associate of Applied Science Degree in Paralegal Studies
260

AREA: Paralegal Studies

DEGREE: Associate of Applied Science Degree

LENGTH: Four semesters (two-year program)

PURPOSE: The curriculum is designed to provide an individual with a sufficient level of knowledge, understanding, and proficiency to perform the tasks in meeting a client's needs which can be performed by a trained, non-lawyer assistant working under the direction and supervision of a lawyer. A legal assistant will have a basic understanding of the general processes of American law, and will have the knowledge and proficiency to perform specific tasks under the supervision of a lawyer in the fields of civil and criminal law. The occupational objectives include employment in public and private (individual and corporate) law-related activities, organizations, and agencies.

OCCUPATIONAL OBJECTIVES: Legal assistant, Paralegal, Legal Research 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 an advisor.

PROGRAM REQUIREMENTS. The two-year curriculum Paralegal Studies includes instruction in real estate law, family law, research and writing, and general education. Students are advised to consult with an advisor in planning their program and selecting electives. Upon satisfactory completion of the program, the graduate will be awarded the Associate of Applied Science Degree in Paralegal Studies.

ADMISSION/COURSE PREREQUISITE REQUIREMENTS:

- Courses in this program require placement tests indicating readiness to enroll in ENG 111.
- Students are willing to enroll in day and evening on-campus classes.
- Students enroll in required LGL prefix classes offered each semester (courses are offered once a year).
- Students without computer or keyboarding skills (below 25 words per minute) must complete the prerequisite course AST 101 Keyboarding I prior to enrolling in AST 102 or AST 141.

Course#	Title	Credits
First Semester (Fall)		
AST 102	Keyboarding II[2]	3
	or AST 141 Word Processing I[2]	
LGL 115	Real Estate Law for Legal Assistants	3
LGL 117	Family Law	3
LGL 125	Legal Research	3
LGL 126	Legal Writing	3
PED/HLT	Physical Education or Health	1
SDV 101	Orientation to Virtual Assistant[1]	1
	Total	**17**
Second Semester (Spring)		
AST 142	Word Processing II[3]	3
ENG 111	College Composition I	3
HIS 121	United States History I	3
LGL 130	Law Office Administration and Management	3
LGL 216	Trial Preparation & Discovery Practice	3
	Total	**15**
Third Semester (Fall)		
LGL 218	Criminal Law	3
LGL 235	Legal Aspects of Business Organizations	3
LGL	Elective 200 Level[5]	3
LGL	Elective 200 Level[5]	3
MTH 151	Mathematics for the Liberal Arts I	3
SOC 200	Principles of Sociology	3
	Total	**18**
Fourth Semester (Spring)		
AST 206	Professional Development[6]	3
AST 265	Legal Office Procedures I	3
	or AST 243 Office Administration I[3]	
	or AST 244 Office Administration II[3]	
HUM	Approved Elective[4]	3
LGL	Elective 200 Level[5]	3
LGL	Elective 200 Level[5]	3
	Total	**15**
	Program Total	**65**

[1]Transfer Students: See Advisor for approved substitution.
[2]Prerequisite: AST 101 or AST 102.
[3]Prerequisite: AST 102 or AST 141
[4]Recommended: Foreign Language or Philosophy. Students may select humanities from approved list on page 39.
[5]LGL 200 Level Electives are offered each semester: summer, fall and spring.
[6]Capstone Course. Internship project required.

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

Certificate: Office Legal Assistant/Paralegal Studies
261

AREA: Office Legal Assistant/Paralegal Studies Certificate

LENGTH: Three 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.

*This certificate can be completed in three semesters (one year) if the following conditions are met:

- Placement tests indicate readiness to enroll in ENG 111.
- Students are willing to enroll in day and evening classes.
- Students enroll in required LGL prefix classes offered each semester (courses are offered once a year).
- Students with no keyboarding skill or limited computer skill must enroll in AST 101 or AST 102 or AST 141 prior to admission to program.

Course#		Title	Credits
First Semester (Summer)			
ENG	111	College Composition I	3
LGL	125	Legal Research	3
		Total	**6**
Second Semester (Fall)			
LGL	115	Real Estate Law for Legal Assistants	3
LGL	117	Family Law	3
LGL	126	Legal Writing	3
LGL		Elective LGL 200 Level	3
SDV	101	Orientation to Virtual Assistant	1
		Total	**13**
Third Semester (Spring)			
AST	206	Professional Development[1]	3
LGL	200	Ethics for the Legal Assistants	1
LGL	215	Torts	3
LGL	230	Legal Transactions	3
LGL	217	Trail Practice and the Law of Evidence	3
		Total	**13**
		Program Total	**32**

[1]Capstone course. Internship project required.
Note; Internship opportunities and a national certification exam may be available to certificate students/graduates.

Additional courses to enhance employment opportunities may include: (if 12 credits needed each semester)

BUS	241/242	Business Law I/II
LGL	130	Law Office Admin. & Management
LGL	216	Trial Prep. & Discovery Practice
LGL	218	Criminal Law
LGL	235	Legal Aspects of Business Organizations
LGL	225	Estate Planning
LGL	236	Elder Law
SPA	101/102	Spanish I/II

Certificate: Office Systems Assistant
264

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 in to ENF2 or higher or successful completion of ENF1.
- 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.

Course#		Title	Credits
First Semester (Fall)			
AST	102	Keyboarding II[1]	3
		or AST 141 Word Processing[1]	
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	101	Orientation to Virtual Assistant	1
		Total	**16**
Second Semester (Spring)			
AST	141/142	Word Processing I[2]	3
		or Word Processing II[3]	
AST	206	Professional Development[6]	3
MTH	120	Introduction to Mathematics	3
		Approved Social Science Elective[4]	3
		Approved Elective[5]	3
		Total	**15**
		Program Total	**31**

[1]Keyboarding skill is required. Prerequisite AST 101 or instructor approval
[2]Prerequisite: AST 102 or instructor approval
[3]Prerequisite: AST 141 or instructor approval
[4]Students may select social science electives from approved list on page 39.
[5]Approved electives: AST 205, AST 230, AST 243, AST 253, AST 257, AST 260
[6]Capstone course. Internship project required.

Recommendation: Career-seeking students are also encouraged to enroll in the administrative support technology associate degree or in the administrative support technology: virtual assistant specialization associate degree.

AREA: Office Systems Assistant Certificate

FORMAT: This program is delivered through direct assessment, competency-based education (CBE). Competencies are performance-based statements about knowledge, skills, and abilities. Direct assessment means that progress and completion are based solely on the attainment of required competencies in lieu of credit hours or clock hours as a measure of student learning. Additional info about this program design is provided in the catalog section on CBE policies.

LENGTH: Direct assessment CBE programs are not time-based. Estimated time to completion depends on the student's academic load/attendance status for hours of educational activity per semester and previously attained competencies that are verified by faculty.

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 competencies 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 competencies. (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: Students without keyboarding skill (or limited skill below 25 words per minute) must attain the competencies equivalent to AST 101 Keyboarding I, prior to work on higher level competencies.

COMPETENCIES: The following competencies are required for completion of this direct assessment, competency-based education program:

I. Technical Skills

I. A. Document Production

1. Format documents using generally accepted business practices
2. Efficiently create business correspondence using advanced formatting features.

I. B. Proofreading and Editing Skills

1. Demonstrate proficiency in proofreading and editing skills, including grammar, spelling, sentence structure, and punctuation
2. Compose clearly written business correspondence using correct grammar, punctuation, and sentence construction
3. Write business letters, reports, and memorandums following correct format and creating a good impression on the reader
4. Edit business manuscripts using the revision symbols used by professional editors

I. C. Database and Records Management

1. Research and discuss records management need for maintaining records and recorded information
2. Develop skills in using the systems and procedures required in the information cycle
3. Apply the principles of filing as they apply to records management systems
4. Apply problem solving skills to select appropriate technology involved in records management specialized functions

I. D. Presentations

1. Design visual presentations for specific audiences and purpose using presentation software.

II. Interpersonal Skills

II. A. Develop the knowledge, skills, and understanding to make informed academic, social, personal, career, and interpersonal decision

1. Display high standards of ethical conduct and behaviors
2. Pursue appropriate learning activities contributing to lifelong professional growth
3. Maintain high standards for quality work and responsiveness in providing office administrative services

II. B. Better understand self (values, work ethic, attitudes, professional presence, personal wellness, self-esteem).

1. Demonstrates behaviors that are consistent with standards for professional and ethical conduct
2. Function effectively as a member of a diverse team to accomplish common goals.

II. C. Select career goals with thought and care, value work and the benefits it brings, and adjust to the inevitable changes in the working world.

1. Demonstrate a commitment to serving internal and external customers with quality outcomes
2. Apply new technical and business information/knowledge to practical use on the job
3. Research career advancement opportunities

II. D. Demonstrate rational approaches to decision making and problem solving.

1. Demonstrate through simulations and case studies continued rational approaches to solutions and remedies for office issues.

II.E. Use correct oral and written grammar and develop strategies to avoid communication breakdown.

1. Conveys information clearly and effectively

III. Office Administration Procedures & Theory/Business

III. A. Constantly Changing Workplace/Business

1. Describe the environment of business in the United States.
2. Identify the role of organization in the achievement of business goals.
3. Determine the role of automation in achieving a firm's objectives.
4. Explore the fundamentals of small business.
5. Explore the realm of international business

IV. Job Search/Employment

IV. A. Job Search and Advancement

1. Demonstrate job search skills required for employment
2. Demonstrate business awareness and workplace effectiveness.

V. General Education/Other

V. A. Other Requirements

1. Introduction to Business (BUS 100) Competencies
2. College Composition I (ENG 111) Competencies
3. Orientation to Virtual Assistance (SDV 101) Competencies
4. Introduction to Mathematics (MTH 120) Competencies
5. Approved Social/Behavioral Science Elective Competencies

Career Studies Certificate: Information Processing Technician

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

OCCUPATIONAL OBJECTIVES: office assistant, office support technician, customer service care center, information technology assistant

ADMISSION/COURSE PREREQUISITE REQUIREMENTS:

- Most courses in this program require placement in to ENF 2 or higher or successful completion of ENF1.
- 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.

Additional courses to enhance employment opportunities may include: (if 12 credits needed each semester)

AST	205	Business Communications
AST	234	Records & Database Management
ENG	111	College Composition I
ITE	115	Introduction to Computer Applications and Concepts
SPA	101/102	Spanish I & II

Course#		Title	Credits
First Semester (Fall)			
AST	107	Editing and Proofreading Skills[1]	3
AST	102/141	Keyboarding II or Word Processing I[2]	3
SDV	101	Orientation to Virtual Assistant	1
		Total	**7**
Second Semester (Spring)			
AST	142	Word Processing II[3]	3
AST	206	Professional Development[4]	3
AST	243	Office Administration I[2] or AST 244 Administration II[2]	3
		Total	**9**
		Program Total	**16**

[1]Keyboarding skill is required. Co requisite: AST 101 or equivalent skill.
[2]Keyboarding skill and computer knowledge are required. Prerequisite: AST 101 or instructor approval
[3]Prerequisite: AST 102 or AST 141 or instructor approval
[4]Capstone course. Internship project required.

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

Career Studies Certificate: Information Processing Technician
Direct Assessment Competency-Based

AREA: Information Processing Technician **221-299-16**

FORMAT: This program is delivered through direct assessment, competency-based education (CBE). Competencies are performance-based statements about knowledge, skills, and abilities. Direct assessment means that progress and completion are based solely on the attainment of required competencies in lieu of credit hours or clock hours as a measure of student learning. Additional info about this program design is provided in the catalog section on CBE policies.

LENGTH: Direct assessment CBE programs are not time-based. Estimated time to completion depends on the student's academic load/attendance status for hours of educational activity per semester and previously attained competencies that are verified by faculty

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

OCCUPATIONAL OBJECTIVES: office assistant, office support technician, customer service care center, information technology assistant

ADMISSION/COURSE PREREQUISITE REQUIREMENTS:
Students without keyboarding skill (or limited skill below 25 words per minute) must attain the competencies equivalent to AST 101 Keyboarding I, prior to work on higher level competencies.

COMPETENCIES: The following competencies are required for completion of this direct assessment, competency-based education program:

I. Technical Skills

I. A. Document Production
1. Efficiently create business correspondence using advanced formatting features.

I. B. Customized Formatting
1. Apply automated and customized formatting to business documents
2. Create mail merge documents
3. Create styles and themes in a variety of business documents
4. Apply problem solving skills when designing a multipage document with created tables and indexes using generally accepted business practices for grammar and sentence structure

I. C. Proofreading and Editing Skills
1. Demonstrate proficiency in proofreading and editing skills, including grammar, spelling, sentence structure, and punctuation
2. Compose clearly written business correspondence using correct grammar, punctuation, and sentence construction
3. Write business letters, reports, and memorandums following correct format and creating a good impression on the reader
4. Edit business manuscripts using the revision symbols used by professional editors

II. Interpersonal Skills

II. A. Develop the knowledge, skills, and understanding to make informed academic, social, personal, career, and interpersonal decision
1. Display high standards of ethical conduct and behaviors
2. Pursue appropriate learning activities contributing to lifelong professional growth
3. Maintain high standards for quality work and responsiveness in providing office administrative services

II. B. Better understand self (values, work ethic, attitudes, professional presence, personal wellness, self-esteem).
1. Demonstrates behaviors that are consistent with standards for professional and ethical conduct
2. Function effectively as a member of a diverse team to accomplish common goals.

II. C. Select career goals with thought and care, value work and the benefits it brings, and adjust to the inevitable changes in the working world.
1. Demonstrate a commitment to serving internal and external customers with quality outcomes
2. Apply new technical and business information/knowledge to practical use on the job
3. Research career advancement opportunities

II. D. Demonstrate rational approaches to decision making and problem solving.
1. Demonstrate through simulations and case studies continued rational approaches to solutions and remedies for office issues.

II. E. Use correct oral and written grammar and develop strategies to avoid communication breakdown.
1. Conveys information clearly and effectively

III. Office Administration Procedures & Theory

III. A. Constantly Changing Workplace
1. Recognize how economic globalization and changing technology contribute to the dynamic workplace
2. Describe and model the characteristics and conventions of a professional image
3. Discuss and understand the value of working with a diverse workplace team

III. B. Workplace Behaviors
1. Apply techniques and systems for self-management and balance to be a productive, efficient worker

2. Develop a framework for making ethical decisions
3. Understand and practice leadership behaviors
4. Develop skills for providing effective customer service and recognize the importance of the organization's commitment to customer service

III. C. Communication Essentials

1. Apply appropriate guidelines for writing email, memos, letters, and reports
2. Prepare and demonstrate effective verbal communication and presentations

IV. Job Search/Employment

IV. A. Job Search and Advancement

1. Demonstrate job search skills required for employment
2. Demonstrate business awareness and workplace effectiveness.

V. Other

V. A. Orientation to Virtual Assistant

1. Orientation to Virtual Assistant (SDV 101) Competencies

Business Degrees and Certificates

Associate of Arts and Sciences Degree in Business Administration
216

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) and associate of science (AS) offered by LFCC are designed to provide freshman and sophomore level course work toward the completion of a bachelor's degree. The AA&S and AS degree programs require students to take essentially the same courses as required by their university/four-year college counterparts.

To help facilitate the transfer process, LFCC has created an online 'Transfer Guide' that provides detailed information such as tuition, GPA, application requirements, course equivalents, and other information that may be useful in the transfer process. The transfer guide can found at www.lfcc.edu/transfer. The Virginia Community College System also offers a Transfer Planning Tool on the Virginia Educational Wizard, which can be found at www.vawizard.org.

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 information and college catalogs, exploring Guaranteed Admissions and Transfer agreements, 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 an advisor or counselor to gain additional information to plan a successful transfer experience.

Course #		Title	Credits
First Semester			
ACC	211	Principles of Accounting I	3
BUS	100	Introduction to Business	3
ENG	111	College Composition I	3
HIS	111	History Elective[1]	3
ITE		ITE 115 or ITE 120[4]	3
SDV	100	College Success Skills	1
		Total	**16**
Second Semester			
ACC	212	Principles of Accounting II	3
ENG	112	College Composition II	3
MTH	163	Pre-Calculus I[5]	3
		(or MTH 271 or 173)	
PED/HLT		Physical Education (or Health)	1
		Approved Humanities Elective[3]	3
		Total	**13**
Third Semester			
CST		Communication Elective[1]	3
ECO	201	Principles of Macroeconomics	3
		Approved Transfer Elective[6]	3
MTH	271	Applied Calculus I[5]	3
		(or MTH 272 or 174)	
		Science with Laboratory[1,2]	4
		Total	**16**
Fourth Semester			
ECO	202	Principles of Microeconomics	3
MTH	240	Statistics I	3
		Approved Transfer Elective[1]	3
ENG		Literature Elective[1]	3
		Science with Laboratory[1,2]	4
		Total	**16**
		Program Total	**61**

[1]See list of approved electives on page 39.
[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 on page 39.
[4] ITE 115 will satisfy most transfer requirements. Check with your transfer institution.
[5]Approved math sequences are MTH 163-271; MTH 271-272; MTH 173-174.
[6]BUS 241 highly recommended; however, students should check with their transfer institution.

Associate of Applied Science Degree in Accounting
203

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 an 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 an 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	1
		Elective	3
		Total	**16**
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	**65**

[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
212

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 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 an 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	1
		Total	**16**
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	**65**

[1] Students may select humanities electives from approved list on page 39.

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.

AREA: Entrepreneurship **221-212-10**

PURPOSE: The career studies certificate will provide students with foundation skills in finance, accounting, marketing, business law and human resources required to develop and open a business.

Course #		Title	Credits
First Semester (fall)			
BUS	116	Entrepreneurship	3
BUS	241	Business Law	3
FIN	215	Financial Management	3
ITE	115	Introduction to Computer Applications and Concepts (ITE 115 may be taken either fall or spring)	3
		Total	**12**
Second Semester (spring)			
ACC	262	Federal Taxation II	3
BUS	205	Human Resources	3
MKT	100	Principles of Marketing	3
		Total	**9**
		Program Total	**21**

Students who register for the Entrepreneurship Career Studies Certificate are also encouraged to take ACC 211 in addition to ACC 262, although not a requirement

AREA: General Business **221-208-14**

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

Course#		Title	Credits
ACC	211	Principles of Accounting I	3
BUS	100	Introduction to Business	3
BUS	205	Human Resource 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: Hospitality **221-775-01**

PURPOSE: To provide students with the skills and knowledge needed to meet employment needs of the growing hospitality sector in the Shenandoah Valley and surrounding areas.

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

Course#		Title	Credits
Fall Semester			
ACC	117	Essentials of Accounting	3
AST	205	Business Communications	3
BUS	100	Introduction to Business	3
BUS	241	Business Law I	3
HRI	154	Principles of Hospitality Management	3
		Total	**15**
Spring Semester			
AST	206	Professional Development	3
BUS	111	Principles of Supervision	3
HRI	255	Human Resource Management & Training for Hospitality and Tourism	3
MKT	100	Principles of Marketing	3
HRI	190	Coordinated Internship	2
		Total	**14**
		Program Total	**29**

AREA: Small Business Management **221-212-24**

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

Course#		Title	Credits
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 **221-212-25**

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

Course#		Title	Credits
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.

Education Degrees and Certificate

Associate of Arts and Sciences Degree in Education
624

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 associate of arts and sciences degrees (AA&S) and associate of science (AS) offered by LFCC are designed to provide freshman and sophomore level course work toward the completion of a bachelor's degree. The AA&S and AS degree programs require students to take essentially the same courses as required by their university/four-year college counterparts.

To help facilitate the transfer process, LFCC has created an online 'Transfer Guide' that provides detailed information such as tuition, GPA, application requirements, course equivalents, and other information that may be useful in the transfer process. The transfer guide can found at www.lfcc.edu/transfer. The Virginia Community College System also offers a Transfer Planning Tool on the Virginia Educational Wizard, which can be found at www.vawizard.org.

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 information and college catalogs, exploring Guaranteed Admissions and Transfer agreements, 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 an 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[1,2]	3
MTH		Approved Math Elective[1,3]	3
ITE		Computer Literacy Elective[1]	3
SDV	101/ 100	Orientation to the Education Professions	1
		Total	**17**
Second Semester			
ENG	112	College Composition II	3
GEO	210	Cultural Geography	3
GOL		Approved GOL Elective[1,4]	4
HIS		Approved History Elective[1,2]	3
MTH	240	Statistics I	3
		Total	**16**
Third Semester			
ENG		Literature Elective[1]	3
EDU	200	Introduction to Teaching as a Profession[5]	3
PLS	135	American National Politics	3
PED/ HLT		Physical Education or Health Elective[1,6]	1
		Approved Humanities Elective[1,7]	3-4
		Total	**14**
Fourth Semester			
CST		Communication Elective[1]	3
PSY	230	Developmental Psychology	3
ECO		Economics Elective[1,8]	3
		Approved Transfer Elective[1]	3
		Approved Transfer Elective[1]	3-4
		Total	**16**
		Program Total	**61-63**

[1]See list of approved electives on page 39.

[2]Students should check with the institution to which they are transferring in order to determine the most appropriate history course to take at LFCC.

[3]Students should check with the institution to which they are transferring in order to determine the most appropriate math course to take at LFCC

[4]To be selected from the following: GOL 105 or 106. Students should check with the institution to which they are transferring in order to determine the most appropriate GOL course to take at LFCC.

[5]This 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.

[6]Students should check with the institution to which they are transferring in order to determine the most appropriate health or PED course to take at LFCC.
[7]Students should check with the institution to which they are transferring in order to determine the most appropriate humanities course to take at LFCC.
[8]To be selected from the following: ECO 201 or 202. Students should check with the institution to which they are transferring in order to determine the most appropriate ECO course to take at LFCC.

Associate of Applied Science Degree in Early Childhood Education
636

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 an 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
First Semester		
CHD 118	Language Arts for Young Children	3
CHD 120	Intro to Early Childhood Education	3
CHD 145	Teaching Art, Music, & Movement	3
ENG 111	College Composition I	3
PSY 235	Child Psychology	3
SDV100/101	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 with Lab Elective[3]	3-4
	Total	**18-19**
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	3
	Humanities or Fine Arts Elective[4]	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[5]	1
CST 100/110	Principles of Public Speaking	3
PED/HLT	Physical Education or Health Elective	1 2-3
	Total	**14**
	Program Total	**65-67**

[1]CHD 118 must be completed before CHD 119.
[2]CHD 165 prerequisite for CHD 265. 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.
[3]MTH 151 or higher is required for transfer.
[4]Students may select humanities or fine arts elective from approved list on page 39.
[5]Co-requisite: CHD 265

AREA: Early Childhood Education 221-636-06

PURPOSE: To prepare students for working in an early childhood educational setting

OCCUPATIONAL OBJECTIVES: Instructional assistant or preschool and child care worker

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	101/100	College Success Skills	1
		Total	**16**

Engineering, Industrial and Trade Degrees and Certificates

Associate of Science in Science Degree: Engineering Specialization
880-02

AREA: Science : Engineering Specialization

DEGREE: Associate of Science Degree

LENGTH: Four semesters (two-year) program

PURPOSE: With tremendous emphasis on technological developments in today's society, great demand exists for engineers to work with developing technologies both at the development stage and the application stage. The associate of science degree program with a specialization in engineering is designed for persons who plan to transfer to a four-year college or university to complete a baccalaureate or higher degree program in an engineering discipline such as mechanical, civil, construction, ocean and mining, and materials engineering.

TRANSFER GUIDELINES: The associate of arts and sciences (AA&S) and associate of science (AS) degrees offered by LFCC are designed to provide freshman and sophomore level course work toward the completion of a bachelor's degree. The AA&S and AS 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, LFCC has created an online 'Transfer Guide' that provides detailed information such as tuition, GPA, application requirements, course equivalents, and other information that may be useful in the transfer process. The transfer guide can found at www.lfcc.edu/transfer. The Virginia Community College System also offers a Transfer Planning Tool on the Virginia Educational Wizard, which can be found at www.vawizard.org.

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 information and college catalogs, exploring Guaranteed Admissions and Transfer agreements, 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 an advisor or counselor to gain additional information to plan a successful transfer experience.

Course #		Title	Credits
First Semester			
ENG	111	College Composition I	3
IT/CS		Computer Elective[1]	3
MTH		Mathematics Elective[1]	3-5
SDV	100/101	College Success Skills	1
		Science with Laboratory[2]	4
EGR	120	Intro to Engineering	2
		Total	**16-18**
Second Semester			
ENG	112	College Composition II	3
		Humanities/Fine Arts[3]	3
MTH		Mathematics Elective[1]	5-8
EGR	123	Intro to Engineering Design	2
CST		Communication Elective[3]	3
		Total	**16-19**
Third Semester			
		Social Science Elective[3]	3
		Approved STEM Elective[1]	3-4
PED/HLT		Physical Education or Health[1]	1
EGR		Engineering Electives[1]	6
		Science with Laboratory[2]	4
		Total	**17-18**
Fourth Semester			
ENG		Literature Elective[3]	3
		Social Science Elective[3]	3
		Science with Laboratory[2]	4
EGR/MTH		Engineering/Math Elective[1]	3-4
		Approved STEM Elective[1]	3
		Total	**16-17**
		Program Total	**65-72**

[1] Students are advised to meet with an academic or faculty advisor for optimum course selection for desired major and transfer institution.

[2] In the First semester, students should take CHM 111 – College Chemistry I. In the Third semester, students should take PHY 241 – University Physics I, and in the Fourth semester, PHY 242 – University Physics II.

[3] See the list of electives on page 39.

Associate of Applied Science Degree in General Engineering Technology/Mechanical Engineering Technology
968

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 an advisor.

Course#		Title	Credits
First Semester			
EGR	110	Engineering Graphics	3
ENG	111	College Composition I	3
MEC	111	Materials for Industry	3
MTH		Approved MTH Elective[1]	3
SDV	100	College Success Skills	1
		Social Science Elective[2]	3
		Total	**16**
Second Semester			
CAD	241	Parametric Solid Modeling I	3
EGR	216	Computer Methods in Engineering and Technology	3
ENG	112/115	College Composition II or Technical Writing	3
MEC	112	Processes of Industry	3
MTH		Approved MTH Elective[1]	3
		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
PED/HLT		Physical Education or Health	1
PHY	201	General College Physics I	4
		Technical Elective[3]	3
		Total	**17**
Fourth Semester			
EGR	136	Strength of Materials	3
IND	145	Introduction to Metrology	3
PHY	202	General College Physics II	4
		Technical Elective[3]	3
		Humanities Elective[4]	3
		Total	**16**
		Program Total	**67**

[1] Approved math courses include: MTH 158/MTH 163, MTH 163/164, MTH 271/272, MTH 173/174. Students intending to transfer to Old Dominion University should meet with program faculty about the proper selection of math courses.

[2] Students may select social science elective from approved list on page 39.

[3] An approved list of technical electives is available on page 41.

[4] Students may select humanities elective from approved list on page 39.

Associate of Applied Science Degree in General Engineering Technology: Civil Engineering Technology Specialization
968-01

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 an 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
SDV	100	College Success Skills	1
		Social Science Elective[2]	3
		Total	**16**
Second Semester			
ARC	221	Architectural CAD Appl. Software I	3
		Humanities Elective[4]	3
EGR	216	Computer Methods in Engineering and Technology	3
ENG	112/115	College Composition II or Technical Writing	3
MTH		Approved Math Elective[1]	3
		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
PED/HLT		Physical Education or Health	1
PHY	201	General College Physics I	4
		Technical Elective[3]	3
		Total	**17**
Fourth Semester			
CIV	172	Surveying II	3
EGR	136	Strength of Materials	3
PHY	202	General College Physics II	4
		Technical Elective[3]	3
IND	145	Intro to Metrology	3
		Total	**16**
		Program Total	**67**

[1] Approved math courses include MTH 158/163, MTH 163/164, MTH 163/271, MTH 271/272, MTH 173/174. Students intending to transfer to OLD Dominion University should meet with program faculty about the proper selection of math courses.
[2] Students may select social science electives from approved list on page 39.
[3] An approved list of technical electives is available on page 41
[4] Students may select humanities electives from approved list on page 39.

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

968-04

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 an advisor 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 an 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	111	Materials for 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
EGR	216	Computer Methods in Engineering and Technology	3
MEC	112	Processes of Industry	3
MTH		Approved Math Elective[1]	3
		Technical Elective[3]	3
		Total	**18**
Third Semester			
ARC	222	Architectural CAD Applications Software II	3
CAD	242	Parametric Solid Modeling II	3
CIV	171	Surveying I	3
EGR	206	Engineering Economics	3
PED/HLT		Physical Education or Health	1
		Technical Elective[3]	3
		Total	**16**
Fourth Semester			
CIV	172	Surveying II	3
ENG	112/115	College Composition II or Technical Writing	3
IND	145	Introduction to Metrology	3
		Social Science Elective[2]	3
		Humanities Elective[4]	3
		Total	**15**
		Program Total	**65**

[1] Approved higher level math courses include: MTH 120/158, MTH 158/163, MTH 163/164, MTH 163/271, MTH 271/272, MTH 173/174. Students should meet with program faculty.

[2] Students may select social science electives from approved list on page 39.

[3] An approved list of Technical Electives is available on page 41.

[4] Students may select humanities electives from approved list on page 39.

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

968-06

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

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 an advisor if and when they develop an interest in transferring.

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	111	Materials for 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
EGR	216	Computer Methods in Engineering and Technology	3
ELE	134	Practical Electricity II	3
ENG	112/115	College Composition II or Technical Wiring	3
MEC	112	Processes of Industry	3
MTH	158	Approved Math Elective[1]	3
		Total	**18**
Third Semester			
EGR	206	Engineering Economics	3
ELE	159	Electrical Motors	3
PED/HLT		Physical Education or Health	1
		Humanities Elective[2]	3
		Social Science Elective[2]	3
		Technical Elective[3]	3
		Total	**16**
Fourth Semester			
ELE	135/137	National or Residential Electric Code	3
ELE	156	Electrical Control Systems	3
IND	145	Introduction to Metrology	3
		Social Science Elective[2]	3
		Technical Elective[3]	3
		Total	**15**
		Program Total	**65**

[1] Approved higher level math courses include: MTH 120/MTH 158, MTH 158/163, MTH 163/164, MTH 163/271, MTH 271/272, MTH 173/174. Students should meet with program faculty.

[2] Students may select social science and humanities electives from list of approved electives on page 39.

[3] An approved list of technical electives is available on page 41.

Associate of Applied Science Degree in General Engineering Technology: Technical Operations 968-07

AREA: General Engineering Technology: Technical Operations

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 an 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 consult with their program advisor about those requirements.

Course#		Title	Credits
First Semester			
EGR	110	Engineering Graphics	3
ENG	111	English Composition I	3
MEC	111	Materials for Industry	3
MTH	115	Technical Math I or approved Higher Level Math[1]	3
SDV	100	College Success Skills	1
		Technical Elective[3]	3
		Total	**16**
Second Semester			
CAD	241	Parametric Solid Modeling I	3
EGR	216	Computer Methods in Engineering and Technology	3
ENG	112/115	College Composition II or Technical Writing	3
MEC	112	Processes of Industry	3
MTH	158	College Algebra or Approved Higher Level Math[1]	3
		Technical Elective[3]	3
		Total	**18**
Third Semester			
CAD	242	Parametric Solid Modeling II	3
EGR	206	Engineering Economics	3
PED/HLT		Physical Education or Health	1
		Social Science Elective[2]	3
		Technical Elective[3]	3
		Technical Elective[3]	3-4
		Total	**16-17**
Fourth Semester			
IND	145	Introduction to Metrology	3
		Social Science Elective[2]	4
		Technical Elective[3]	3
		Technical Elective[3]	3-4
		Humanities Elective[4]	3
		Total	**15-16**
		Program Total	**65-67**

[1] Approved higher level math courses include: MTH 120/158, MTH 158/163, MTH 163/164, MTH 163/271, MTH 271/272, MTH 173/174. Students should check with program faculty.

[2]Students may select social science electives from list of approved electives on page 39.

[3]An approved list of technical electives is available on page 41.

[4]Students may select humanities from list of approved electives on page 39.

AREA: Basic Electrical Technician 221-941-02

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

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

This certificate can be completed in two semesters if the following conditions are met:

- Students are willing to enroll in day and evening classes
- Students must take classes in the semesters they are listed

Course#		Title	Credits
Fall Semester			
ELE	133	Practical Electricity I	3
ELE	135	National Electrical Code Residential	3
SDV	101/100	Introduction to the Trades Profession	1
		Total	**7**
Spring Semester			
ELE	134	Practical Electricity II	3
ELE	137	National Electrical Code Industrial	3
ELE	190	Coordinated Internship or Technical elective (WEL, AIR, ELE or ITE 115)	3
		Total	**9**
		Program Total	**16**

AREA: Drafting 221-729-09

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

OCCUPATIONAL OBJECTIVES: architectural/civil drafter, engineering technician, surveying and mapping technician, draft technician, or other related positions

Course#		Title	Credits
ARC	130	Introduction to Materials and Methods of Construction	3
ARC	221	Architectural CAD Applications Software I[1]	3
ARC	222	Architectural CAD Applications Software II[2]	3
CAD	241	Parametric Solid Modeling I	3
CAD	242	Parametric Solid Modeling II	3
EGR	110	Engineering Graphics	3
MEC	111	Materials for Industry	3
		Total	**21**

[1] Prerequisite for ARC 222 is ARC 221
[2] Prerequisite for CAD 242 is CAD 241

AREA: Electrical Control Technician Intermediate* 221-941-04

PURPOSE: To obtain a second career studies certificate, complementing the first CSC Electrical Technician Basic, thus enabling student to become more employable

OCCUPATIONAL OBJECTIVES: equipment designer, product development, engineering technician, product engineer, assembler, and other related positions.

Course #		Title	Credits
Fall semester			
ELE	159*	Electrical Motors	3
AIR	134	Circuit and Controls I or ELE 134 Practical Electricity II	3
ELE	239	Programmable Controllers	3
Spring Semester			
ELE	156	Electrical Control Systems	3
ELE	240	Advanced Programmable Logic Controllers	3
Fall or Spring Semester			
ELE	290	Coordinated Internship or Approved Elective	1
		Total	**16**

*It is recommended that students complete the Basic Electrical Technician Certificate prior to starting the Electrical Control Technician Intermediate Certificate. Students who have not completed the Basic Electrical Technician Certificate will have to take ELE 134.

AREA: HVAC 221-903-10

LENGTH: This certificate can be completed in three semesters if the following conditions are met:

- Students are willing to enroll in day and evening classes
- Students must take classes in the semesters they are listed

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

Course#		Title	Credits
Fall Semester			
AIR	121	Air Conditioning and Refrigeration I	3
AIR	154	Heating Systems I	3
AIR	134	Circuits and Controls	3
		Total	**9**
Spring Semester			
AIR	122	Air Conditioning and Refrigeration II	3
AIR	155	Heating Systems II	3
ELE	133	Practical Electricity I	3
		Total	**9**
		Program Total	**18**

AREA: Industrial Design **221-883-19**

LENGTH: This certificate can be completed in two semesters if the following conditions are met:

- Students are willing to enroll in day and evening classes
- Students must take classes in the semesters they are listed

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

OCCUPATIONAL OBJECTIVES: equipment designer, product development, engineering technician, product engineer, assembler, and other related positions

Course#		Title	Credits
EGR	135	Statics for Engineering Technology[1]	3
EGR	136	Strength of Materials for Engineering Technology[2]	3
MEC	111	Materials for Industry	3
ARC	130	Materials and Methods of Construction	3
MTH	115	Technical Mathematics I	3
MTH	116	Technical Mathematics II	3
		Total	**18**

[1] Prerequisite for EGR 135 is MTH 115.
[2] Prerequisite for EGR 136 is EGR 135.

AREA: Industrial Maintenance Technician Basic **221-990-00**

LENGTH: This certificate can be completed in two semesters if the following conditions are met:

- Students are willing to enroll in day and evening classes
- Students must take classes in the semesters they are listed

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

Course#		Title	Credits
Fall Semester			
ELE	133	Practical Electricity I	3
SDV	101/100	Orientation to the Trades Profession	1
WEL	120	Introduction to Welding	3
		Total	**7**
Spring Semester			
MEC	120	Principles of Machine Technology	3
Internship		Internship or COOP	6
		Total	**9**
		Program Total	**16**

AREA: Industrial Maintenance Technician Intermediate
221-990-10

LENGTH: This certificate can be completed in two semesters if the following conditions are met:

- Students are willing to enroll in day and evening classes
- Students must take classes in the semesters they are listed

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 manufacturing or small business and commercial support companies

Course#	Title	Credits
Fall Semester		
AIR 121	Air Conditioning and Refrigeration I	3
ELE 159	Electrical Motors	3
	Approved Tech Elective (AIR 122, ITE 115, or as approved by advisor)	3
	Total	**9**
Spring Semester		
ELE 134	Practical Electricity II	3
WEL 130	Inert Gas Welding	3
	Internship	1
	Total	**7**
	Program Total	**16**

Fine Arts Degree and Certificates

Associate of Arts and Sciences Degree in Liberal Arts: Fine Arts Specialization 650-04

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) and associate of science (AS) offered by LFCC are designed to provide freshman and sophomore level course work toward the completion of a bachelor's degree. The AA&S and AS degree programs require students to take essentially the same courses as required by their university/four-year college counterparts.

To help facilitate the transfer process, LFCC has created an online 'Transfer Guide' that provides detailed information such as tuition, GPA, application requirements, course equivalents, and other information that may be useful in the transfer process. The transfer guide can found at www.lfcc.edu/transfer. The Virginia Community College System also offers a Transfer Planning Tool on the Virginia Educational Wizard, which can be found at www.vawizard.org.

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 information and college catalogs, exploring Guaranteed Admissions and Transfer agreements, 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 an 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	3
SDV	101/100	Orientation to the Visual Arts	1
ITE		Information Literacy Elective[1]	3
		Foreign Language Elective[1]	3-4
ART	121	Drawing I	3
		Total	**16-17**
Second Semester			
ENG	112	College Composition II	3
HIS	112	History of World Civilization II	3
		Foreign Language Elective[1]	3-4
ART	122	Drawing II	3
		Total	**12-13**
Third Semester			
CST		Communication Elective[1]	3
MTH		Math Elective[1,2]	3
		Social Science Elective[1]	3
		Science with Lab Elective[1,3]	4
ART	131	Fundamentals of Design (with lab)	4
		Total	**17**
Fourth Semester			
PED/HLT		Physical Education or Health	1
		Science with Lab Elective [1,3]	4
MTH		Math Elective [1,2]	3
ART	132	Fundamentals of Design II (with lab)	4
ART	287	Portfolio and Resume Preparation	1
ART		Art Elective[4]	3
		Total	**16**
		Program Total	**61-63**

[1] Lists of approved electives can be found on page 40.
[2]Students should check with the institution to which they are transferring in order to determine the most appropriate math courses to take at LFCC.
[3]A one-year sequence of biology, geology, or physics is recommended. However, depending on the requirements of four-year institutions, two one-semester courses in different sciences may be substituted with advisor approval.
[4]The following courses may be used as art electives: ART 111, 125, 153, 231, 243, 283, 284.

AREA: Fine Arts **221-529-81**

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

Course#		Title	Credits
ART	121	Drawing I	3
ART	122	Drawing II	3
ART	131	Fundamentals of Design I	4
ART	241	Painting I[1]	3
ART	242	Painting II[2]	3
ART		Approved Elective[3]	3
		Total	**19**

[1] Prerequisite for ART 241 is ART 121 or instructor approval.
[2] Prerequisite for ART 242 is ART 241 or instructor approval.
[3] Approved electives: ART 132, ART 138, ART 153

AREA: Nature and Outdoor Photography **221-502-84**

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

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**

[1] Prerequisite for PHT 216 is PHT 107 or instructor approval.
[2] Approved electives include NAS 160 or courses with ART, BIO, or PHT prefixes.

Health Information Management Degree and Certificates

AREA: Health Information Management

DEGREE: Associate of Applied Science Degree

LENGTH: Four semesters (two-year program)

PURPOSE: The curriculum is designed to provide training in the management of systems to collect, interpret, and analyze patient data and to communicate information related to the research, planning, provision, and evaluation of every day operations in health care services. Additionally, students gain skills to manage positions related to these functions. The curriculum provides students with a unique blend of courses in administrative technology, information management, and health care services. Students who possess an interest in medical services, medical coding, health information regulations, and computer applications to manage will find this career rewarding. This program is beneficial to individuals who are seeking career advancement and eligibility for the national certifying examination-Registered Health Information Technician (RHIT).

Special Accreditation Status: The HIM associate degree is in Candidacy Status, pending accreditation review by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIM).

Certification Eligibility: Upon accreditation by CAHIIM *(*though accreditation in not guaranteed*)* students in their final semester and graduates of the program are eligible to take a national certifying examination. The Registered Health Information Technician (RHIT) Certification is recognized nationwide as proof of proficiency in Health Information Management.

OCCUPATIONAL OBJECTIVES: Health Information (Medical Records) Assistant/Technician, Medical Coder, Coding Manager/Supervisor, Health Information Supervisor/Office Manager, Clinical Documentation Improvement Specialist, Privacy Officer, health data analyst.

Employment opportunities exist in all types of healthcare delivery organizations (hospitals, ambulatory care centers, home health services and long term care facilities) plus managed care, consulting firms, claims and reimbursement companies, software service providers, and research firms.

TRANSFER GUIDELINE: 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 an advisor.

PROGRAM REQUIREMENTS. The two-year curriculum in Health Information Management includes instruction in administrative management, medical coding, medical administrative technology, and general education. Students are advised to check with an 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 Health Information Management.

The associate degree may be completed in four semesters if the following conditions are met:

- Placement tests indicating readiness to enroll in ENG 111.
- Students without computer or keyboarding skill (below 25 words per minute) must complete the prerequisite course AST 101 or (below 45 wpm) AST 102 prior to enrolling in ITE 115.
- Students are willing to enroll in day and evening classes

Note: BIO 141/142 Human Anatomy and Physiology I/II may be substituted for BIO 145.

Course#		Title	Credits
First Semester (fall)			
BIO	145	Human Anatomies and Physiology for the Health Sciences[1]	4
ENG	111	College Composition I	3
HIM	111	Medical Terminology I	3
HIM	141	Fundamentals of Health Information Systems I	3
SDV	101	Orientation to Health Information Management[2]	1
ITE	115	Introduction to Computer Applications	3
		Total	**17**
Second Semester (Spring)			
HIM	112	Medical Terminology II[3]	3
HIM	130	Healthcare Information Systems[4]	3
HIM	226	Legal Aspects of Health Records Documentation **or** MDA Medical Law and Ethics[5]	2
HIM	250	Health Data Classification Systems I (ICD-9-CM)[6,7]	4
HIM	110	Introduction to Human Pathology[6]	3
		Total	**15**

Third Semester (Fall)

HIM	249	Supervision & Management Practices	3
HIM	230	Information Systems & Technology in Health Care **or** ITE 120 Principles of Information Systems [4]	3
HIM	255	Health Data Classification Systems II (CPT)[7,8]	2
HIM	231	Health Records Applications I[5,8]	3
PED/HLT		Physical Education or Health	1
		Social Science Elective[9]	3
		Total	**15**

Fourth Semester (Spring)

AST	206	Professional Development	3
HIM	229	Performance Improvement in Health Care Settings[10]	2
HIM	260	Pharmacology for HIT[11]	2
HIM	232	Health Records Application II: Advanced Coding[12]	3
HIM	220	Health Statistics[5]	2
HIM	290	Coordinated Internship[13]	3
		Humanities Elective[9]	3
		Total	**18**
		Program Total	**65**

[1]BIO 141/142 Human anatomy and Physiology and I/II may be substituted for BIO 145.
[2]Prerequisite: Course MUST be taken in the first semester
[3]Prerequisite: HIM 111
[4]Prerequisite: ITE 115 *strongly recommend before HIM 130*
[5]Prerequisite: HIM 141
[6]Prerequisite: BIO 145 or BIO 141/142
[7]Pre-or-co-requisite: HIM 112
[8]Prerequisiste: BIO 145 or BIO 141/142, HIM 112, HIM 250
[9]Student may select from list under humanities/social as applicable on page 39
[10]Prerequisite: HIM 226
[11]Prerequisite: HIM 110
[12]Prerequisite: HIM 231
[13]Prerequisite: Instructor permission required; all HIM core courses must be **successfully** completed prior to coordinated internship.

Associate of Applied Science Degree in Health Information Management – Direct Assessment Competency-Based

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AREA: Health Information Management

DEGREE: Associate of Applied Science Degree

FORMAT: This program is delivered through direct assessment, competency-based education (CBE). Competencies are performance-based statements about knowledge, skills, and abilities. Direct assessment means that progress and completion are based solely on the attainment of required competencies in lieu of credit hours or clock hours as a measure of student learning. Additional info about this program design is provided in the catalog section on CBE policies.

LENGTH: Direct assessment CBE programs are not time-based. Estimated time to completion depends on the student's academic load/attendance status for hours of educational activity per semester and previously attained competencies that are verified by faculty

PURPOSE: The curriculum is designed to provide training in the management of systems to collect, interpret, and analyze patient data and to communicate information related to the research, planning, provision, and evaluation of every day operations in health care services. Additionally, students gain skills to manage positions related to these functions. The curriculum provides students with a unique blend of courses in administrative technology, information management, and health care services. Students who possess an interest in medical services, medical coding, health information regulations, and computer applications to manage will find this career rewarding. This program is beneficial to individuals who are seeking career advancement and eligibility for the national certifying examination-Registered Health Information Technician (RHIT).

Special Accreditation Status: The HIM associate degree is in Candidacy Status, pending accreditation review by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIM).

Certification Eligibility: Upon accreditation by CAHIIM *(*though accreditation in not guaranteed*)* students in their final semester and graduates of the program are eligible to take a national certifying examination. The Registered Health Information Technician (RHIT) Certification is recognized nationwide as proof of proficiency in Health Information Management.

OCCUPATIONAL OBJECTIVES: Health Information (Medical Records) Assistant/Technician, Medical Coder, Coding Manager/Supervisor, Health Information Supervisor/Office Manager, Clinical Documentation Improvement Specialist, Privacy Officer, health data analyst.

Employment opportunities exist in all types of healthcare delivery organizations (hospitals, ambulatory care centers, home health services and long term care facilities) plus managed care, consulting firms, claims and reimbursement companies, software service providers, and research firms.

TRANSFER GUIDELINE: 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 an advisor.

PROGRAM REQUIREMENTS. The two-year curriculum in Health Information Management includes instruction in administrative management, medical coding, medical administrative technology, and general education. Students are advised to check with an 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 Health Information Management.

COMPETENCIES: The following competencies are required for completion of this direct assessment, competency-based education program:

I: Health Data Management

I.A. Health Data Structure, Content, and Standards

1. Apply policies and procedures to ensure the accuracy of health data.
2. Collect and maintain health data (such as data elements, data sets, and databases).
3. Conduct analysis to ensure that documentation in the health record supports the diagnosis and reflects the patient's progress, clinical findings, and discharge status.
4. Verify timeliness, completeness, accuracy, and appropriateness of data and data sources for patient care, management, billing reports, registries, and/or databases.

I.B. Healthcare Information Requirements and Standards

1. Apply policies and procedures to ensure organizational compliance with regulations and standards.
2. Assist in preparing the organization for accreditation, licensing, and/or certification surveys.
3. Maintain the accuracy and completeness of the patient record as defined by organizational policy and external regulations and standards.
4. Monitor and apply organization-wide health record documentation guidelines.

I.C. Clinical Classification Systems

1. Adhere to current regulations and established guidelines in code assignment.

2. Apply diagnosis/procedure codes according to current nomenclature.
3. Ensure accuracy of diagnostic/procedural groupings such as DRG, MSDRG, APC, and so on.
4. Resolve discrepancies between coded data and supporting documentation.
5. Use and maintain applications and processes to support other clinical classification and nomenclature systems (ex. DSM IV, SNOMED-CT).
6. Use and maintain electronic applications and work processes to support clinical classification and coding.
7. Validate coding accuracy using clinical information found in the health record.

I.D. Reimbursement Methodologies

1. Apply policies and procedures for the use of clinical data required in reimbursement and prospective payment systems (PPS) in healthcare delivery.
2. Apply policies and procedures to comply with the changing regulations among various payment systems for healthcare services such as Medicare, Medicaid, managed care, and so forth.
3. Compile patient data and perform data quality reviews to validate code assignment and compliance with reporting requirements, such as outpatient prospective payment systems.
4. Ensure accuracy of diagnostic/procedural groupings such as DRG, APC, and so on.
5. Support accurate billing through coding, chargemaster, claims management, and bill reconciliation processes.
6. Use established guidelines to comply with reimbursement and reporting requirements such as the National Correct Coding Initiative.

II. Health Statistics, Biomedical Research, and Quality Management

II.A. Healthcare Statistics and Research

1. Collect, maintain, and report data for clinical indices/databases/registries to meet specific organization needs such as medical research and disease registries.
2. Collect, organize, and present data for quality management, utilization management, risk management, and other related studies.
3. Comprehend basic descriptive, institutional, and healthcare vital statistics.

II.B. Quality Management and Performance Improvement

1. Abstract and report data for facility-wide quality management and performance improvement programs.
2. Analyze clinical data to identify trends that demonstrate quality, safety, and effectiveness of healthcare.

III. Interpersonal Skills

III.A. Develop the knowledge, skills, and understanding to make informed academic, social, personal, career, and interpersonal decision

1. Display high standards of ethical conduct and behaviors
2. Pursue appropriate learning activities contributing to lifelong professional growth
3. Maintain high standards for quality work and responsiveness in providing office administrative services

III.B. Better understand self (values, work ethic, attitudes, professional presence, personal wellness, self-esteem).

1. Demonstrates behaviors that are consistent with standards for professional and ethical conduct
2. Function effectively as a member of a diverse team to accomplish common goals.

III.C. Select career goals with thought and care, value work and the benefits it brings, and adjust to the inevitable changes in the working world.

1. Demonstrate a commitment to serving internal and external customers with quality outcomes
2. Apply new technical and business information/knowledge to practical use on the job
3. Research career advancement opportunities

III.D. Demonstrate rational approaches to decision making and problem solving.

1. Demonstrate through simulations and case studies continued rational approaches to solutions and remedies for office issues.

III.E. Use correct oral and written grammar and develop strategies to avoid communication breakdown.

1. Conveys information clearly and effectively

IV. Health Services Organization and Delivery

IV.A. Healthcare Delivery Systems

1. Apply current laws, accreditation, licensure, and certification standards related to health information initiatives from the national, state, local, and facility levels.
2. Differentiate the roles of various providers and disciplines throughout the continuum of healthcare and respond to their information needs.

IV.B. Healthcare Privacy, Confidentiality, Legal, and Ethical Issues

1. Adhere to the legal and regulatory requirements related to the health information infrastructure.
2. Apply and promote ethical standards of practice.
3. Apply policies and procedures for access and disclosure of personal health information.
4. Maintain user access logs/systems to track access to and disclosure of identifiable patient data.
5. Release patient-specific data to authorized users.

V. Information Technology & Systems

V.A. Information and Communication Technologies

1. Apply policies and procedures to the use of networks, including intranet and Internet applications, to facilitate the electronic health record (EHR), personal health record (PHR), public health, and other administrative applications.
2. Participate in the planning, design, selection, implementation, integration, testing, evaluation, and support for EHRs.
3. Use common software applications such as spreadsheets, databases, word processing, graphics, presentation, e-mail, and so on in the execution of work processes.
4. Use specialized software in the completion of HIM processes such as record tracking, release of information, coding, grouping, registries, billing, quality improvement, and imaging.

5. Use technology, including hardware and software, to ensure data collection, storage, analysis, and reporting of information.

V.B. Data, Information, and File Structures

1. Apply knowledge of database architecture and design (such as data dictionary) to meet departmental needs.

V.C. Data Storage and Retrieval

1. Apply retention and destruction policies for health information.
2. Query and generate reports to facilitate information retrieval using appropriate software.
3. Use appropriate electronic or imaging technology for data/record storage.

V.D. Data Security

1. Apply confidentiality and security measures to protect electronic health information.
2. Apply departmental and organizational data and information system security policies.
3. Protect data integrity and validity using software or hardware technology.
4. Use and summarize data compiled from audit trails and data quality monitoring programs.

VI. Job Search/Employment

VI.A. Job Search and Advancement

1. Demonstrate job search skills required for employment
2. Demonstrate business awareness and workplace effectiveness.

VII. Organizational Resources

VII.A. Human Resources

1. Apply the fundamentals of team leadership.
2. Comply with local, state, and federal labor regulations.
3. Conduct orientation and training programs.
4. Monitor and report staffing levels and productivity standards for health information functions.
5. Participate in and work in teams and committees.
6. Use tools and techniques to monitor, report, and improve processes.

VII.B. Financial and Resource Management

1. Contribute to work plans, policies, procedures, and resource requisitions in relation to job functions.
2. Make recommendations for items to include in budgets and contracts.
3. Monitor and order supplies needed for work processes.
4. Monitor coding and revenue cycle processes.
5. Recommend cost-saving and efficient means of achieving work processes and goals.

VIII. Other

Anatomy & Physiology

1. Structure and function of the human body

Medical Terminology

1. Medical Prefixes, suffixes, root words, combining forms, and common terminology used by body system.

Pathophysiology

1. Diseases processes including signs and symptoms, diagnosis, treatment, and prognosis.

Pharmacotherapy

1. Common prescription and over the counter medications by body system

General Education/Other Requirements

1. Human Anatomy and Physiology for the Health Professions (BIO 145) Competencies
2. College Composition I (ENG 111) Competencies
3. Orientation to Health Information Management (SDV 101) Competencies
4. Introduction to Computer Applications (ITE 115) Competencies
5. Personal Wellness Competencies
6. Approved Social/Behavioral Science Elective Competencies
7. Approved Humanities Elective Competencies

Certificate: Medical Administrative Assistant/Transcription
286

AREA: Medical Administrative Assistant/Transcription Certificate

LENGTH: Three 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.

This certificate can be completed in three semesters (one year) if the following conditions are met:

- Placement tests indicate readiness to enroll in ENG 111.
- Students without keyboarding skill (or limited skill below 25 words per minute or computer skill) must enroll in AST 101 prior to entry in the program.
- Students are willing to enroll in day and evening classes.

Additional courses to enhance employment opportunities may include: (if 12 credits needed each semester)

ASL	101/102	American Sign Language I and II
AST	107	Editing and Proofreading
AST	205	Business Communications
HLT	215	Personal Stress/Stress Management
ITE	115	Computer Applications & Concepts
MDA	207	Medical Law & Ethics or HIM 226 Legal Aspects of Health Record Documentation
SPA	101/102	Spanish I & II

Course#		Title	Credits
First Semester (Summer)			
BIO	145	Human Anatomy and Physiology for Health Sciences[1]	4
ENG	111	College Composition I	3
HIM	111	Medical Terminology I	3
SDV	101/100	Orientation to Health Professions **or** College Success Skills	1
		Total	**11**
Second Semester (Fall)			
AST	102	Keyboarding II[2] or AST 141 Word Processing I[3]	3
HIM	112	Medical Terminology II[4]	3
HIM	130	Healthcare Information Systems[2]	3
		Total	**9**
Third Semester (Spring)			
AST	142	Word Processing II[3]	3
AST	206	Professional Development[3]	3
AST	245	Medical Machine Transcription[5]	3
AST	230	Introduction to Office Technology[3]	3
		Total	**12**
		Program Total	**32**

[1]Equivalent: Completion of BIO 141 and BIO 142
[2]Prerequisite: AST 101 or equivalent skill
[3]Prerequisite: AST 102 or equivalent skill
[4]Prerequisite: HIM 111
[5]Prerequisite: HIM 111, HIM 112, BIO 145 or (BIO 141 & BIO 142)

Internship opportunities and national certification exams may be available to certificate students/graduates.

Certificate: Medical Billing/Coding
285

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.

The certificate may be completed in three semesters (one year) if the following conditions are met:

- Placement tests indicate readiness to enroll in ENG 111.
- Students without keyboarding skill (or limited skill below 25 words per minute) must complete the prerequisite class AST 101 prior to enrolling AST 102 and AST 141.
- Students are willing to enroll in day and evening classes.

Additional courses to enhance employment opportunities may include:

AST	142	Word Processing II
AST	205	Business Communications
MDA	207	Medical Law and Ethics
SPA	101/102	Spanish I & II

Course#		Title	Credits
First Semester (Fall)			
AST	102	Keyboarding II[1]	3
		or AST 141 Word Processing I[2]	
BIO	145	Human Anatomy and Physiology for the Health Sciences[3]	4
HIM	111	Medical Terminology I	3
SDV	101/100	Orientation to Health Professions	1
		Total	**11**
Second Semester (Spring)			
ENG	111	College Composition I	3
HIM	112	Medical Terminology II[4]	3
HIM	253	Health Records Coding[5]	4
		Total	**10**
Third Semester (Summer)			
AST	206	Professional Development[2]	3
HIM	143	Managing Electronic Billing[6]	3
HIM	254	Advanced Coding & Reimbursement[7]	4
		Total	**10**
		Program Total	**31**

[1] Keyboarding skill is required. Prerequisite: AST 101 or equivalent skill
[2] Prerequisite: AST 101 or AST 102 or equivalent skill
[3] Equivalent: Completion of BIO 141 and BIO 142
[4] Prerequisite: HIM 111
[5] Prerequisite: HIM 111 and BIO 145 or BIO 141 and BIO 142
[6] Prerequisite: HIM 253
[7] Prerequisite: HIM 112 and HIM 253

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

Career Studies Certificate: Hospital Facility Coding

AREA: Hospital Facility Coding* **221-152-02**

PURPOSE: To prepare individuals for full-time employment upon completion of the community college program. The program is beneficial for individuals seeking career advancement and the Certified Coding Specialist (CCS) national coding certification sponsored by American Health Information Management Association (AHIMA).

OCCUPATIONAL OBJECTIVES: Hospital facility coding specialist, medical coding assistant, medical billing specialist or medical insurance coding specialist.

PROGRAM REQUIREMENTS: This program prepares the student for inpatient and ambulatory surgery coding positions and provides course preparation for the CCS national certification. Prior to non-clinical 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 Career Studies Certificate in Hospital Facility Coding.

CERTIFICATION: Students enrolled in the program may apply for the AHIMA CCS exam (at the student's expense).

***ACCEPTANCE PREREQUISITE:** Must have completed coursework required in Medical Billing/Coding certificate program and/or hold an active CPC certification or CPC-H (AAPC) certification or CCA certification (AHIMA).

ACCEPTANCE REQUIREMENTS: Requirements for admissions to the Hospital Facility Coding 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 Hospital Facility Coding program. Current information may be obtained from the Business and Technology Division.

1. Completion of LFCC application for admission
2. Completion of LFCC placement (ENG 111 eligibility required) and any recommended developmental course work.
3. Completion (graduate) of the Medical Billing/Coding certificate program and/or hold an active CPC or CPC-H certification (AAPC) or CCA certification (AHIMA).
4. Completion of application for admissions to the Hospital Facility Coding career studies certificate program.
5. Completion of the required OPAC assessments (keyboarding, ten-key pad, and computer competency). If OPAC scores are below required skill levels, students will be required to successfully complete AST 101 Keyboarding I with a minimum of C prior to selection for the program.
6. Completion of application for admission to the Hospital Facility Coding career students certificate program
7. Submission to the Admission and Records Office official transcripts of all postsecondary courses attempted or completed
8. Documentation and proof of two years' coding work experience, signed by supervisor
9. Upon acceptance to the program, membership to AHIMA (approximately $17, subject to change) and CCS examination fee at completion of program (approximately $300, subject to change).
10. Upon admission (acceptance) to the program, applicant understands that class tuition payments and textbook purchases are due prior to the first day of class each semester. Financial aid is not available for this program.

Course#		Title	Credits
First Semester (fall)			
HIM	141	Fundamentals of Health Information Systems	3
HIM	110	Introduction to Human Pathology[1]	3
SDV	101	Orientation to Health Information Management	1
		Total	**7**
Second Semester (spring)			
HIM	250	Health Data Classification Systems I: ICD Coding[1]	4
HIM	130	Health Information Systems[2]	3
		Total	**7**
Third Semester (summer)			
HIM	260	Pharmacology for HIT[3]	2
HIM	232	Health Records Application II Advanced Coding[4]	3
		Total	**5**
		Program Total	**19**

[1]Prerequisite: BIO 145 or BIO 141 and BIO 142
[2] Prerequisite: ITE 115 preferred
[3] Prerequisite: HIM 110
[4]Taken in final semester with instructor approval

AREA: Hospital Facility Coding* **221-152-02**

FORMAT: This program is delivered through direct assessment, competency-based education (CBE). Competencies are performance-based statements about knowledge, skills, and abilities. Direct assessment means that progress and completion are based solely on the attainment of required competencies in lieu of credit hours or clock hours as a measure of student learning. Additional information about this program design is provided in the catalog section on CBE.

LENGTH: Direct assessment CBE programs are not time-based. Estimate time to completion depends on the student's academic load/attendance status for hours of educational activity per semester and previously attained competencies that are verified by faculty.

PURPOSE: To prepare individuals for full-time employment upon completion of the community college program. The program is beneficial for individuals seeking career advancement and the Certified Coding Specialist (CCS) national coding certification sponsored by American Health Information Management Association (AHIMA).

OCCUPATIONAL OBJECTIVES: Hospital facility coding specialist, medical coding assistant, medical billing specialist or medical insurance coding specialist.

PROGRAM REQUIREMENTS: This program prepares the student for inpatient and ambulatory surgery coding positions and provides course preparation for the CCS national certification. Prior to non-clinical 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 Career Studies Certificate in Hospital Facility Coding.

CERTIFICATION: Students enrolled in the program may apply for the AHIMA CCS exam (at the student's expense).

***ACCEPTANCE PREREQUISITE:** Must have attained the competencies in the Medical Billing/Coding certificate program and/or hold an active CPC certification or CPC-H (AAPC) certification or CCA certification (AHIMA).

COMPETENCIES: The following competencies are required for completion of this direct assessment, competency-based education program:

I: Health Data Management

I.A. Health Data Structure, Content, and Standards

1. Apply policies and procedures to ensure the accuracy of health data.
2. Collect and maintain health data (such as data elements, data sets, and databases).
3. Conduct analysis to ensure that documentation in the health record supports the diagnosis and reflects the patient's progress, clinical findings, and discharge status.
4. Verify timeliness, completeness, accuracy, and appropriateness of data and data sources for patient care, management, billing reports, registries, and/or databases.

I.B. Healthcare Information Requirements and Standards

1. Apply policies and procedures to ensure organizational compliance with regulations and standards.
2. Assist in preparing the organization for accreditation, licensing, and/or certification surveys.
3. Maintain the accuracy and completeness of the patient record as defined by organizational policy and external regulations and standards.
4. Monitor and apply organization-wide health record documentation guidelines.

I.D. Reimbursement Methodologies

1. Apply policies and procedures for the use of clinical data required in reimbursement and prospective payment systems (PPS) in healthcare delivery.
2. Apply policies and procedures to comply with the changing regulations among various payment systems for healthcare services such as Medicare, Medicaid, managed care, and so forth.
3. Compile patient data and perform data quality reviews to validate code assignment and compliance with reporting requirements, such as outpatient prospective payment systems.
4. Ensure accuracy of diagnostic/procedural groupings such as DRG, APC, and so on.
5. Support accurate billing through coding, chargemaster, claims management, and bill reconciliation processes.
6. Use established guidelines to comply with reimbursement and reporting requirements such as the National Correct Coding Initiative.

II. Health Statistics, Biomedical Research, and Quality Management

II.A. Healthcare Statistics and Research

1. Collect, maintain, and report data for clinical indices/databases/registries to meet specific organization needs such as medical research and disease registries.
2. Collect, organize, and present data for quality management, utilization management, risk management, and other related studies.
3. Comprehend basic descriptive, institutional, and healthcare vital statistics.

III. Health Services Organization and Delivery

III.A. Healthcare Delivery Systems

1. Apply current laws, accreditation, licensure, and certification standards related to health information initiatives from the national, state, local, and facility levels.
2. Differentiate the roles of various providers and disciplines throughout the continuum of healthcare and respond to their information needs.

III.B. Healthcare Privacy, Confidentiality, Legal, and Ethical Issues

1. Adhere to the legal and regulatory requirements related to the health information infrastructure.
2. Apply and promote ethical standards of practice.
3. Apply policies and procedures for access and disclosure of personal health information.
4. Maintain user access logs/systems to track access to and disclosure of identifiable patient data.
5. Release patient-specific data to authorized users.

IV. Information Technology & Systems

IV.A. Information and Communication Technologies

1. Apply policies and procedures to the use of networks, including intranet and Internet applications, to facilitate the electronic health record (EHR), personal health record (PHR), public health, and other administrative applications.
2. Participate in the planning, design, selection, implementation, integration, testing, evaluation, and support for EHRs.
3. Use common software applications such as spreadsheets, databases, word processing, graphics, presentation, e-mail, and so on in the execution of work processes.
4. Use specialized software in the completion of HIM processes such as record tracking, release of information, coding, grouping, registries, billing, quality improvement, and imaging.
5. Use technology, including hardware and software, to ensure data collection, storage, analysis, and reporting of information.

IV.B. Data Storage and Retrieval

1. Apply retention and destruction policies for health information.
2. Query and generate reports to facilitate information retrieval using appropriate software.
3. Use appropriate electronic or imaging technology for data/record storage.

IV.C. Data Security

1. Apply confidentiality and security measures to protect electronic health information.
2. Apply departmental and organizational data and information system security policies.
3. Protect data integrity and validity using software or hardware technology.
4. Use and summarize data compiled from audit trails and data quality monitoring programs.

V. Organizational Resources

V.A. Human Resources

1. Apply the fundamentals of team leadership.
2. Comply with local, state, and federal labor regulations.
3. Conduct orientation and training programs.
4. Monitor and report staffing levels and productivity standards for health information functions.
5. Participate in and work in teams and committees.
6. Use tools and techniques to monitor, report, and improve processes.

V.B. Financial and Resource Management

1. Contribute to work plans, policies, procedures, and resource requisitions in relation to job functions.
2. Make recommendations for items to include in budgets and contracts.
3. Monitor and order supplies needed for work processes.
4. Monitor coding and revenue cycle processes.
5. Recommend cost-saving and efficient means of achieving work processes and goals.

VI. Other

1. Pharmacotherapy - Common prescription and over the counter medications by body system
2. Orientation to Health Information Management (SDV 101) Competencies

Career Studies Certificate in Medical Office Administration
221-285-93

AREA: Medical Office Administration

DEGREE: Career Studies Certificate

PURPOSE: To prepare individuals to gain skills in administrative aspects of healthcare such as patient registration or reception.

OCCUPATIONAL OBJECTIVES: This program prepares the student for entry-level administrative (clerical) positions within healthcare facilities. Employers may require satisfactory completion of criminal background search and drug screen. Upon satisfactory completion of the program, the graduate will be awarded a Career Studies Certificate in Medical Office Administration.

CERTIFICATION: There are various national certifications that a graduate may pursue, including the National health Career Association's Certified Medical Administrative Assistant (CMAA).

Program Requirements

Course #		Title	Credits
AST	101	Keyboarding I	3
HIM	111	Medical Terminology I	3
HIM	112	Medical Terminology II	3
SDV	101	Orientation to HIM	1
AST	271	Medical Office Procedures	3
HIM	130	Healthcare Information Systems	3
		Total Credits	**16**

Health Professions Degrees and Certificates

Associate of Science in Science Degree: Health Professions Specialization
880-03

AREA: Science
Health Professions Specialization

DEGREE: Associate of Science in Science 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 medical and health professions. The associate of science degree program in science: health professions specialization program is designed for persons interested in health professions programs who plan to transfer to a health profession such as: dental hygiene, occupational therapy, nursing, physical therapy, respiratory therapy, radiation technology, or other allied health programs.

TRANSFER GUIDELINES: The associate of arts and sciences (AA&S) and associate of science (AS) degrees offered by LFCC are designed to provide freshman and sophomore level course work toward the completion of a bachelor's degree. The AA&S and AS 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, LFCC has created an online 'Transfer Guide' that provides detailed information such as tuition, GPA, application requirements, course equivalents, and other information that may be useful in the transfer process. The transfer guide can found at www.lfcc.edu/transfer. The Virginia Community College System also offers a Transfer Planning Tool on the Virginia Educational Wizard, which can be found at www.vawizard.org.

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 information and college catalogs, exploring Guaranteed Admissions and Transfer agreements, 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 an advisor or counselor to gain additional information to plan a successful transfer experience.

Course #		Title	Credits
First Semester			
ENG	111	College Composition I	3
IT/CS		Computer Elective[1]	3
MTH		Mathematics Elective[2 4]	3
SDV	100/101	Orientation to Health Professions	1
		Science with Laboratory[3]	4
		Total	**14**
Second Semester			
ENG	112	College Composition II	3
		History Elective[4]	3
MTH		Mathematics Elective[2,4]	3
		Science with Laboratory[3]	4
		Approved STEM Elective[5]	3
		Total	**16**
Third Semester			
ENG		Literature Elective[4]	3
PSY	230	Developmental Psychology	3
HLT	130	Nutrition and Diet Therapy[6]	2
BIO	150	General Microbiology	4
		Science with Laboratory[3]	4
		Total	**16**
Fourth Semester			
CST		Communication Elective[4]	3
SOC	200	Principles of Sociology	3
		Science with Laboratory[3]	4
PHI	227 or 220	Biomedical Ethics or Ethics	3
		Approved Transfer Elective[4]	3
		Total	**16**
		Program Total	**62**

[1] Students may elect from the following courses to fulfill the computer / information literacy requirement: CSC 200, ITE 115, ITE 119.

[2] Student should check with the institution to which they will be transferring to determine the most appropriate math courses to take at LFCC. MTH 240 – Statistics should be taken prior to transferring.

[3] One full-year of science with lab is required. BIO 141 and BI) 142 are the recommended sequence.

[4] See the list of electives on page 39.

[5] May be BIO, CHM, CSC, EGR, GOL, HIM, MTH, NAS or PHY

[6] Students should check with the institution to which they will be transferring to determine the most appropriate nutrition course to take at LFCC. HLT-230-Principles of Nutrition and Human Development (3 credits) may be needed for transfer.

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 Paramedic exam. Purchase of clinical scheduling and skills tracking account through FISDAP.net ($80) is required.

OCCUPATIONAL OBJECTIVES: To operate as an "entry-level" Paramedic

TRANSFER GUIDELINE: 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 an advisor.

ADMISSION REQUIREMENTS:

1. Attend a mandatory EMS orientation session prior to start of fall semester
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 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 last12 months. If PPD is positive, submit results of chest x-ray showing negative for active TB.
11. LFCC placement tests and completion of any developmental work that may be identified by the placement test. Must show competency in MTE 1-6 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.
13. Completion of criminal background search, fingerprinting, and drug screen as required and to the satisfaction of affiliating clinical agencies.

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

Course#		Title	Credits
First Semester (Summer)			
EMS	111	Emergency Medical Technician Basic[1]	7
EMS	120	EMT-Basic Clinical[1]	1
BIO	145	Human Anatomy & Physiology for the Health Sciences[2]	4
SDV	101/100	Orientation to Health Professions	1
		Total	**13**
Second Semester (Fall)			
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 (Spring)			
EMS	155	ALS Medical Care[3]	4
EMS	159	EMT-Special Populations	3
EMS	172	ALS Clinical Internship II	1
EMS	173	ALS Field Internship II	1
ITE	115	Intro to Computer Apps & Concepts[4]	3
		Total	**12**
Fourth Semester (Fall)			
EMS	201	EMS Professional Development	3
EMS	209	Advanced Pharmacology	4
EMS	211	EMS Operations	2
EMS	242	ALS Clinical Internship III	1
EMS	243	ALS Field Internship III	1
		Social Science Elective[5]	3
		Total	**14**

Fifth Semester (Spring)

EMS	205	Advanced Pathophysiology	4
EMS	207	Advanced Patient Assessment	3
EMS	244	ALS Clinical Internship IV	1
EMS	245	ALS Field Internship	1
		Humanities Elective[5]	3
PED/HLT		Health/Physical Education Elective[6]	1
		Total	**13**
		Program Total	**65**

[1]EMS 111 & 120 are not offered at LFCC. Students seeking EMT certification should contact the Lord Fairfax EMS Council at 540-665-0014.

[2]Student must complete BIO 145 or an equivalent (college level A&P with lab) prior to enrolling in the 200 level EMS courses (i.e. Paramedic)

[3]A grade of "C" or better in both EMS 152 and EMS 154 can be substituted for EMS 155.

[4]Student can also meet this requirement by passing the College's computer competency exam that is administered through the testing center.

[5]See list of approved electives on page 39.

[6]Can be met with any course with a HLT or PED prefix or RPK 170.

AREA: RN to Paramedic Bridge

PURPOSE: This RN to Paramedic bridge curriculum does not involve a certificate or degree and is non-transferrable.

Course#		Title	Credits
First Semester			
EMS	201	EMS Professional Development	3
EMS	211	EMS Operations	2
EMS	242	ALS Clinical Internship II	1
EMS	243	ALS Field Internship III	1
		Total	**7**
Second Semester			
EMS	207	Advanced Patient Assessment	**3**
EMS	244	ALS Clinical Internship IV	1
EMS	245	ALS Field Internship IV	1
		Total	**5**
		Program Total	**12**

Associate of Applied Science Degree in Nursing
156

AREA: Nursing

DEGREE: Associate of Applied Science Degree

LENGTH: Four semesters

PURPOSE: The Associate of Applied Science Degree in Nursing (AAS Nursing Program) at Lord Fairfax Community College (LFCC) is designed to prepare students to master entry level registered nurse knowledge. Students will integrate the art of nursing skills with the science of health education in order to provide holistic client care. Upon satisfactory completion of this program, the student will be eligible to take the National Council of State Boards of Nursing examination (NCLEX-RN), for licensure as a registered nurse (RN). Opportunities for the entry level RN include employment in a myriad of health care settings.

TRANFER 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 an advisor.

ADMISSION REQUIREMENTS: Acceptance into the AAS nursing program is selective and competitive. Submission of an application does not guarantee acceptance into the AAS program. Applicants not selected for the program must complete and resubmit a new application packet each year. Applicants for the AAS program are selected one time per academic year.

Students considering the AAS nursing program are required to successfully complete the general admission requirements earning a "C" or better in all required admission coursework by time of submitting nursing application.

1. Application to Lord Fairfax Community College (LFCC) and the nursing program.
2. Graduation from high school or satisfactory completion of the certificate of general education development (GED or equivalent); official copy required.
3. One unit of high school biology and one unit of high school chemistry; or college equivalents (BIO 101; CHM 101 or CHM 111).
4. BIO 141 and 142 (Must have been completed within the past 8 years.) The student can be currently enrolled in BIO 142 in the spring; the acceptance to the nursing program will be conditional based upon the final grade of a "C" in BIO 142.
5. LFCC placement tests (if required) and completion of any developmental work that may be identified by the placement test. Must place into ENG 111 and show proficiency in MTE 1-6.
6. A GPA of 2.5 or higher based on the twelve most recent college credits completed by the end of fall semester prior to submitting a nursing application.
7. Meet certain computer competencies prior to entering the nursing program. Applicants are required to review and sign, "Essential Computer Competency Checklist." Students without the required skill set are encouraged to enroll in ITE 115. See requirements here: http://www.lfcc.edu/wp-content/uploads/2015/03/ADN-Computer-Competency.pdf
8. Completion of the required HESI admission assessment exam components scoring at or above the 45th percentile in each required component which includes reading comprehension, anatomy and physiology, math and the composite score.
   - HESI critical thinking exam learning style and personality profile are also included in the required HESI admission exam..
   - Two attempts on the HESI admission exam are permitted per application cycle..
   - **Nursing entrance exams are good for 2 application cycles only. NOTE: Needed entrance exam scores (at or above the 45%) change on a yearly basis.**

Pre-Nursing students are **strongly encouraged** to view the nursing information sessions posted on the nursing website.

Upon acceptance to the AAS program the student will be given instructions with regards to the following:

- Submit a completed physical history and examination, including immunizations.
- Provide proof of Basic Life Support (BLS) for Healthcare Providers by the American Heart Association.
- Complete a criminal background check and drug screening required of each student. The cost of the background check and the drug screen are the responsibility of the student.
- Comply will all rules and guidelines of the LFCC Student Handbook.
- 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 his/her property arising out of agreement of use of facilities associated with the nursing program.
- Nursing students enrolled in NUR courses are required to purchase malpractice insurance from an independent providers.
- Failure to meet the above requirements will be cause for administrative withdrawal of the student from the nursing program.

Successful completion of the required 69 credits with a minimum grade of "C" in all general education and nursing courses is required for the AAS.

APPROVAL: The LFCC AAS is approved by the State Board for Community Colleges, the State Council of Higher Education for Virginia and the Virginia Board of Nursing, Southern Association of College and Schools (SACSCOC) and State Council for Higher Education for Virginia (SCHEV).

Admission requirements

BIO	141	Human Anatomy & Physiology I	4
BIO	142	Human Anatomy & Physiology I	4
		Total	**8**

First Semester Acceptance into the AAS program is required to enroll in NUR courses.

NUR	120	Nursing Terminology and Charting	2
NUR	106	Nursing Principles and Health Assessment	5
ENG	111	College Composition I	3
PSY	230	Developmental Psychology	3
SDV100/101		Orientation to Health Professions	1
HLT	130	Nutrition and Diet Therapy	2
		Total	**16**

Second Semester Completion of all first semester courses with grade of "C" or better required to enroll in second semester NUR courses.

NUR	200	Essentials Mental Health Nursing	3
NUR	212	Second Level Nursing II	7
NUR	136	Principles of Pharmacology	2
SOC	200	Principles of Sociology (SOC 207 will substitute)	3
		Total	**15**

Summer Semester Completion is required prior to starting the third semester of the nursing program

BIO	150	Introduction to Microbiology (must have been completed within the past 8 years)	4
		Total	**4**

Third Semester Completion of all second semester and summer courses with grade of "C" or better required to enroll in third semester NUR courses.

NUR	180	Essentials of Maternal/Newborn Nursing	3
NUR	214	Second Level Nursing IV	7
CST	100	Principles of Public Speaking CST 110 and/or CST 138 may substitute)	3
		Total	**13**

Fourth Semester: Completion of third semester courses with grade of "C" or better is required to enroll in fourth semester NUR courses.

NUR	213	Secondary Level Nursing II	8
NUR	255	Nursing Organization and Management	2
PHI	220	Ethics (PHI 227 may substitute)	3
		Total	**13**
		Program Total	**69**

Associate of Applied Science Degree: Advanced Placement Option for Licensed Practical Nurses

AREA:: Nursing

DEGREE: Associate of Applied Science Degree

LENGTH: Four semesters following completion of all admission requirements

PURPOSE: The LPN to AAS advanced placement option is designed to prepare LPNs, with 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 Associate of Applied Science Degree in Nursing (ADN) at Lord Fairfax Community College (LFCC) is designed to prepare students for the role as an entry level registered nurse. Students will integrate the art of nursing skills with the science of health education in order to provide holistic patient-centered care. Opportunities for the entry level RN include employment in a myriad of health care settings.

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 an advisor.

APPROVAL: The LFCC AAS program is approved by the State Board for Community Colleges, the State Council for Higher Education for Virginia (SHEV), Southern Association of Colleges and Schools Commission on Colleges, (SACSCOC) and the Virginia Board of Nursing.

ACCREDITATION: This nursing education program is a candidate for accreditation by the Accreditation Commission for Education in Nursing.

ADMISSION REQUIREMENTS: Requirements for the admission to the advanced placement option for LPNs are specific and admission is selective and competitive. Submission of an application does not guarantee acceptance into the AAS program. Applicants not selected for the program must complete and resubmit a new application packet each year. Applicants for the advanced placement option for LPNs are selected one time per academic year. Students considering the advanced placement option for LPNs are required to successfully complete the general admission requirements earning a "C" or better in all required admission work by the time the nursing application is submitted.

1. Application for Lord Fairfax Community College (LFCC) and nursing program.
2. LFCC placement tests (if required) and completion of any developmental work that may be identified by the placement test. Must place into ENG 111 and show proficiency in MTE 1-6.
3. Graduation from high school or satisfactory completion of the certificate of general education development (GED or equivalent); official copy required.
4. One unit of high school biology and one unit of high school chemistry; or college equivalents (BIO 101, CHM 101 or CHM 111).
5. BIO 141 & 142 must have been completed within the past 8 years with a "C" or better.
6. Meet certain computer competencies prior to entering the nursing program. Applicants are required to review and sign the, "Essential Computer Competency Checklist." Students without the required skill set are encouraged to enroll in ITE 115. See requirements here: http://www/lfcc.edu/wp-content/2015/03/ADN-Computer-Comptentcey.pdf
7. A GPA of 2.5 or higher based on the 12 most recent college credits completed by the end of summer semester prior to submitting a nursing application.
8. Completion of required admission assessment exam (HESI LPN to AAS entrance exam) at or above the established benchmark of 850.
    - Information about HESI testing will be available early May on the nursing website.
    - Two attempts on the admission exam are permitted per application cycle.
    - Nursing entrance exams are good for 2 application cycles only.
9. Official transcripts documenting graduation from an approved practical nursing program and evidence of a current unrestricted license in the Commonwealth of Virginia.
10. Submit official transcripts from other institutions with the application to advanced placement option for LPNs.
11. Admission requirements must be completed by summer application (includes remedial work for Math or English, high school biology and chemistry or the college equivalent).

Associate of Applied Science Degree: Advanced Placement Option for Licensed Practical Nurses

Admission and General Education Requirements (17 credits)

Course	Title	Credits
BIO 141	Human Anatomy & Physiology I	4
BIO 142	Human Anatomy & Physiology II	4
ENG 111	College Composition I	3
PSY 230	Developmental Psychology	3
SDV 101/100	Orientation to Health Professions	1
HLT 130	Nutrition and Diet Therapy*	2

Pre-Nursing students are strongly encouraged to view the nursing information session located on the nursing website.

Upon acceptance to the advanced placement option for LPNs the student will be given information and instructions with regards to the following:

- Submit a completed medical history and physical examination, including immunizations.
- Provide proof of Basic Life Support (BLS) for Healthcare Providers by the American Heart Association.
- Comply with all rules and guidelines of the LFCC Nursing Student Handbook and the LFCC Student Handbook.
- 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 his/her property arising out of agreement of use of facilities associated with the nursing program**.**
- Nursing students enrolled in nursing courses are required to purchase malpractice insurance from an independent provider.

Failure to meet the above requirements will be cause for administrative withdrawal of the student from the nursing program.

Course#		Title	Credits
Second Semester (Spring): Acceptance into the advanced placement option for LPNs and successful completion of all general education curses with a "C" or better is required to enroll in the second semester NUR courses.			
NUR	115	LPN Transition (Hybrid course) *Successful completion of NUR 115 will award credit for NUR 106 (5 credits), NUR 120 (2 credits), NUR 136 (2 credits), and 90 clinical hours.	1
NUR	200	Essentials of Mental Health Nursing	3
NUR	212	Second Level Nursing II	7
SOC	200	Principles of Sociology (SOC 207 may substitute)	3
		Total	**14**
Summer Semester: Completion with a grade of "C' or better is required prior to starting the third semester of the nursing program..			
BIO	150	Introduction to Microbiology (must have been completed within the last **8** years)	4
		Total	**4**
Third Semester: Completion of all second semester and summer semester courses with a grade of "C" or better is required to enroll in third semester NUR courses.			
NUR	180	Essentials of Maternal/ Newborn Nursing	3
NUR	214	Second Level Nursing IV	7
CST	100	Principles of Public Speaking (CST 110 or CST 138 may substitute)	3
		Total	**13**
Fourth Semester: Completion of all third semester courses with a grade of "C" or better is required to enrolled in fourth semester NUR courses.			
NUR	213	Second Level Nursing II	8
NUR	255	Nursing Organization and Management	2
PHI	220	Ethics (PHI 227 may substitute)	3
		Total	**13**
		Program Total	**70**

AREA: Dental Hygiene

DEGREE: Associate of Applied Science Degree in Dental Hygiene (VWCC)

This Program is offered at Lord Fairfax Community College as a satellite site for Virginia Western Community College. The students are required to come to the Middletown Campus for the dental hygiene courses and the lecture courses are distanced to LFCC. The clinical rotations are housed on the Middletown campus of LFCC. Virginia Western Community College is the college that awards the degree.

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 the Health Technology Web site at:
http://www.virginiawestern.edu/academics/health/dental/

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 Virginia Community College System. This includes Clarke, Fauquier, Frederick, Page, Rappahannock, Shenandoah and Warren counties and the city of Winchester.

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.

CURRICULUM AND OTHER REQUIREMENTS
GENERAL EDUCATION CORE COURSES

BIO 141-142*	Human Anatomy & Physiology I-II	8
ENG 111*	College Composition I	3
BIO 150	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	3
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	**71**

[1]Health and wellness are emphasized throughout the dental hygiene program, but specifically in DNH 150 Nutrition.
[2]Includes instruction in fundamental mathematical skills.

[3]Humanities/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.

NOTE: BIO 141 and BIO 142 must be completed by the spring semester prior to program entry.

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	3
DNH	141	Dental Hygiene I	5
SDV	100	College Success Skills (or SDV 108)	1
		Total	**16**
Second Semester			
DNH	142	Dental Hygiene II	5
DNH	145	General and Oral Pathology	2
DNH	146	Periodontics for the Dental Hygienist	2
DNH	216	Pharmacology	2
NAS	185	Human Biology	4
		or	
BIO	150	Introductory Microbiology	
		Total	**15**
Third Semester			
DNH	150	Nutrition[1]	2
DNH	143	Dental Hygiene III	3
ENG	111	College Composition I	3
DNH	235	Management of Dental Pain and Anxiety in the Dental Office	2
		Total	**10**
Fourth Semester			
DNH	214	Practical Materials for Dental Hygiene[2]	2
DNH	226	Public Health Dental Hygiene I	2
DNH	244	Dental Hygiene IV	5
PSY	230	Developmental Psychology[3]	3
		Total	**12**
Fifth Semester			
DNH	227	Public Health Dental Hygiene II	1
DNH	245	Dental Hygiene V	5
		Humanities/Fine Arts Elective[4]	3
DNH	230	Office Practice and Ethics	1
		Total	**10**
		Program Total	**71***

***Includes BIO 141 and BIO 142 which must be completed prior to program entry.**

[1] Health and Wellness are emphasized throughout the dental hygiene program but specifically in DNH 150 nutrition.
[2] Includes instruction in fundamental mathematical skills.
[3] PSY 231 and PSY 232 may be substituted for PSY 230.
[4] Humanities/Fine Arts elective must be chosen from the "list of approved electives on page 39.

*Support courses (non-DNH courses) may be taken prior to entry

Note: BIO 141, BIO 142, and NAS 185 or BIO 150 must be repeated if they were completed more than five years prior to the date of admission into the program.

Certificate: 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 , medical secretary or funeral services.

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 101/100	Orientation to Health Professions	1
ENG 111	College Composition I	3
BIO	Electives[1]	4-12
PSY	Elective[1, 2]	3
SOC SCI/ HUM	Social/Behavioral Science /Humanities Electives[1]	3
	Program Electives[1]	8-16
	Total	**30**

[1]Electives: refer to the table below for specific course recommendation for each allied health program.
Choose from: BIO 141, BIO 142, BIO 145, BIO 150, PSY 230, PSY 116, SOC 200, PHI 220, PHI 227, ITE 115, CST 100, CST 110, CST 138, HLT 130, HIM 111, HIM 112, CHM 101, CHM 110, CHM 111, SOC 200, SOC 207, MDL 105, MDL 106, MDL 195, FNS 110, HLT 230

[2]If no specific Psychology course is required in the program as noted below, a social/behavioral science or program elective may be substituted.

[3]Students must check the catalog for specific program admissions requirements in addition to the courses listed above.

Special note: HLT 140 is a DE course and may be selected as an elective for the Health Science Certificate.

Elective	AAS in Nursing[3]	AAS in Funeral Services (JTCC)[3]	AAS in Health Information Management[3]
BIO Electives	BIO 141 – Anatomy and Physiology I; BIO 142 – Anatomy and Physiology II; BIO 150 – Microbiology	BIO 141 – Anatomy and Physiology **OR** BIO 145 – Human Anatomy and Physiology for Health Sciences; BIO 150 – Microbiology	BIO 145 – Human Anatomy and Physiology for Health Sciences **OR** BIO 141 – Anatomy and Physiology I and BIO 142 – Anatomy and Physiology II;
Psychology Elective	PSY 230 – Developmental Psychology	PSY 116 – Psychology of Death and Dying	No specific Psychology required; Social/Behavioral Science Elective – see page 41
Social / Behavioral Science or Humanities Elective	SOC 200 – Principles of Sociology;	Choose a REL course – see page 41	HUM Elective - see page 41
Program Electives	CST 100, 110, or 138 – Communication; HLT 130 – Nutrition and Diet Therapy PHI 220 – Ethics **or** PHI 227 – Biomedical Ethics	HIM 111 – Medical Terminology I; ACC 211 – Principles of Accounting; ITE 115 – Intro to Computer Applications and Concepts; CST 100 – Principles of Public Speaking (CST 110 may substitute); CHM 110 – Survey of Chemistry (CHM 101 may substitute) *FNS 110-Introduction to Funeral Service	HIM 111 – Medical Terminology I; HIM 112 – Medical Terminology II; ITE 115 – Intro to Computer Applications and Concepts

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.

ADMISSION REQUIREMENTS:
Requirements for admission into the PN Program are specific and admission is selective and competitive.

1. Application to Lord Fairfax Community College (LFCC) and nursing program
2. LFCC placement tests (if required) and completion of any developmental work that may be identified by the placement tests. Applicant must show competency in MTE 1-6 and readiness for ENG 111 to satisfy requirements without taking remediation.
3. Graduation from high school or satisfactory completion of the certificate of general education development (GED or equivalent); official copy required.
4. One (1) unit of high school biology or college equivalent (BIO 101).
5. Meet certain computer competencies prior to entering the nursing program. Applicants are required to review and sign the, "Essential Computer Competency Checklist." Students without the required skill set are encouraged to enroll in ITE 115
6. A GPA of 2.5 or higher based on the twelve (12) most recent college credits completed by the end of fall semester prior to submitting a nursing application.
7. Completion of required admission assessment exam (HESI exam) at or above the 45th percentile.
    - HESI entrance exam will be available in the at three LFCC locations. Testing is by appointment only, usually beginning in January. January and February will be for initial testing only with retakes in March. Please go to www.lfcc.edu to schedule an appointment at the Middletown, Fauquier campus or Luray-Page County Center.
    - **Nursing entrance exams are good for 2 application cycles only. NOTE: Needed entrance exam scores (at or above 45%) change on a yearly basis.**
8. If current CNA – evidence of a current restricted CNA license.
9. Submit official transcripts from other institutions to LFCC Admissions and Records for evaluation for transfer credit. Another official transcript from the other institutions must be submitted with the Nursing Application.
10. Admission requirements that must be completed by spring application include: remedial work for Math or English, high school biology or the college equivalent.

Prospective nursing students are encouraged to watch the nursing information session video at lfcc.edu/nursing.

Upon acceptance to the PN program the student must:

- Submit a completed physical history and examination, including immunizations.
- Provide proof of cardio-pulmonary resuscitation (CPR) by the American Heart Association/Healthcare Provider Course.
- Complete a criminal background check and drug screening conducted by the college-designated contractor. The costs of the background check and drug screen are the responsibility of the student. Failure to pass either will prevent student from clinical requirements, which will prevent student from being accepted into PNE course.
- Comply with all rules and guidelines of the LFCC Nursing Student Handbook and the LFCC Student Handbook.
- 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 his/her property arising out of agreement of use of facilities associated with the nursing program

- Nursing students enrolled in nursing courses are required to purchase malpractice insurance. Students may purchase malpractice insurance from independent providers.
-

PROGRAM REQUIREMENTS

1. Completion of a minimum of 49 credits with a C average or better in all general education and nursing courses, to include the Preceptorship clinical experience in PNE 164.
2. Demonstrate satisfactory attendance and performance in the nursing clinical areas. Virginia Board of Nursing requires at least 400 hours of clinical experience for licensure with a satisfactory grade C or better.
3. Transportation to and from classes and to agencies used for clinical experiences
4. Student is responsible for all fees charged in purchasing required testing, liability insurance, uniforms, books, criminal background search and drug screen.
5. Strict adherence to attendance and performance policies for classroom and clinical courses as outlined in the Nursing Student Handbook and College Catalog.

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	145	Human Anatomy and Physiology for the Health Sciences [2]	4
ENG	111	College Composition I[2]	3
PNE	161	Nursing in Health Changes I[1]	6
PNE	174	Applied Pharmacology for Nurses[1]	2
PSY	230	Developmental Psychology[2]	3
SDV	101/100	Orientation to Health Professions	1
		Total	**19**

[1] Formal Acceptance into the Practical Nursing Program is required before registering for PNE classes

[2]**ENG 111, BIO 145 or BIO 141 & BIO 142 (BIO 141 & BIO 142 are strongly encouraged for nursing students and are required for continuing nursing education) and 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 158, 164, & 175

Third Semester (Summer)			
PNE	158	Mental Health/Psychiatric Nursing	2
PNE	164	Nursing in Health Changes IV	10
PNE	175	Introduction to Supervision & Management for Practical Nurses 1	1
		Total	**13**
		Program Total	**49**

The following courses may be completed prior to acceptance in to the Practical Nursing Program: SDV 101/100, ENG 111, BIO 145 or BIO 141 & BIO 142 (BIO 141 & BIO 142 are strongly encouraged for nursing students and are required for continuing nursing education), PSY 230, HLT 130. All Science courses must be completed within the last 8 years of applying to the program.

AREA: Surgical Technology Certificate

LENGTH: Three semesters (one year)

PURPOSE:
The Surgical Technology Program of LFCC is provided 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
- Prepare competent entry-level surgical technologists in the cognitive (knowledge), psychomotor (skills) and effective (behavior) learning domains
- Prepare students to successfully complete caring and ethical manner when providing patient care
- Prepare students to successfully complete the Surgical Technology National Certifying Examination
- Provide the community with professional, competent, desirable employees and entry-level surgical technologists
- Discuss, demonstrate and apply appropriate surgical technology procedures and protocols in various healthcare setting and situations
- Correlate the knowledge of anatomy, physiology, pathophysiology and microbiology to their role as a surgical technologist
- Practice professional, value directed actions based on didactic and clinical knowledge, ethical principles and legal standards as members of the surgical team
- Correlate the elements, action and use of medications and anesthetic agents used during the perioperative experience
- Demonstrate the safe practice techniques in regards to perioperative routing, patient transportation, positioning and emergency procedures
- Function safely and effectively in the surgical technologist role
- Promote life-long learning fostering the development of professional and personal growth, critical thinking and leadership

OCCUPATIONAL OBJECTIVES: will enable the student to obtain an entry-level position as a Certified Surgical Technologist. Certified Surgical Technologists work in the operating room, ambulatory surgery centers, eye surgery centers, plastic surgery centers, and oral surgery centers.

ADMISSION REQUIREMENTS:

In addition to the general admission requirements established for the College, entry into the Surgical Technology Program requires:

1. Completion of LFCC application for admission
2. High school diploma or GED – Official transcripts must be forwarded to the Admissions and Records Office at LFCC
3. LFCC placement tests and completion of any developmental work that may be identified by the placement test. Must show competency in MTE 1-6 and readiness for ENG 111 to satisfy requirements without taking remediation.
4. Completion of high school Biology or Biology I with a grade of C or better
5. Completion of a Surgical Technology Program application
6. Completion of an operating room observational experience as scheduled by the Surgical Technology clinical instructor
7. Completion of Physical exam and CPR certification after accepted into the program
8. Completion of TEAS 5 test
9. Completion of criminal background search, finger printing, drug screen, and physical screening as required to the satisfaction of affiliating clinical agencies
10. All fees charged for required testing, liability insurance, books, uniforms, criminal background search, drug screen, and physical screen are the responsibility of the students.

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 2.5 will not be considered)
b. Science GPA (BIO 141, BIO 142, BIO 150 (applicants with curricular GPA below 2.5 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 2.5 will not be considered)
b. Science GPA (applicants with a high school GPA below 2.5 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 2.5, 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.

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 facilities 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.
8. Successful completion of the National Certification Examination with a pass rate as required by NBSTSA (National Board of Surgical Technology and Surgical Assisting) to be a Certified Surgical Technologist at program completion.

Accreditation Status: The program is accredited by CAAHEP (Commission on Accreditation of Allied Health Education Programs).

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
		Total	**15**
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	260	Surgical Technology Clinical Practicum	6
SUR	296	On-Site Training *	3
		Total	**16**
		Program Total	**46**

[1]SDV 100 may be substituted for SDV 101.

*Surgical Technology Students must have 120 documented cases to complete the program. 80 of those cases must be in the first scrub role and 40 cases in the second scrub role.

Career Studies Certificate: Central Service Technology
221-285-88

AREA: Central Service Technology

Central Service technicians are trained in principles, methods and control of sterilization processes; and the cleaning, processing, packaging, distributing, storing and inventory of sterile goods, instruments, trays and equipment.

LENGTH: Two semesters (Fall and Spring)

PURPOSE: The central service technology program is designed to prepare students to provide support to all patient care services in the health care facility. They are responsible for decontaminating, cleaning, processing, assembling, sterilizing, storing and distributing the medical devices and supplies needed in patient care, especially during surgery.

OCCCUPATIONAL OBJECTIVES: will give the student 100 clinical hours nearing the required 400 clinical hours, to sit for the Certified Registered Central Service Technician Examination (CRCST). Once the student passes the International Examination to become a CRCST the student may be employed by a hospital, ambulatory surgery center, or other facility. The CRCST works in the Sterilization department of facilities performing duties such as: decontamination, sterilization, wrapping and packaging, and sterile stores.

ADMISSION REQUIREMENTS:

1. Application to Lord Fairfax Community College
2. LFCC placement tests and completion of any developmental work that may be identified by the placement test. Must show competency in MTE 1-3 and ENG 111 to satisfy requirements without taking remediation.
3. High school diploma or GED official transcripts must be forwarded to the Health Career Office (Room 107 – Tina Putman)
4. Students must have a minimum GPA of 2.5 to be considered for admission.
5. Completion of physical examination, including an eye examination and all required immunizations. Applicants must be free from physical or mental conditions which might adversely affect their performance.
6. Current certification in CPR (American Heart Association CPR for Health Care Provider –Adult, infant, and child
7. Completion of criminal background search, finger printing, drug screen, and physical screening as required to the satisfaction of affiliating clinical agencies.
8. All fees charged for required testing, liability insurance, books, uniforms, criminal background search, drug screen, and physical screen are the responsibility of the students.

Course#		Title	Credits
First Semester (Fall)			
SUR	130	Introduction to Central Services	3
SUR	135	Infection Control	2
HIM	111	Medical Terminology I	3
		Total	**8**
Second Semester (Spring)			
SUR	235	Fundamentals of Central Services	3
SUR	230	Clinical Applications*	5
		Total	**8**
		Program Total	**16**

*Clinical Applications: 100 clinical hours needed which will be applied to the required 400 clinical hours required to take the certification examination for CRST Certification.

Career Studies Certificate: Emergency Medical Technician-Advanced EMT (AEMT)
221-146-02

AREA: Advanced EMT (AEMT)

LENGTH: Two semesters

PURPOSE: This certificate encompasses the curriculum set forth in the Virginia and National EMS Education Standards for the AEMT pre-hospital provider level. The curriculum includes an expansion of topics covered in the Emergency Medical Technician (EMT) curriculum including; anatomy & physiology, pathophysiology and trauma. Students are introduced to the concepts and skills related to Advanced Life Support (ALS) care including; intravenous access and medication administration. Successful completion of the classroom, lab and internship portions of this certificate will result in eligibility to sit for the National Registry of EMT's AEMT exam. Students in this certificate must maintain their current EMT and CPR certifications throughout the program.

OCCUPATIONAL OBJECTIVES: Pre-hospital care, emergency calls, ambulance transport to medical facilities

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 last12 months. If PPD is positive, submit results of chest x-ray showing negative for active TB.
11. LFCC placement tests and completion of any developmental work that may be identified by the placement test. Must show competency in MTE 1-6 and readiness for 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.
13. Completion of criminal background search, fingerprinting, and drug screen as required and to the satisfaction of affiliating clinical agencies.

ACCREDITATION: The EMS program is nationally accredited through CAAHEP (the Commission on Accreditation of Allied Health Education Programs).

EMT certificate courses must be taken in the prescribed sequence, which begins in the fall semesters. Interested students should apply to the Division of Science and Health Professions at the Middletown Campus prior to the April 30 application deadline in order to complete required background screening, health forms and program orientation. 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	7
EMS	120*	EMT-Basic Clinical	1
		Total	**8**
Second Semester			
EMS	151	Introduction to Advanced Life	4
EMS	152	Advanced Medical Care	2
EMS	170	ALS Internship	1
		Total	**7**
		Program Total	**15**

*EMS 111 and EMS 120 are not currently offered at LFCC. Contact the Lord Fairfax EMS Council for information regarding courses in the region 540-665-0014.

Career Studies Certificate: Emergency Medical Technician-Intermediate
221-146-03

AREA: Emergency Medical Technician-Intermediate

LENGTH: Three Semesters

PURPOSE: This certificate encompasses the curriculum set forth in the Virginia EMS Education Standards for the EMT-Intermediate pre-hospital provider level. The curriculum includes an expansion of topics covered in the Emergency Medical Technician (EMT) curriculum including; anatomy & physiology, pathophysiology, cardiology, trauma, pediatrics and geriatrics. Students are introduced to the concepts and skills related to Advanced Life Support (ALS) care including; intravenous access, advance airway techniques, electrical therapies and medication administration. Students currently certified at the EMT-Enhanced or Advanced EMT levels are awarded course credit for their current certification levels. Successful completion of the classroom, lab and internship portions of this certificate will result in eligibility to sit for the Virginia Office of EMS EMT-Intermediate exam. Students in this certificate must maintain their current provider and CPR certifications throughout the program.

OCCUPATIONAL OBJECTIVES: Pre-hospital care, emergency calls, ambulance transport to medical facilities

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 last12 months. If PPD is positive, submit results of chest x-ray showing negative for active TB.
11. LFCC placement tests and completion of any developmental work that may be identified by the placement test. Must show competency in MTE 1-6 and readiness for 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.
13. Completion of criminal background search, fingerprinting, and drug screen as required and to the satisfaction of affiliating clinical agencies.

ACCREDITATION: The EMS program is nationally accredited through CAAHEP (the Commission on Accreditation of Allied Health Education Programs).

EMT certificate courses must be taken in the prescribed sequence, which begins in the fall semesters. Interested students should apply to the Division of Science and Health Professions at the Middletown Campus prior to the April 30 application deadline in order to complete required background screening, health forms and program orientation. 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	7
EMS	120*	EMT-Basic Clinical	1
		Total	**8**
Second Semester			
EMS	151	Introduction to Advanced Life	4
EMS	170	ALS Internship	1
EMS	153	Basic ECG Recognition	2
EMS	157	ALS-Trauma Care	3
		Total	**10**
Third Semester			
EMS	155	ALS-Medical Care[1]	4
EMS	159	ALS-Special Populations	3
EMS	172	ALS- Clinical Internship II	1
EMS	173	ALS-Field Internship II	1
		Total	**9**
		Program Total	**27**

*EMS 111 and EMS 120 are not currently offered at LFCC. Contact the Lord Fairfax EMS Council for information regarding courses in the region 540-665-0014.
[1]A grade of "C" or better in both EMS 152 and EMS 154 can be substituted for EMS 155.

Career Studies Certificate: Paramedic
221-146-05

AREA: Paramedic

PURPOSE: This certificate encompasses the curriculum set forth in the Virginia and National EMS Education Standards for the Paramedic pre-hospital provider level. The curriculum includes comprehensive coverage of topics covered in the Emergency Medical Technician (EMT) curriculum including; anatomy & physiology, pathophysiology, cardiology, trauma, pediatrics, geriatrics and EMS operations. Students are introduced to the concepts and skills related to Advanced Life Support (ALS) care including; intravenous access, advanced airway techniques, medication administration and the entire scope of Paramedic skills. Students currently certified at the EMT-Enhanced, Advanced EMT or EMT-Intermediate levels are awarded course credit for their current certification levels. Successful completion of the classroom, lab and internship portions of this certificate will result in eligibility to sit for the National Registry of EMT's Paramedic exam. Students in this certificate must maintain their current provider and CPR certifications throughout the program

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-Intermediate certification (must remain current for duration of program) or completion of the EMT-Intermediate curriculum
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. 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 last12 months. If PPD is positive, submit results of chest x-ray showing negative for active TB.
10. LFCC placement tests and completion of any developmental work that may be identified by the placement test. Must show competency in MTE 1-6 and ENG 111 to satisfy requirements without taking remediation.
11. 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.
12. Completion of criminal background search, fingerprinting, and drug screen as required and to the satisfaction of affiliating clinical agencies.
13. Student must complete BIO 145 or an equivalent (i.e. NAS 150, BIO 142) prior to enrolling in the 200 level EMS courses (i.e. Paramedic)

ACCREDITATION: The EMS program is nationally accredited through CAAHEP (the Commission on Accreditation of Allied Health Education Programs).

Course#		Title	Credits
First Semester (fall)			
EMS	201	EMS Professional Development	3
EMS	209	Advanced Pharmacology	4
EMS	211	Operations	2
EMS	242	ALS Clinical Internship III	1
EMS	243	ALS Field Internship III	1
		Total	**11**
Second Semester (Spring)			
EMS	205	Advanced Pathophysiology	4
EMS	207	Advanced Patient Assessment	3
EMS	244	ALS Clinical Internship IV	1
EMS	245	ALS Field Internship IV	1
		Total	**9**
		Program Total	**20**

Career Studies Certificate: Patient Care Technician
221-157-07

AREA: Patient Care Technician

PURPOSE: To enhance skills of the certified nursing assistant (CNA) by learning advanced patient care tasks and support functions necessary in a variety of medical settings.

Students who already possess a CNA license will be awarded four credits for NUR 27 for their licensure.

OCCUPATIONAL OBJECTIVES: To prepare students for entry-level positions such as patient care technicians certified nursing assistants, health care assistants, and other similar job titles.

ADMISSION REQUIREMENTS:

1. Application to Lord Fairfax Community College
2. LFCC placement tests and completion of any developmental work that may be identified by the placement test. Must show competence in MTE 1-3 and readiness for ENG 111 to satisfy requirement without taking remediation.
3. Required to have a background check and a drug screen. Must complete health and physical forms. Failure to pass either will prevent student from clinical requirements, which may prevent student from continuing course.

NUR 27 – NURSE AIDE I - CLASS STRUCTURE:
The course includes both classroom 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.

LICENSURE/CERTIFICATION: Students who successfully complete the NUR 27 course will receive a Certificate of Completion and may apply to take the National Nurse Aide Assessment Program (NNAAP). The cost of the exam is approximately $94 and is given at several different locations.

Course#		Title	Credits
Fall Semester			
NUR	27	Nurse Aide I	4
BIO	145	Human Anatomy & Physiology for Health Sciences	4
HIM	111	Medical Terminology I	3
		Total	**11**
Spring Semester			
NUR	31	Advanced Skills for Nurse Aides	3
HIM	112	Medical Terminology II	3
SUR	135	Infection Control	2
		Total	**8**
		Program Total	**19**

Career Studies Certificate: Personal Training and Group Exercise Leadership
221-460-05

AREA: Personal Training and Group Exercise Leadership

PURPOSE: The Career Studies Certificate in Personal Training and Group Exercise Leadership is to prepare students for employment in the fitness industry as a personal trainer, aerobics instructor, group exercise instructor, or similar positions as well as to continue in various fitness and health promotion education programs at a four-year institution.

OCCUPATIONAL OBJECTIVES: personal trainer, aerobics instructor, group exercise instructor

Course#		Title	Credits
First Semester			
BIO	145	Anatomy/Physiology for the Health Sciences[1]	4
PED	111	Weight Training	2
HLT	116	Introduction to Personal Wellness Concepts	2
PED		PED Elective(s)[2]	1
		Total	**9**
Second Semester			
HLT	206	Exercise Science	3
PED	298	Seminar and Project	1
PED		PED Elective(s)[2]	1
HLT	130	Nutrition and Diet Therapy[3]	2
		Total	**7**
		Program Total	**16**

[1]BIO 145 will prepare a student with the little Anatomy and Physiology background, prior to taking BIO 141 and BIO 142. It is advised that students planning to transfer to a 4-year institution take BIO 141 and BIO 142.
[2]Students may choose to take 2-one credit courses or 1-two credit PED course to fulfill the elective requirements.
[3]HLT 230 is suggested for those transferring to a 4-year institution

Career Studies Certificate: Phlebotomy
221-151-02

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: designed to prepare students to work as entry-level phlebotomists. Entry-level phlebotomists work in a variety of clinical settings. This is done with an emphasis on venipuncture and micro-collection techniques, infection control, safety, quality assurance, personal communication, management, and professionalism.
Graduates are eligible to sit for the national examination to become certified as a Phlebotomy Technician (PBT) by the American Society for Clinical Pathology (ASCP). Find out more about the ASCP at www.ascp.org.

OCCUPATIONAL OBJECTIVES: Opportunities include employment in hospitals, medical clinics, commercial medical laboratories, public health clinics and other settings where blood is collected from patients

ADMISSION REQUIREMENTS:

1. Students should be 18 years of age to register
2. Application to Lord Fairfax Community College
3. LFCC placement tests and completion of any developmental work that may be identified by the placement test. Must show competence in MTE 1-6 and readiness for ENG 111 to satisfy requirement without taking remediation.
4. Graduation from high school or satisfactory completion of general education development (GED); official copy required
5. Students will need to complete and pay for background screen
6. Students need to complete health forms which include a physical, proof of various immunizations and a TB skin test
7. Students must have current CPR from American Heart Association Health Care provider
8. Must be accepted in Phlebotomy program

Upon acceptance to the Phlebotomy program the student must

- Comply with all the rules and guidelines explained in the LFCC Phlebotomy Student Handbook and the LFCC Student Handbook.
- 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 injury or death to the student or damage to her/his property arising out of agreement of use facilities associated with the phlebotomy program.

Course#		Title	Credits
First Semester (Prior to taking MDL 105)			
BIO	145	Basic Anatomy and Physiology for the Health Sciences	4
HIM	111	Medical Terminology I	3
ITE	115	Introduction to Computer Applications and Concepts	3
Second Semester (Summer or Fall only)			
MDL	105	Phlebotomy	3
Third Semester (Fall or Spring only)			
MDL	106	Clinical Phlebotomy	4
		Program Total	**17**

Career Studies Certificate: Pre-Allied Health
221-190-01

AREA: Pre-Allied Health
Career Studies Certificate

PURPOSE: The Pre-Allied Health Career Studies Certificate (CSC) is designed to help prepare students for admission into one of LFCC's allied health programs, including Practical Nursing, Dental Hygiene, Surgical Technology, and Emergency Medical Services. Students enrolled in this CSC are not yet accepted into the Certificate or Degree programs listed but are completing their general education and prerequisite courses. After completing this CSC, students will apply for admission into one of the allied health programs.

OCCUPATIONAL OBJECTIVES: creates a pathway into and prepares students for allied health programs; such as, practical nursing, dental hygiene, emergency medical services and surgical technology

PROGRAM REQUIREMENTS: The Pre-Allied Health Career Studies Certificate consists of 14-23 credits and serves as a guide for preparing the student to enter an allied health program.

Course#		Title	Credits
SDV	101/100	Orientation to Health Professions	1
ENG	111	College Composition I	3
BIO		Electives[1]	4-8
		Program Electives[1]	6-11
		Total	**14-23**

[1]Electives: refer to the table below for specific course recommendation for each allied health program.
Choose from: BIO 141, BIO 142, BIO 145, BIO 150, ITE 115, HIM 112, PSY 230, EMS 111.

Elective	AAS in Emergency Medical Services[2]	Certificate in Surgical Technology[2]	AAS in Dental Hygiene (VWCC)[2]	Certificate in Practical Nursing[2]
BIO Electives	BIO 145 – Human Anatomy and Physiology for Health Sciences	BIO 141 – Anatomy and Physiology I; BIO 142 – Anatomy and Physiology II;	BIO 141 – Anatomy and Physiology I; BIO 142 – Anatomy and Physiology II;	BIO 145 – Human Anatomy and Physiology for Health Sciences
Program Electives	ITE 115 – Intro to Computer Applications and Concepts; EMS 111[2] – Emergency Medical Technician Basic; EMS 120[2] – EMT-Basic Clinical	BIO 150 – Microbiology; HIM 111 – Medical Terminology I	BIO 150 – Microbiology; PSY 230 Developmental Psychology; Humanities/Fine Arts Elective – see page 41	ITE 115 – Intro to Computer Applications and Concepts; PSY 230 – Developmental Psychology;

[2]Students must check the catalog for specific program admission requirements in addition to the courses listed above.

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.

LICENSURE/CERTIFICATION: Students who successfully complete the course of study will receive a Certificate of Completion and may apply to take the National Nurse Aide Assessment Program (NNAAP). The cost of the exam is approximately $94 and is given at several different locations.

APPLICATION REQUIREMENTS:

1. Application to Lord Fairfax Community College
2. LFCC placement tests and completion of any developmental work that may be identified by the placement test. Must show competence in MTE 1-3 and readiness for ENG 111 to satisfy requirement without remediation.
3. Register for NUR 27 class
4. Required to have a background check and a drug screen. Must complete a health and physical form. Failure to pass either will prevent student from clinical requirements, which may prevent student from continuing this course.

Course#		Title	Credits
NUR	27	Nurse Aide	4
		Total	**4**

Information Systems Technology Degree and Certificates

Associate of Science in Science Degree: Computer Science Specialization
880-04

AREA: Science
Computer Science Specialization

DEGREE: Associate of Science in Science Degree
LENGTH: Four semesters (two-year) program

PURPOSE: The associate of science degree program with a specialization in computer science is designed for students who plan to transfer to a four-year college or university to complete a baccalaureate or higher degree program in computer science, and pursue careers in fields such as computer software, applications and systems development and engineering

TRANSFER GUIDELINES: The associate of arts and sciences (AA&S) and associate of science (AS) degrees offered by LFCC are designed to provide freshman and sophomore level course work toward the completion of a bachelor's degree. The AA&S and AS 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, LFCC has created an online 'Transfer Guide' that provides detailed information such as tuition, GPA, application requirements, course equivalents, and other information that may be useful in the transfer process. The transfer guide can found at www.lfcc.edu/transfer. The Virginia Community College System also offers a Transfer Planning Tool on the Virginia Educational Wizard, which can be found at www.vawizard.org.

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 information and college catalogs, exploring Guaranteed Admissions and Transfer agreements, 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 an advisor or counselor to gain additional information to plan a successful transfer experience.

Course#		Title	Credits
First Semester			
ENG	111	College Composition I	3
MTH		Mathematics Elective[1]	3
CSC	200	Introduction to Computer Science	3
HIS		Approved History Elective[2]	3
		Social Science Elective[2]	3
		Total	**15**
Second Semester			
ENG	112	College Composition II	3
MTH		Mathematics Elective[1]	3
CSC	201	Computer Science I[3]	4
SDV	100	College Success Skills	1
		Humanities/Fine Arts[2]	3
		Total	**14**
Third Semester			
CSC	202	Computer Science II	4
CST		Communication Elective[2]	3
PED/HLT		Physical Education or Health[2]	1
		Science with Laboratory[4]	4
ENG		Literature Elective[2]	3
		Total	**15**
Fourth Semester			
CSC	205	Computer Organization	3
		Science with Laboratory[4]	4
		Approved STEM Elective[5]	3
		Approved STEM Elective[5]	3
		Social Science Elective[2]	3
		Total	**16**
		Program Total	**60**

[1] Students will be required to take MTH 173 and MTH 174- Calculus with Analytical Geometry I and II.
[2] See the list of electives of page 39.
[3] May substitute with SDV 101-Orientation to the IT Professions.
[4] A full-year sequence of science with lab is required, which must be chemistry or physics. Students are strongly encouraged to review transfer institution's requirements to make selection.
[5] Depending on the transfer institution, student may take CHM 111, ITN 100, ITN 260, ITP 100, MTH 240, MTH 277, MTH 285, EGR 265, or ECO 202. Other STEM electives may be approved by CS faculty.

AREA: Cybersecurity

DEGREE: Associate of Applied Science Degree

LENGTH: Four semesters (two-year) program

PURPOSE: The associate of applied science degree program (AAS) is designed for those who seek employment in the field of cybersecurity (information assurance), for those who are presently in IT or a security field and who desire to increase their knowledge and update their skills, and for those who must augment their abilities in other fields with knowledge and skills in information security . The curriculum is mapped to the Knowledge Units necessary for the NSA/DHS designation of LFCC as a Center of Academic Excellence–Two Year**.**

OCCUPATIONAL OBJECTIVES: The associate of applied science degree prepares students for careers in business, government and industry as information security specialists, cybersecurity analysts, cyber-defense penetration testers and entry-level digital forensics specialists.

TRANSFER GUIDELINES: Transfer is not the primary purpose of an A.A.S. program, but a transfer pathway necessary under the CAECD 2Y designation. LFCC has transfer agreements that facilitate the transfer of this degree to selected senior institutions. Students interested in transfer should contact their academic advisor early in the program for specific course requirements. However, certain requirements are as follows:

Students transferring to the BAS in Cybersecurity at GMU should take the following courses external to this degree program before transferring:

- One ITN, or ITP elective (3-4 credits); (Students must select one of four not done in program: ITN 106, ITN 208, ITP 120, ITP 220)
- ITE 115 (Variable credit corresponding to GMU IT 194: see advisor);
    - Recommending to take course prior to entering the degree program
- ENG 241 literature (Meet GMU's literature requirement)
- One social science elective from approved list on Page 41 (see note 4)

Science w/o lab requirement will need to be satisfied at GMU

PROGRAM REQUIREMENTS: The student must possess strong analytical problem-solving skills, strong written and verbal communications skills and must have good interpersonal skills. The curriculum contains highly technical courses consisting of theoretical concepts and practical applications applicable to the cybersecurity industry and government environment. Upon satisfactory completion of the program, the graduate will be awarded the Associate of Applied Science in Cybersecurity.

Course#	Title	Credits
First Semester		
ENG 111	College Composition I	3
ITE 221	PC Hardware and Operating Systems Architectures	3
ITN 100	Introduction to Telecommunications	3
ITP 100	Software Design	3
MTH 151	Math for Liberal Arts or higher-level math[1]	3
SDV 101	Orientation to the IT Professions	1
	Total	**16**
Second Semester		
ENG 112	College Composition II	3
CST 110	Intro to Speech Communication	3
ITP	Programming Elective[2]	4
ITN 170	Linux Administration	3
ITN 260	Network Security Basics	3
PED/HLT	Physical Education or Health	1
	Total	**17**
Third Semester		
	Approved Humanities/Fine Arts Elective[3]	3
	Approved Social Science Elective[4]	3
ITN 200	Administration of Network Resources	3
ITN 261	Network Attacks, Computer Crime and Hacking	3
ITN 262	Network Communications, Security and Authentication	3
ITN 266	Network Security Layers	3
	Total	**18**
Fourth Semester		
ITN 263	Internet/Intranet Firewalls and E-Commerce	3
ITN 267	Legal Topics in Network Security	3
ITN 276	Computer Forensics I	3
	Natural Science with Lab[5]	4
	Approved Social Science Elective[4]	3
	Total	**16**
	Program Total	**67**

IT courses used for this program may not be more than 6 years old, unless approved by division dean.

[1]Students planning to transfer to another four-year college are encouraged to contact an advisor prior to math selection so as to ensure proper math required for the student's transfer institution. *GWU* requires math course with final grade of "C" or better.

[2]GMU requires Java language for programming courses (ITP 120, ITP 220)

[3]Students may select humanities elective from approved list on page 39. Students pursuing the Bachelor of Professional Studies in Cybersecurity at George Washington University are encouraged to take HIS, PHI, REL, ENG 200-level literature courses and foreign language 200-Level courses. Students pursuing the Bachelors of Applied Science in Cybersecurity at George Mason University are encouraged to take ART 100, ART 101, ART 102 (Fine Arts)

[4]Students may select social science elective from approved list on page 39 Students pursuing the Bachelor of Applied Science degree at George Mason University are encouraged to take HIS 101, HIS 102, or HIS 112 as there LFCC social science elective. However, HIS 111 is transferrable as Global Understanding at GMU. Students pursuing the Bachelors of Professional Studies in Cybersecurity at George Washington University are encouraged to take HIS 101, HIS 102, HIS 111 or HIS 112 as their LFCC social science elective. For this requirement, it is best for the student to discuss this with an LFCC advisor to ensure proper sequencing.

[5]If transferring to GMU/GWU, students may select Science with Laboratory 4 credit elective from the approved list on page 39, except BIO 141-142 (Human Anatomy and Physiology)

SPECIAL NOTES

Students planning on transferring to GMU's BAS in Cybersecurity must have completed the AAS in Cybersecurity degree with a minimum 2.0 GPA. GMU has waived the age requirements for the BAS in Cybersecurity degree. Students should meet with the GMU academic advisor to sign the BAS Age Waiver form.

GWU requires that all transfer credits have a C or better and the GPA to be at least 2.7.

Earning the CAECD-2Y designation on a student's transcript requires a 3.0 GPA in the core cybersecurity program courses (ITE 221, ITN 100, ITN 261, ITN 262, ITN 263, ITN 266, ITN 267).

This does not constitute a guarantee of admission or transferability, as this is a guideline based on the most recent information provided to us by our senior institution partners. Students should check with the advisors at the senior institution into which they intend to transfer prior to applying for admission.

AREA: Information Systems Technology

DEGREE: Associate of Applied Science Degree

LENGTH: Four semesters (two-year) program

PURPOSE: The associate of applied science degree program (AAS) in (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. These specialized areas are gained by completing one or more career studies certificates which can be applied as the approved IT electives in the IST degree program.

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 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 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 100	Introduction to Telecommunications	3
MTH 151/152	Math for Liberal Arts (or MTH 163 or 271)[1]	3
SDV 101/100	Orientation to the IT Professions	1
	Total	**16**
Second Semester		
ENG 112	College Composition II	3
ITE 120	Principles of Information Systems	3
ITE 221	Hardware and Operating Systems	3
ITP 100	Software Design	3
MTH 151/152	Math for Liberals Arts (or MTH 271 or 272)[1]	3
	Approved Social Science Elective[2]	3
	Total	**18**
Third Semester		
ECO 201/202	Principles of Macro/Microeconomics	3
CST 100/110	Principles of Public Speaking/Intro to Speech Communication/ **or** ENG 115 Technical Writing[3]	3
	Approved IT Elective[4]	3
	Approved IT Elective[4]	3
	Approved IT Elective[5]	3
PED/HLT	Physical Education or Health	1
	Total	**16**
Fourth Semester		
	Approved IT Elective[4]	3
	Approved IT Elective[4]	3
	Approved IT Elective[4]	3
ITP 251	Systems Analysis and Design **Or** Natural Science with Lab[6]	4
	Approved Humanities Elective[7]	3
	Total	**16**
	Program Total	**66**

[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 from approved list of electives on Page 39. *Students pursuing the Bachelor of Applied Science degree at George Mason University are encouraged to take HIS 112 as their LFCC social science elective.*

[3] *Students pursuing the Bachelor of Applied Science degree at George Mason University are encouraged to take CST 100 or CST 110 to satisfy the Oral Communications requirement at GMU. ENG 115 will satisfy the IST degree requirement for LFCC.*

[4] Students are encouraged to satisfy the Approved IT Electives by completing one or more Career Studies Certificates (CSC). Students are encouraged to select courses within the The following Career Studies Certificates are available: Cyber Security, Database Administration Specialist, Networking Specialist, Software Development, Information Technology Foundations and Web Design and Applications Development. See the list for specific courses within the CSCs in consultation with your advisor. Students must also formally complete an "Application for Graduation" for both the degree and applicable Career Studies Certificates upon graduation. *Students pursuing the Bachelor of Applied Science degree at George Mason University are encouraged to take ITN 260 and ITN 266 to satisfy GMU's IT 223 requirement.*

[5] Suggested courses for this IT elective: ITD 112, ITD 132, ITN 107, ITP 112, ITP 120 or other IT course with advisor approval.

[6] If transferring to GMU/GWU, students may select Science with Laboratory 4-credit elective from the approved list on page 39.

[7] Students may select humanities from approved list of electives on page 39.

AREA: Information Systems Technology

DEGREE: Associate of Applied Science Degree

FORMAT: This program is delivered through direct assessment, competency-based education (CBE). Competencies are performance-based statements about knowledge, skills, and abilities. Direct assessment means that progress and completion are based solely on the attainment of required competencies in lieu of credit hours or clock hours as a measure of student learning. Additional info about this program design is provided in the catalog section on CBE policies.

LENGTH: Direct assessment CBE programs are not time-based. Estimate time to completion depends on the student's academic load/attendance status for hours of educational activity per semester and previously attained competencies that are verified by faculty.

PURPOSE: The associate of applied science degree program (AAS) in (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. These specialized areas are gained by completing one or more career studies certificates which can be applied as the approved IT electives in the IST degree program.

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 assigned CBE program faculty.

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 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.

COMPETENCIES: The following competencies are required for completion of this direct assessment, competency-based education program:

I. Network Concepts

1. Carry out basic computer network troubleshooting techniques
2. Carry out trouble-shooting strategies for resolving an identified end-user IT problem.
3. Demonstrate the techniques of defensive programming and secure coding
4. Describe the attitudes, knowledge and abilities associated with quality customer service
5. Describe the layers, protocols, and components of the OSI model
6. Diagram the components of an integrated IT system
7. Differentiate among data types, data transfer protocols and file characteristics specified to the targeted use
8. Differentiate among strategies for business continuity provisioning of IT resources at the enterprise level
9. Differentiate among various computer networking models
10. Differentiate among various techniques for making a computer network secure
11. Discuss significant trends and emerging technologies and their impact on our global society
12. Explain the process of authentication and authorization between end-user devices and computing network resources
13. Identify a variety of enterprise-level digital storage technologies
14. Implement a hardware and software configuration responsive to an identified scenario
15. Summarize the flow of data through a computer network scenario
16. Summarize the implications of various cloud computing models
17. Summarize the security implications and risk for distributed IT systems
18. Summarize the tenets of ethics and professional behavior promoted by international computing societies
19. Use a variety of practices for making end-user systems secure

II. IT Professions

1. Academic Planning- Provides students with information related to academic programs and how they can achieve their academic goals

2. Academic Skills-Provides students with an overview of information related to optimal academic performance
3. Career Exploration and Development –Provides students with an overview of career options
4. College Policies – Provides students with an overview of important college policies as outlined in the Student Handbook
5. College Resources-Provides students with an overview of general college resources including: SIS, Instructional Technology, College Catalog, Library Resources and Student Services
6. Life Management- Provides information on how to manage various aspects of their lives
7. Social/Interpersonal- Provides information on how to effectively interact with others
8. Wellness- Provides information on how to maintain a healthy lifestyle

III. Web Page Design

1. Create a web site that incorporates the following as a minimum: HTML5, Proper heading information, Proper CSS code in line, embedded and external files (CSS 3 as a minimum), Unordered, ordered, description lists, images, tables, forms, internal and external web page links.
2. Demonstrate best practices for designing end-user computing interfaces.
3. Document the web site specifications
4. Use the FTP client to transfer files
5. Use the W3C Validator

IV. Database Fundamentals

1. Identify database administration tasks.
2. Describe the data management activities associated with the data lifecycle.
3. Diagram a database design based on an identified scenario.
4. Differentiate among data types, data transfer protocols and file characteristics specific to the targeted use.
5. Discuss applications of data analytics.
6. Discuss data governance and its implications for users as well as IT professionals.
7. Discuss issues relevant to dealing with very large data sets, both structured and unstructured.
8. Produce simple database queries.

V. Principles of Information Systems

1. Demonstrate professional behavior in response to an ethically-challenging scenario in computing.
2. Describe IT procurement processes for goods and services.
3. Diagram the components of an integrated IT system.
4. Differentiate among data types, data transfer protocols and file characteristics specific to the targeted use.
5. Differentiate among strategies for business continuity provisioning of IT resources at the enterprise level.
6. Differentiate among various operating systems.
7. Differentiate between public and private data.
8. Discuss issues relevant to dealing with very large data sets, both structured and unstructured.
9. Discuss significant trends and emerging technologies and their impact on our global society.
10. Discuss software development methodologies.
11. Explain the process of authentication and authorization between end-user devices and computing network resources.
12. Identify a variety of assistive or adaptive technologies and universal design considerations.
13. Identify a variety of enterprise-level digital storage technologies.
14. Identify basic components of an end-user IT system.
15. Summarize life-cycle strategies for replacement, reuse, recycling IT technology and resources.
16. Summarize strategies to support or train users with their IT resources.
17. Summarize the differences among various programming languages.
18. Summarize the implications of various cloud computing models.
19. Summarize the role of IT in supporting the mission and goals of an organization.
20. Summarize the security implications and risks for distributed IT systems.
21. Use a variety of practices for making end-user systems secure.
22. Use data analytics to support decision making for a given scenario.

VI. Microcomputer Operating Systems

1. Carry out trouble-shooting strategies for resolving an identified end-user IT problem.
2. Describe the attitudes, knowledge and abilities associated with quality customer service.
3. Differentiate among various operating systems.
4. Explain the process of authentication and authorization between end-user devices and computing network resources.
5. Implement an application of virtualization.
6. Summarize the tenets of ethics and professional behavior promoted by international computing societies
7. Use a variety of practices for making end-user systems secure.
8. Use communication, negotiation, and collaboration skills as a member of a diverse team.
9. Use documentation or a knowledge base to resolve a technical challenge in an identified computing scenario.

VII. Software Design

1. Demonstrate the techniques of defensive programming and secure coding.
2. Use a programming or a scripting language to solve a problem.
3. Use communication, negotiation, and collaboration skills as a member of a diverse team.
4. Use documentation or a knowledge base to resolve a technical challenge in an identified computing scenario.

VIII. System Analysis

1. Carry out trouble-shooting strategies for resolving an identified end-user IT problem.
2. Demonstrate best practices for designing end-user computing interfaces.
3. Demonstrate professional behavior in response to an ethically-challenging scenario in computing
4. Describe IT procurement processes for goods and services.
5. Describe the attitudes, knowledge and abilities associated with quality customer service.
6. Describe the data management activities associated with the data lifecycle.
7. Diagram a database design based on an identified scenario.
8. Diagram the components of an integrated IT system.
9. Diagram the phases of the Secure Software Development Lifecycle.'
10. Differentiate among various techniques for making a computer network secure.
11. Discuss software development methodologies.
12. Identify a variety of assistive or adaptive technologies and universal design considerations.
13. Identify a variety of enterprise-level digital storage technologies.
14. Identify basic components of an end-user IT system.
15. Identify database administration tasks.
16. Implement a hardware and software configuration responsive to an identified scenario.
17. Modify a system to improve data confidentiality or regulatory compliance.
18. Produce technical documentation responsive to an identified computing scenario.
19. Summarize life-cycle strategies for replacement, reuse, recycling IT technology and resources.
20. Summarize strategies to support or train users with their IT resources.
21. Summarize the implications of various cloud computing models.
22. Summarize the role of IT in supporting the mission and goals of an organization.
23. Use a programming or a scripting language to share data across an integrated IT system.
24. Use a programming or a scripting language to solve a problem.
25. Use communication, negotiation, and collaboration skills as a member of a diverse team.
26. Use data analytics to support decision making for a given scenario.
27. Use documentation or a knowledge base to resolve a technical challenge in an identified computing scenario.

IX. General Education

1. College Composition I (ENG 111) Competencies
2. College Composition II (ENG 112) Competencies
3. Mathematics for the Liberal Arts I (MTH 151) Competencies
4. Mathematics for the Liberal Arts II (MTM 152)
5. Principles of Public Speaking (CST 100)
6. Approved Social/Behavioral Science Elective Competencies
7. Personal Wellness Competencies
8. Approved Humanities Elective Competencies

PURPOSE: 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 appropriate for students earning the IST degree as a means of satisfying the IT electives to obtain a specialized, focus area of expertise.

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; explore the various aspects of cyber security; and to develop and enhance their software development skills.

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. The "Information Technology Foundations" career studies certificate is designed to provide this fundamental background. Students that already have prior experience or coursework in the related IT field should consult with an academic advisor for possible wavier or advanced placement.

Courses in a career studies certificate program that are not already required in the IST degree can be applied as "Approved IT Electives" in the degree program in consultation with your advisor.

To satisfy the IST degree requirements, students are encouraged to select courses within the career studies certificate. Students must also formally complete an "Application for Graduation" for both the Career Studies Certificates and the degree upon completion of the courses required for the CSC and the degree upon graduation.

The courses in the Career Studies Certificate programs are directly related to the IST degree. Students should refer to semester in which a particular course is offered in the degree curriculum for guidance as to when courses are generally offered. Courses appearing in either the first or third semester are typically offered in the fall semester. Courses appearing in either the second or fourth semesters are typically offered in the spring semester.

AREA: Cyber Security 221-732-09

ITN	100	Introduction to Telecommunications	3
ITN	260	Network Security Basics	3
ITN	261	Network Attacks, Computer Crime, and Hacking	3
ITN	262	Security Communication, Security, and Authentication	3
ITN	263	Internet/Intranet Firewalls and E-Commerce Security	3
ITN	266	Network Security Layers	3
ITN	267	Legal Topics in Network Security	3
		Total	**21**

AREA: Database Administration Specialist 221-299-11

ITD	130	Database Fundamentals[1]	3
ITD	132	Structured Query Language[1]	3
ITD	134	PL/SQL Programming[2]	3
ITD	250	Database Architecture and Administration	3
ITP	100	Software Design	3
SDV	101	Orientation to IT Professions	1
		Total	**16**

[1]ITD 130 and ITD 132 may be taken concurrently, both generally Offered in the fall semester.

[2]ITD 134 and ITD 150 may be taken concurrently, both generally offered in the spring semester. ITD 130 and ITD 132 to be completed prior to taking ITD 134/250 concurrently. Additionally, ITP 100 is a pre-requisite for ITD 134.

AREA: Information Technology Foundations 221-299-16

ITE	120	Principles of Information Systems	3
ITP	100	Software Design	3
ITD	130	Database Fundamentals	3
ITN	100	Introduction to Telecommunications	3
ITD	110	Web Page Design I	3
ITE	221	PC Hardware and Operating Systems	3
		IT Elective (Choose from ITD 112, ITD 132, ITN 107, ITN 200, ITN 260, ITP 112 or ITP 160)	3
SDV	101	Orientation to the IT Professions	1
		Total	**22**

AREA: Networking Specialist 221-732-04

ITN	100	Introduction to Telecommunications	3
ITE	221	PC Hardware and Operating Systems	3
ITN	124	Wireless Administration	3
ITN	170	Linux Operating System	3
ITN	200	Administration of Network Resources	3
ITN	260	Network Security Basics	3
		Total	**18**

AREA: Software Development 221-299-01

ITP	100	Software Design	3
ITP	112	Visual Basic. NET 1	4
ITP	120	Java Programming I	4
		Programming elective (Choose from: ITD 134, ITP 160, ITP 225)	3
Elective		Advanced Programming Elective (Choose from: ITP 212, ITP 220)	4
SDV	101	Orientation to the IT Professions	1
		Total	**19**

AREA: Web Design and Application Development 221-352-02

ITD	110	Web Page Design I	3
ITD	112	Designing Web Page Graphics	3
ITD	130	Database Fundamentals	3
ITN	100	Introduction to Telecommunications	3
ITD	210	Web Page Design II	3
ITD	132	Structured Query Language	3
ITP	225	Web Scripting Languages	3
		Total	**21**

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PURPOSE: 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 appropriate for students earning the IST degree as a means of satisfying the IT electives to obtain a specialized, focus area of expertise.

The career studies certificates listed here provide students with opportunities to gain skills in designing, installing, administering and repairing computer networks; and to explore the various aspects of cyber security.

FORMAT: This program is delivered through direct assessment, competency-based education (CBE). Competencies are performance-based statements about knowledge, skills, and abilities. Direct assessment means that progress and completion are based solely on the attainment of required competencies in lieu of credit hours or clock hours as a measure of student learning. Additional info about this program design is provided in the catalog section on CBE policies.

LENGTH: Direct assessment CBE programs are not time-based. Estimate time to completion depends on the student's academic load/attendance status for hours of educational activity per semester and previously attained competencies that are verified by faculty.

Before entering a career studies program, students should have a strong foundation in using computer applications (such as the competencies attained in the ITE 115 course, listed 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.

To satisfy the IST degree requirements, students are encouraged to attain competencies within the career studies certificates, since these are stackable credentials. Students must also formally complete an "Application for Graduation" for both the Career Studies Certificates and the degree upon attainment of the competencies required for the CSC and the degree upon graduation. The competencies in the Career Studies Certificate programs are directly related to the IST degree.

COMPETENCIES: The following competencies are required for completion of this direct assessment, competency-based education program:

AREA: Cyber Security 221-732-09

I. Network Concepts

1. Carry out basic computer network troubleshooting techniques
2. Carry out trouble-shooting strategies for resolving an identified end-user IT problem.
3. Demonstrate the techniques of defensive programming and secure coding
4. Describe the attitudes, knowledge and abilities associated with quality customer service
5. Describe the layers, protocols, and components of the OSI model
6. Diagram the components of an integrated IT system
7. Differentiate among data types, data transfer protocols and file characteristics specified to the targeted use
8. Differentiate among strategies for business continuity provisioning of IT resources at the enterprise level
9. Differentiate among various computer networking models
10. Differentiate among various techniques for making a computer network secure
11. Discuss significant trends and emerging technologies and their impact on our global society
12. Explain the process of authentication and authorization between end-user devices and computing network resources
13. Identify a variety of enterprise-level digital storage technologies
14. Implement a hardware and software configuration responsive to an identified scenario
15. Summarize the flow of data through a computer network scenario
16. Summarize the implications of various cloud computing models
17. Summarize the security implications and risk for distributed IT systems
18. Summarize the tenets of ethics and professional behavior promoted by international computing societies
19. Use a variety of practices for making end-user systems secure

II. Network Security Basics

1. Carry out basic computer network troubleshooting techniques on a security related issue.
2. Describe the data management activities associated with the data lifecycle from a security perspective.
3. Diagram the components of an integrated IT system used to exercise good security.
4. Differentiate among data types, data transfer protocols and file characteristics specific to the targeted use. (In this case secured transfers.)
5. Differentiate among strategies for business continuity provisioning of IT resources at the enterprise level.
6. Differentiate among various techniques for making a computer network secure.
7. Differentiate between public and private data.
8. Explain the process of authentication and authorization between end-user devices and computing network resources.

9. Implement a hardware and software configuration responsive to an identified scenario.
10. Modify a system to improve data confidentiality or regulatory compliance.
11. Summarize the security implications and risks for distributed IT systems.
12. Summarize the tenets of ethics and professional behavior promoted by international computing societies.
13. Use a variety of practices for making end-user systems secure.

III. Attacks and Crimes

1. Demonstrate professional behavior in response to an ethically challenging scenario in computing.
2. Describe the layers, protocols and components of the OSI model.
3. Summarize the flow of data through a computer network scenario.
4. Summarize the security implications and risks for distributed IT systems.
5. Summarize the tenets of ethics and professional behavior promoted by international computing societies.
6. Use a programming or a scripting language to share data across an integrated IT system.
7. Use documentation or a knowledge base to resolve a technical challenge in an identified computing scenario.

IV. Access and Authentication

1. Differentiate between public and private data.
2. Explain the process of authentication and authorization between end user devices and computing network resources.
3. Modify a system to improve data confidentiality or regulatory compliance.
4. Summarize the flow of data through a computer network scenario.
5. Use a variety of practices for making end user systems secure.
6. Use documentation or a knowledge base to resolve a technical challenge in an identified computing scenario.

V. Firewalls and E-Commerce

1. Differentiate among various techniques for making a computer network secure.
2. Modify a system to improve data confidentiality or regulatory compliance.
3. Use documentation or a knowledge base to resolve a technical challenge in an identified computing scenario.

VI. Network Security Layers

1. Differentiate among strategies for business continuity provisioning of IT resources at the enterprise level.
2. Differentiate among various techniques for making a computer network secure.
3. Implement a hardware and software configuration responsive to an identified scenario.
4. Modify a system to improve data confidentiality or regulatory compliance.
5. Summarize the security implications and risks for distributed IT systems.
6. Use documentation or a knowledge base to resolve a technical challenge in an identified computing scenario.

VII. Legal Topics

1. Demonstrate professional behavior in response to an ethically challenging scenario in computing.
2. Modify a system to improve data confidentiality or regulatory compliance.
3. Summarize the security implications and risks for distributed IT systems.
4. Use documentation or a knowledge base to resolve a technical challenge in an identified computing scenario

AREA: Networking Specialist

I. Network Concepts

1. Carry out basic computer network troubleshooting techniques
2. Carry out trouble-shooting strategies for resolving an identified end-user IT problem.
3. Demonstrate the techniques of defensive programming and secure coding
4. Describe the attitudes, knowledge and abilities associated with quality customer service
5. Describe the layers, protocols, and components of the OSI model
6. Diagram the components of an integrated IT system
7. Differentiate among data types, data transfer protocols and file characteristics specified to the targeted use
8. Differentiate among strategies for business continuity provisioning of IT resources at the enterprise level
9. Differentiate among various computer networking models
10. Differentiate among various techniques for making a computer network secure
11. Discuss significant trends and emerging technologies and their impact on our global society
12. Explain the process of authentication and authorization between end-user devices and computing network resources
13. Identify a variety of enterprise-level digital storage technologies
14. Implement a hardware and software configuration responsive to an identified scenario
15. Summarize the flow of data through a computer network scenario
16. Summarize the implications of various cloud computing models
17. Summarize the security implications and risk for distributed IT systems
18. Summarize the tenets of ethics and professional behavior promoted by international computing societies
19. Use a variety of practices for making end-user systems secure

II. Microcomputer OS

1. Carry out trouble-shooting strategies for resolving an identified end-user IT problem.
2. Describe the attitudes, knowledge and abilities associated with quality customer service.
3. Differentiate among various operating systems.

4. Explain the process of authentication and authorization between end-user devices and computing network resources.
5. Implement an application of virtualization.
6. Summarize the tenets of ethics and professional behavior promoted by international computing societies
7. Use a variety of practices for making end-user systems secure.
8. Use communication, negotiation, and collaboration skills as a member of a diverse team.
9. Use documentation or a knowledge base to resolve a technical challenge in an identified computing scenario.

III. PCs and Troubleshooting

1. Carry out trouble-shooting strategies for resolving an identified end-user IT problem.
2. Describe the attitudes, knowledge and abilities associated with quality customer service.
3. Identify basic components of an end-user IT system.
4. Summarize the tenets of ethics and professional behavior promoted by international computing societies.
5. Use documentation or a knowledge base to resolve a technical challenge in an identified computing scenario.

IV. Linux OS

1. Demonstrate the techniques of defensive programming and secure coding.
2. Implement an application of virtualization.

V. Network Administration

1. Differentiate among various operating systems.
2. Differentiate among various techniques for making a computer network secure.
3. Identify a variety of enterprise-level digital storage technologies.

VI. Network Security Basics

1. Carry out basic computer network troubleshooting techniques on a security related issue.
2. Describe the data management activities associated with the data lifecycle from a security perspective.
3. Diagram the components of an integrated IT system used to exercise good security.
4. Differentiate among data types, data transfer protocols and file characteristics specific to the targeted use. (In this case secured transfers.)
5. Differentiate among strategies for business continuity provisioning of IT resources at the enterprise level.
6. Differentiate among various techniques for making a computer network secure.
7. Differentiate between public and private data.
8. Explain the process of authentication and authorization between end-user devices and computing network resources.
9. Implement a hardware and software configuration responsive to an identified scenario.
10. Modify a system to improve data confidentiality or regulatory compliance.
11. Summarize the security implications and risks for distributed IT systems.
12. Summarize the tenets of ethics and professional behavior promoted by international computing societies.
13. Use a variety of practices for making end-user systems secure.

Partnership Agreements

Associate of Applied Science Degree in Dental Hygiene (VWCC)
190-12

AREA: Dental Hygiene

DEGREE: Associate of Applied Science Degree in Dental Hygiene (VWCC)

This Program is offered at Lord Fairfax Community College as a satellite site for Virginia Western Community College. The students are required to come to the Middletown Campus for the dental hygiene courses and the lecture courses are distanced to LFCC. The clinical rotations are housed on the Middletown campus of LFCC. Virginia Western Community College is the college that awards the degree.

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 the Health Technology Web site at:
http://www.virginiawestern.edu/academics/health/dental/

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 Virginia Community College System. This includes Clarke, Fauquier, Frederick, Page, Rappahannock, Shenandoah and Warren counties and the city of Winchester.

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.

CURRICULUM AND OTHER REQUIREMENTS
GENERAL EDUCATION CORE COURSES

BIO 141-142*	Human Anatomy & Physiology I-II	8
ENG 111*	College Composition I	3
BIO 150	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	3
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	**71**

[1]Health and wellness are emphasized throughout the dental hygiene program, but specifically in DNH 150 Nutrition.
[2]Includes instruction in fundamental mathematical skills.
[3]Humanities/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.

NOTE: BIO 141 and BIO 142 must be completed by the spring semester prior to program entry.

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	3
DNH	141	Dental Hygiene I	5
SDV	100	College Success Skills (or SDV 108)	1
		Total	**16**
Second Semester			
DNH	142	Dental Hygiene II	5
DNH	145	General and Oral Pathology	2
DNH	146	Periodontics for the Dental Hygienist	2
DNH	216	Pharmacology	2
NAS	185	Human Biology	4
		or	
BIO	150	Introductory Microbiology	
		Total	**15**
Third Semester			
DNH	150	Nutrition[1]	2
DNH	143	Coordinated Practice	3
ENG	111	Dental Hygiene III	3
DNH	235	Management of Dental Pain and Anxiety in the Dental Office	2
		Total	**10**
Fourth Semester			
DNH	214	Practical Materials for Dental Hygiene[2]	2
DNH	226	Public Health Dental Hygiene I	2
DNH	244	Dental Hygiene IV	5
PSY	230	Developmental Psychology[3]	3
		Total	**12**
Fifth Semester			
DNH	227	Public Health Dental Hygiene II	1
DNH	245	Dental Hygiene V	5
		Humanities/Fine Arts Elective[4]	3
DNH	230	Office Practice and Ethics	1
		Total	**10**
		Program Total	**71***

***Includes BIO 141 and BIO 142 which must be completed prior to program entry.**

[1]Health and Wellness are emphasized throughout the dental hygiene program but specifically in DNH 150 nutrition.
[2] Includes instruction in fundamental mathematical skills.
[3] PSY 231 and PSY 232 may be substituted for PSY 230.
[4] Humanities/Fine Arts elective must be chosen from the "list of approved electives on page 39.
*Support courses (non-DNH courses) may be taken prior to entry.
Note: BIO 141, BIO 142, and NAS 185 or BIO 150 must be repeated if they were completed more than five years prior to the date of admission into the program.

Associate of Applied Science Degree in Funeral Services
190-19

AREA: Funeral Services

DEGREE: Associate of Applied Science Degree in Funeral Services
Partnership program with degree awarded by John Tyler Community College

Elective	AAS in Nursing[3]	AAS in Funeral Services (JTCC)[3]	AAS in Health Information Management[3]
BIO Electives	BIO 141 – Anatomy and Physiology I; BIO 142 – Anatomy and Physiology II; BIO 150 – Microbiology	BIO 141 – Anatomy and Physiology I **OR** BIO 145 – Human Anatomy and Physiology for Health Sciences; BIO 150 – Microbiology	BIO 145 – Human Anatomy and Physiology for Health Sciences **OR** BIO 141 – Anatomy and Physiology I and BIO 142 – Anatomy and Physiology II;

Psychology Elective	PSY 230 – Developmental Psychology	PSY 116 – Psychology of Death and Dying	No specific Psychology required; Social/Behavioral Science Elective – see page 41
Social / Behavioral Science or Humanities Elective	SOC 200 – Principles of Sociology; **OR** PHI 220 – Ethics **or** PHI 227 – Biomedical Ethics	Choose a REL course – see page 41	HUM Elective - see page 41
Program Electives	ITE 115 – Intro to Computer Applications and Concepts; CST 100, 110, or 138 – Communication; HLT 130 – Nutrition and Diet Therapy	HIM 111 – Medical Terminology I; ACC 211 – Principles of Accounting; ITE 115 – Intro to Computer Applications and Concepts; CST 100 – Principles of Public Speaking (CST 110 may substitute); CHM 110 – Survey of Chemistry (CHM 101 may substitute) *FNS 110-Introduction to Funeral Service	HIM 111 – Medical Terminology I; HIM 112 – Medical Terminology II; ITE 115 – Intro to Computer Applications and Concepts

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

Accounting (ACC)

ACC 116 Hospitality Accounting (3 Cr.)
Applies accounting principles and practices to the hospitality industry. Studies the accounting cycle of recording, summarizing, and reporting financial information. Analyzes information from the viewpoint of the hospitality industry manager. Lecture 3 hours per week. Generally offered fall.

ACC 117 Essentials of Accounting (3 Cr.)
Covers financial statements, internal control requirements for safeguarding assets, and accounting procedures necessary to complete the entire accounting cycle, including journals, ledgers, and financial statements. Lecture 3 hours per week. Generally offered fall.

ACC 211 Principles of Accounting I (3 Cr.)
Introduces accounting principles with respect to financial reporting. Demonstrates how decision makers use accounting information for reporting purposes. Focuses on the preparation of accounting information and its use in the operation of organizations. Lecture 3 hours per week. Generally offered all semesters.

ACC 212 Principles of Accounting II (3 Cr.)
Introduces accounting principles with respect to cost and managerial accounting. Focuses on the application of accounting information with respect to product costing, as well as its use within the organization to provide direction and to judge performance. *Prerequisite: ACC 211.* Lecture 3 hours per week. Generally offered all semesters.

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: ACC 211.* Lecture 3 hours per week. Generally offered spring.

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. Generally offered fall.

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. Generally offered spring.

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. Generally offered spring.

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. Generally offered fall.

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. Generally offered fall.

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. Generally offered spring.

ACC 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. Generally offered spring.

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. Generally offered fall and spring.

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. *Prerequisite: Readiness to enroll in ENG 111.* Lecture 3 hours per week. Generally offered spring.

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. *Prerequisite: Readiness to enroll in ENG 111.* Lecture 3 hours per week. Generally offered fall and spring.

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. *Prerequisite: Readiness to enroll in ENG 111.* Lecture 3 hours per week. Generally offered spring.

ADJ 164 Case Studies in Murder/Violent Crime (3 Cr.)
Introduces the student to the investigation of murder and other violent crimes by means of classic case studies and to the extent feasible, local case files, local case files, includes methodology, strategy and tactics, analysis, relevant law, and future trends. Covers evidentiary techniques and technologies with a primary focus on how critical thinking is applied to serious violent crime. *Prerequisite: Readiness to enroll in ENG 111.* Lecture 3 hours were week. Offered periodically.

ADJ 171 Forensic Science I (4 Cr.)
Introduces student to crime scene technology, procedures for sketching, diagramming and using casting materials. Surveys the concepts of forensic chemistry, fingerprint classification/identification and latent techniques, drug identification, hair and fiber evidence, death investigation techniques, thin-layer chromatographic methods, and arson materials examination. Part I of II. *Prerequisite: Readiness to enroll in ENG 111.* Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week. Generally offered fall.

ADJ 172 Forensic Science II (3-4 Cr.)
Introduces student to crime scene technology, procedures for sketching, diagramming and using casting materials. Surveys the concepts of forensic chemistry, fingerprint classification/identification and latent techniques, drug identification, hair and fiber evidence, death investigation techniques, thin-layer chromatographic methods, and arson materials examination. Part II of II. *Prerequisite: Readiness to enroll in ENG 111.* Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week. Generally offered spring.

ADJ 173 Forensic Photography I (3 Cr.)
Surveys fundamental photographic skills—exposure, composition, film, filters, darkroom materials and procedures. Emphasizes use of photography for law enforcement purposes and for courtroom presentation. Considers current status and trends in photographic law. Part I of II. Lecture 3 hours per week. Generally offered Spring, summer, of fall.

ADJ 228 Narcotics and Dangerous Drugs (3 Cr.)
Surveys the historical and current usage of narcotics and dangerous drugs. Teaches the identification and classification of such drugs and emphasizes the symptoms and effects on their users. Examines investigative methods and procedures utilized in law enforcement efforts against illicit drug usage. Lecture 3 hours per week. Generally offered spring.

ADJ 232 Domestic Violence (3 Cr.)
Surveys historical issues that have affected family violence. Examines current trends in the context of the criminal justice system. *Prerequisite: Readiness to enroll in ENG 111.* Lecture 3 hours per week. Offered periodically in spring.

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 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. *Prerequisite: Readiness to enroll in ENG 111.* Lecture 3 hours per week. Offered periodically in spring.

ADJ 275 Forensic Pathology (3 Cr.)
Introduces the pathology and physiology of the human body with emphasis on scientific name and technique used in medico-legal investigations of death .Studies types of death, the mechanisms of death and death reflex, and the determining of the cause of death by postmortem examination. Lecture 3 hours per week. Generally offered spring, summer, or fall.

ADJ 278 Firearms and Tool- Mark Identification (3 Cr.)
Introduces the role of the firearms in forensic science. Teaches the examination techniques and procedures for identifying firearms, tool-marks, ammunition, projectiles and projectile fragments. Instructs on the topics of determining muzzle-to-target distance, gunshot residue tests, firearms nomenclature, comparative micrography, serial number restoration, and the collecting, handling, and presenting of firearms and tool-mark evidence. Lecture 3 hours per week. Generally offered spring, summer or fall.

Administrative Support Technology (AST)

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 *Prerequisite: Placement into ENF2 or higher or successful completion of ENF1.* Lecture 3 hours per week. Generally offered all semesters.

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. *Prerequisites: Placement into ENF2 or higher or successful completion of ENF1 and AST 101 or instructor permission.* Lecture 3 hours per week. Generally offered all semesters.

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. *Prerequisites: Placement into ENF2 or higher or successful completion of ENF1 and AST 101, AST* 102 or *AST 141.* Lecture 3 hours per week. Generally offered fall.

AST 117 Keyboarding for Computer Usage (1 Cr.)
Teaches the alphabetic keyboard and 10-key pad. Develops correct keying techniques. Lecture 1 hour per week. Generally offered all semesters.

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. *Prerequisites: Placement into ENF2 or higher or successful completion of ENF1 and AST 101 or AST 102.* Lecture 3 hours per week. Generally offered summer and fall.

AST 142 Word Processing II (3 Cr.)
Teaches advanced software applications. *Prerequisites: Placement into ENF 2 or higher or successful completion of ENF 1 and AST 102 or AST 141.* Lecture 3 hours per week. Generally offered spring.

AST 205 Business Communications (3 Cr.)
Teaches techniques of oral and written communications. Emphasizes writing and presenting business-related materials. *Prerequisites: Placement into ENF2 or higher or successful completion of ENF1 and AST 102, AST 141 or AST 142.* Lecture 3 hours per week. Generally offered fall.

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. *Prerequisites: Readiness to enroll in ENF 2 or above and AST 102, AST 141 or AST 142.* Lecture 3 hours per week. Generally offered spring and summer.

AST 215 Medical Keyboarding (3 Cr.)
Develops decision-making skills, speed and accuracy in preparation of medical documents with emphasis on meeting office requirements. *Prerequisites: Placement into ENF2 or higher or successful completion of ENF1 and AST 102.* Lecture 3 hours per week. Occasionally offered summer.

AST 230 Introduction to Office Technology (3 Cr.)
Introduces principles, methods and techniques involved in office technology. Emphasizes word processing, microcomputer equipment and software. *Prerequisites: Placement into ENF 2 or higher or successful completion of ENF1 and AST 102, AST 141 or AST 142.* Lecture 3 hours per week. Generally offered spring.

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. *Prerequisites: Placement into ENF 2 or higher or successful completion of ENF1 and AST 101, AST 102, AST 141 or AST 142.* Lecture 3 hours per week. Occasionally offered summer.

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. *Prerequisites: Placement into ENF2 or higher or successful completion of ENF1 and AST 101, AST 102, AST 141 or AST 142.* Lecture 3 hours per week. Generally offered fall.

AST 236 Specialized Software Applications (3 Cr.)
Teaches specialized integrated software applications on the microcomputer. Emphasizes document production to meet business and industry standards. *Prerequisites: Placement into ENF2 or higher or successful completion of ENF1 and AST 101, AST 102, AST 141 or AST 142.* Lecture 3 hours per week. Generally offered summer.

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. *Prerequisites: Placement into ENF2 or higher or successful completion of ENF1 and AST 101, AST 102, AST 141 or AST 142*. Lecture 3 hours per week. Generally offered fall.

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. *Prerequisites: Placement into ENF2 or higher or successful completion of ENF1 and AST 243, AST 102, AST 141 or AST 142.* Lecture 3 hours per week. Generally offered spring.

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. *Prerequisites: Placement into ENF2 or higher or successful completion of ENF1; AST 102 or AST 141 or AST 142; BIO 141 & 142 or BIO 145; HIM 111. Recommend HIM 112 but may enroll concurrently with AST 245.* Lecture 3 hours per week. Occasionally offered spring.

AST 253 Advanced Desktop Publishing I (3 Cr.)
Introduces specific desktop publishing software. Teaches document layout and design, fonts, typestyles, style sheets and graphics. *Prerequisites: Placement into ENF2 or higher or successful completion of ENF1 and AST 101, AST 102 or AST 141.* Lecture 3 hours per week. Generally offered fall.

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. *Prerequisites: Placement into ENF2 or higher or successful completion of ENF1 and AST 253.* Lecture 3 hours per week. Generally offered spring.

AST 257 WP Desktop Publishing (3 Cr.)
Uses word processing software to teach advanced document preparation. *Prerequisites: Placement into ENF2 or higher or successful completion of ENF1 and AST 101, AST 102 or AST 141.* Lecture 3 hours per week. Generally offered fall.

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 *Prerequisite: Placement into ENF2 or higher or successful completion of ENF1 and AST 102 or AST 141.* Lecture 3 hours per week. Generally offered spring.

AST 265 Legal Office Procedures I (3 Cr.)
Introduces general office procedures used in law offices and courts *Prerequisites: Placement into ENF2 or higher or successful completion of ENF1 and AST 102 or AST 141.* Lecture 3 hours per week. Occasionally offered summer.

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 *Prerequisites: Placement into ENF2 or higher or successful completion of ENF1 and AST 265.* Lecture 3 hours per week. Occasionally offered summer.

AST 271 Medical Office Procedures I (3 Cr.)
Covers medical office procedures, records management, preparation of medical reports, and other medical documents. *Prerequisite: Placement into ENF2 or higher or successful completion of ENF1 and AST 102 or AST 141*. Lecture 3 hours per week. Occasionally offered summer.

Agriculture (AGR)

AGR 141 Introduction to Animal Science and Technology (4 Cr.)
Introduces the science and technology involved in sustainable animal production and management practices. Includes beef, sheep, horses, dairy, swine, goats, and poultry, with emphasis on practical experiences in laboratory and farm settings. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week. Generally offered fall.

AGR 142 Introduction to Plant Science and Technology (3 Cr.)
Introduces students to plant science, ecology, plant morphology, plant and soil relations and energy conversions. Includes surveying agricultural crops and their importance in the economy. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week. Generally offered spring.

AGR 143 Introduction to Agribusiness and Financial Management (3 Cr.)
Introduces agriculture's importance to society and ways to start a farm or agribusiness. Evaluates forms of business including cooperatives and create financial statements and reports necessary for routine accounting and tax preparation. Utilizes financial tools for decision making, budgets and time value of money. Explores retirement, transition planning, personal financial management, and capital acquisition techniques. Generally offered fall.

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. Laboratory 2 hours. Total 4 hours per week. Generally offered fall.

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. Laboratory 2 hours. Total 4 hours per week. Generally offered spring.

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 hours. Laboratory 2 hours. Total 4 hours per week. Generally offered fall.

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. Lecture 2 hours per week. Laboratory 2 hours per week. Total 4 hours per week. Generally offered fall.

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 hours per week. Laboratory 2 hours per week. Total 4 hours per week. Generally offered spring.

American Sign Language (ASL)

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 101 Generally offered fall; ASL 102 Generally offered spring.

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. Offered periodically.

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. *Prerequisite: ENG 111.* Lecture 3 hours per week. Offered periodically.

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. Offered periodically.

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. ASL 201 Generally offered fall; ASL 202 Generally offered spring.

ASL 210 ASL Storytelling (3 Cr.)
Focuses on the elements of storytelling in American Sign Language and the techniques that deaf individuals utilize to pass on the histories and traditions of the deaf community. Emphasizes comprehension and production of short stories in American Sign Language with emphasis on sign production clarity and conceptual accuracy. Lecture 3 hours per week. Offered periodically.

ASL 220 Comparative Linguistics: ASL & English (3 Cr.)
Describes spoken English and ASL (American Sign Language) on five levels: phonological, morphological, lexical, syntactic, and discourse. Compares and contrasts the two languages on all five levels using real-world examples. Documents similarities between signed languages and spoken languages in general. Describes the major linguistic components and processes of English and ASL. Introduces basic theories regarding ASL structure. Emphasizes ASL's status as a natural language by comparing and contrasting similarities and unique differences between the two languages. *Prerequisite: ASL 201*. Lecture 3 hours per week. Generally offered spring.

ASL 261 American Sign Language V (3 Cr.)
Develops advanced American Sign Language comprehension and production skills. Emphasizes advanced linguistic aspects of ASL. Presents ASL literary forms. Encourages contact with the Deaf Community. *Prerequisite: ASL 202.* Part I of II. Lecture 3 hours per week.

ASL 262 American Sign Language VI (3 Cr.)
Develops advanced American Sign Language comprehension and production skills. Emphasizes advanced linguistic aspects of ASL. Presents ASL literary forms. Encourages contact with the Deaf Community. *Prerequisite: ASL 202*. Part II of II. Lecture 3 hours per week.

Arabic (ARA)

ARA 101 Beginning Arabic I (4-5 Cr.)
Introduces understanding, speaking, reading, and writing skills and emphasizes basic Arabic sentence structure. Discusses the diversity of cultures in the Arab world. Part I of II. Lecture 4-5 hours per week.

ARA 102 Beginning Arabic II (4-5 Cr.)
Introduces understanding, speaking, reading, and writing skills and emphasizes basic Arabic sentence structure. Discusses the diversity of cultures in the Arab world. Part II of II. Lecture 4-5 hours per week.

ARA 201 Intermediate Arabic I (3-4 Cr.)
Continues to develop understanding, speaking, reading and writing skills and emphasizes basic Arabic sentence structure. Discusses the diversity of cultures in the Arab world. Classes are conducted in Arabic. *Prerequisite: ARA 102.* Part I of II. Lecture 3-4 hours per week.

ARA 202 Intermediate Arabic II (3-4 Cr.)
Continues to develop understanding, speaking, reading and writing skills and emphasizes basic Arabic sentence structure. Discusses the diversity of cultures in the Arab world. Classes are conducted in Arabic. Prerequisite: ARA 102. Part II of II. Lecture 3-4 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. Generally offered fall.

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. *Requires knowledge of AutoCAD 2D software.* Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week. Generally offered spring.

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. Generally offered fall.

ARC 240 Designing Sustainable Built Environments (3 Cr.)
Introduces students to ethics, ideas, technologies, methods and current practices in designing sustainable environments. Lecture 3 hours per week. Generally offered spring.

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. Offered periodically.

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. *Prerequisite: Readiness to enroll in ENG 111.* Lecture 3 hours per week. Generally offered all semesters.

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. Offered periodically.

ART 114 General Art (3 Cr.)
Introduces art to the student without previous training. Provides studio exercises in drawing, painting, and two- and three-dimensional design. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week. Generally offered fall and spring.

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 prerequisite for ART 122.* Lecture 2 hours per week. Studio instruction 4 hours per week. Total 5 hours per week. Generally offered all semesters.

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. Generally offered fall and spring.

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. Offered periodically.

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. Generally offered fall and spring.

ART 235 Functional Ceramics (3 Cr.)
Explores the design and production of functional ceramics, including hand building and use of the wheel. *Prerequisite: ART 154 or instructor approval.* Lecture 2 hours per week. Studio instruction 4 hours per week. Total 6 hours per week. Offered periodically.

ART 236 Sculptural Ceramics (3 Cr.)
Explores the design and production of sculptural ceramics, including hand building and use of the wheel. *Prerequisite: ART 154 or instructor approval.* Lecture 2 hours per week. Studio instruction 4 hours per week. Total 6 hours per week. Offered periodically.

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 4 hours per week. Total 5 hours per week. Offered periodically.

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 131 or instructor approval.* Lecture 2 hours per week. Studio instruction 2 hours per week. Total 4 hours per week. Generally offered fall and spring.

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. Offered periodically.

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. *Prerequisite: Readiness to enroll in ENG 111.* Lecture 1 hour per week. Studio instruction 4 hours per week. Total 5 hours per week. Generally offered fall and spring.

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. Generally offered fall and spring.

Biology (BIO)

BIO 100 Basic Human Biology (3 Cr.)
Presents basic principles of human anatomy and physiology. Discusses cells, tissues, and selected human systems. *Prerequisite: Readiness to enroll in ENG 111.* Lecture 3 hours per week. Generally offered all semesters.

BIO 101 General Biology I (4 Cr.)
Focuses on foundations in cellular structure, metabolism, and genetics in an evolutionary context. Explores the core concepts of evolution: structure and function; information flow, storage and exchange; pathways and transformations of energy and matter; and systems biology. *Prerequisites: Readiness to enroll in ENG 111, plus completion of developmental math unit 3 or placement in unit 4 or above.* Lecture 3 hours per week. Laboratory 3 hours per week. Total 6 hours per week. Generally offered fall and spring and occasionally summer.

BIO 102 General Biology II (4 Cr.)
Focuses on diversity of life, anatomy and physiology of organisms, and ecosystem organization and processes in an evolutionary context. Explores the core concepts of evolution; structure and function; information flow, storage and exchange; pathways and transformations of energy and matter; and systems biology. Emphasizes process of science, interdisciplinary approach, and relevance of biology to society. *Prerequisites: Readiness to enroll in ENG 111, plus completion of developmental math unit 3 or placement in unit 4 or above and BIO 102.* Lecture 3 hours per week. Laboratory 3 hours per week. Total 6 hours per week. Generally offered fall and spring and occasionally summer.

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. Prerequisite: Readiness to enroll in ENG 111.* Lecture 3 hours per week. Laboratory 3 hours per week. Total 6 hours per week. Generally offered all semesters.

BIO 145 Human Anatomy and Physiology for the Health Sciences (4 Cr.)
Introduces human anatomy and physiology primarily to those planning to pursue an AAS degree in nursing. Covers basic chemical concepts, cellular physiology, as well as the anatomy and physiology of human organ systems. *Prerequisite: Readiness to enroll in ENG 111.* Lecture 3-4 hours. Laboratory 3 hours. Total 6-7 hours per week. Generally offered all semesters.

BIO 150 Introductory Microbiology (4 Cr.)
Studies the general characteristics of microorganisms. Emphasizes their relationships to individual and community health. *Prerequisite: Readiness to enroll in ENG 111.* Lecture 3 hours per week. Recitation and laboratory 3 hours per week. Total 6 hours per week. Generally offered all semesters.

BIO 206 Cell Biology (4 Cr.)
Introduces the ultrastructure and functions of cells. Emphasizes cell metabolism, cell division, and control of gene expression. *Prerequisites: BIO 101 and CHM 111*. Lecture 3 hours. Recitation and laboratory 3 hours. Total 6 hours per week.

BIO 215 Plant Life of Virginia (3 Cr.)
Focuses on identification and ecological relationships of the native plants of Virginia. Emphasizes shrubs, vines, weeds, wildflowers, ferns, and mushrooms. Lecture 2 hours. Recitation and laboratory 3 hours. Total 5 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. Generally offered spring.

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. Generally offered fall and spring.

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. Generally offered spring.

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. Generally offered fall.

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 compromising 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. Generally offered spring.

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. Generally offered spring.

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. Generally offered spring.

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. Generally offered fall.

BUS 241 Business Law I (3 Cr.)
Develops a basic understanding of the US business legal environment. Introduces property and contract law, agency and partnership liability, and government regulatory law. Students will be able to apply these legal principles to landlord/tenant disputes, consumer rights issues, employment relationships, and other business transactions. Lecture 3 hours per week. Generally offered fall.

BUS 242 Business Law II (3 Cr.)
Focuses on business organization and dissolution, bankruptcy and Uniform Commercial Code. Introduces international law and the emerging fields of E-Commerce and Internet Law. Lecture 3 hours per week. Lecture 3 hours per week. Generally offered spring.

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. Generally offered spring.

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. *Prerequisite: Readiness to enroll in ENG 111. Prerequisite for CHM 101 is competence in MTE 1-6.CHM 101 prerequisite to CHM 102.* Lecture 3 hours per week. Laboratory 3 hours per week. Total 6 hours per week. Generally offered all semesters.

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. *Prerequisite: Readiness to enroll in ENG 111.* Lecture 3 hours per week. Generally offered all semesters.

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. *Prerequisite: Readiness to enroll in ENG 111. Prerequisite for CHM 111 is competence in MTE 1-9. CHM 111 prerequisite to CHM 112*. Lecture 3 hours per week. Laboratory 3 hours per week. Total 6 hours per week. Generally offered all semesters.

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 241 prerequisite to CHM 242. Recommended co-requisite: CHM 243-244*. Lecture 3 hours per week. CHM 241 Generally offered fall and spring; CHM 242 Generally offered spring.

CHM 245-246 Organic Chem. Lab. I-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. CHM 245 Generally offered fall; CHM 246 Generally offered spring.

CHM 260 Introductory Biochemistry (3 Cr.)
Explores fundamentals of biological chemistry. Includes study of macromolecules, metabolic pathways, and biochemical genetics. *Prerequisite: CHM 112 or divisional approval*. Lecture 3 hours per week. Generally offered spring.

CHM 261 Biochemistry Lab (1 Cr.)
Provides hands on lab experiences designed to reinforce the fundamentals of biological chemistry taught in CHM 260 such as biochemistry assays, enzyme kinetics, enzyme purification, chromatography, electrophoresis and use of western blots. Laboratory 3 hours per week. Generally offered spring.

Childhood Development (CHD)

CHD 118 Language Arts for Young Children (3 Cr.)
Emphasizes the early development of children's language and literacy skills. Presents techniques and methods for supporting all aspects of early literacy. Surveys children's literature, and examines elements of promoting oral literacy, print awareness, phonological awareness, alphabetic principle, quality storytelling and story reading. Addresses strategies for intervention and support for exceptional children and English Language Learners. *Prerequisite: Readiness to enroll in ENG 111.* Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week. Generally offered fall.

CHD 119 Introduction to Reading Methods (3 Cr.)
Focuses on promoting language and literacy skills as the foundation for emergent reading. Emphasizes phonetic awareness and alphabetic principles, print awareness and concepts, comprehension and early reading and writing. Addresses strategies for intervention and support for exceptional children and English Language Learners. NOTE: This course replaces CHD 117. *Prerequisite: Readiness to enroll in ENG 111. Prerequisite: CHD 118*. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week. Generally offered spring.

CHD 120 Intro. to Early Childhood Education (3 Cr.)
Introduces early childhood development through activities and experiences in early childhood, 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. *Prerequisite: Readiness to enroll in ENG 111.* Lecture 3 hours per week. Generally offered all semesters.

CHD 145 Teaching Art, Music and Movement to Children (3 Cr.)
Focuses on children's exploration, play, and creative expression in the areas of art, music, and movement. Emphasis will be on developing strategies for using various open-ended media representing a range of approaches in creative thinking. Addresses strategies for intervention and support for exceptional children and English Language Learners. *Prerequisite: Readiness to enroll in ENG 111.* Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week. Generally offered fall and spring.

CHD 146 Math, Science, and Social Studies for Children (3 Cr.)
Provides experiences in content, methods, and materials for the development of math, science, and social studies skills in children. Emphasis will be on developing strategies for using various resources to facilitate children's construction of knowledge. Addresses strategies for intervention and support for children with special needs and English Language Learners. *Prerequisite: Readiness to enroll in ENG 111.* Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week. Generally offered fall.

CHD 165 Observation and Participation in Early Ch/Primary Settings (3 Cr.)
Focuses on observation as the primary method for gathering information about children in early childhood settings. Emphasizes development of skills in the implementation of a range of observation techniques. May be taken again for credit. One hour seminar, 4 hours field placement. *Prerequisite: Readiness to enroll in ENG 111.* Total 5 hours per week. Generally offered all semesters.

CHD 166 Infant and Toddler Programs (3 Cr.)
Examines child growth and development from birth to 36 months. Focuses on development in the physical, cognitive, social, emotional, and language domains. Emphasizes the importance of the environment and relationships for healthy brain development during the child's first three years of life. Investigates regulatory standards for infant/toddler care giving. *Prerequisite: Readiness to enroll in ENG 111.* Lecture 3 hours per week. Generally offered spring.

CHD 167 CDA Theories and Applications: Portfolio (2-3 Cr.)
Supports the CDA candidate in organizing and developing a portfolio for presentation at local assessment team meeting
Lecture 2-3 hours per week. Generally offered spring.

CHD 205 Guiding the Behavior of the Children (3 Cr.)
Explores the role of the early childhood educator in supporting emotional and social development of children, and in fostering a sense of community. Presents practical strategies for encouraging prosocial behavior, conflict resolution and problem solving. Emphasizes basic skills and techniques in child guidance. *Prerequisite: Readiness to enroll in ENG 111.* Lecture 3 hours per week. Generally offered fall and spring.

CHD 210 Introduction to Exceptional Children (3 Cr.)
Reviews the history of and legal requirements for providing intervention and educational services for young children with special needs. Studies the characteristics of children with a diverse array of needs and developmental abilities. Explores concepts of early intervention, inclusion, guiding behavior and adapting environments to meet children's needs. Lecture 3 hours per week. Generally offered fall.

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. *Prerequisite: Readiness to enroll in ENG 111.* Lecture 3 hours per week. Generally offered fall.

CHD 216 Early Childhood Programs, School, and Social Change (3 Cr.)
Explores methods of developing positive, effective relations with families to enhance their developmental goals for children. Considers culture and other diverse needs, perspectives, and abilities of families and educators. Emphasizes advocacy and public policy awareness as an important role of early childhood educators. Describes risk factors and identifies community resources. *Prerequisite: Readiness to enroll in ENG 111.* Lecture 3 hours per week. Generally offered fall.

CHD 265 Adv. Observation and Participation, in Early Ch/Primary Settings (3 Cr.)
Focuses on implementation of activity planning and observation of children through participation in early childhood settings. Emphasizes responsive teaching practices and assessment of children's development. Reviews legal and ethical implications of working with children. One hour seminar. 4 hours field placement. Total 5 hours per week. Students must have completed the majority of program specific courses before enrolling. Students must be eligible to work with young children according to Department of Social Services requirements. *Prerequisite: CHD 165.* Generally offered all semesters.

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. *Prerequisite: Readiness to enroll in ENG 111.* Lecture 3 hours per week. Generally offered spring.

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. *Prerequisite: Readiness to enroll in ENG 111 and successful completion of 24 CHD or EDU credits.* Generally offered spring.

Chinese (CHI)

CHI 101 Beginning Chinese I (5 Cr.)
Introduces understanding, speaking, reading, and writing skills; emphasizes basic Chinese sentence structure. Lecture 5 hours per week. Generally offered fall.

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. Generally offered fall.

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. Generally offered spring.

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. Generally offered spring.

Communication Studies and Theatre (CST)

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. Generally offered all semesters.

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. Generally offered all semesters.

CST 114 Survey of Mass Media (3 Cr.)
Examines the history and current understanding of mass communication. Covers print media (newspapers, magazines, and books), electronic media (radio, television, film, the Internet), advertising, public relations, and mass media theory, research, and ethics. Lecture 3 hours per week. Offered periodically.

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. Generally offered fall and spring.

CST 126 Interpersonal Communication (3 Cr.)
Teaches interpersonal communication skills for both daily living and the world of work. Includes perception, self-concept, self-disclosure, listening and feedback, nonverbal communication, attitudes, assertiveness and other interpersonal skills. Lecture 3 hours per week. Offered periodically.

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. Offered periodically.

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. Offered periodically.

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. Generally offered fall and spring.

CST 137 Oral Interpretation (3 Cr.)
Studies the theory and practice of performing various types of literature: prose, poetry, and drama. Emphasizes the relationship among the oral interpreter, the literary work, and the audience. Lecture 3 hours per week.

CST 138 Communication for Allied Health Professionals (3 Cr.)
Explores and analyzes relational concepts and behaviors of interaction in verbal and nonverbal communication in the healthcare context. Requires oral and written presentations. *Prerequisite: Readiness to enroll in ENG 111.* Lecture 3 hours per week. Generally offered spring and summer.

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. Offered periodically.

CST 151 Film Appreciation I (3 Cr.)
Provides students with a critical understanding of film through the discussion and viewing of motion pictures with emphasis upon the study of film history and the forms and functions of film. Students will develop skills to analyze the shared social, cultural and historical influences of films and their contexts. Part I of II. Lecture 3 hours per week. Offered once every two years.

CST 160 Improvisation I (3 Cr.)
Explores the basic techniques of improvisation through short and long form exercises and the study of the history of improvisation and improvisation theory and practices. Lecture 3 hours per week. Offered periodically.

CST 229 Intercultural Communication (3 Cr.)
Emphasizes the influence of culture on the communication process including differences in values, message system and communication rules. Lecture 3 hours per week. Offered periodically.

Computer Aid Drafting and Design (CAD)

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. Generally offered spring every other year.

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. Course Generally offered fall semester. Occasionally offered summer.

CAD 241 Parametric Solid Modeling I (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 I of II. *Requires knowledge of AutoCAD 2D software.* Lecture 2-3 hours. Laboratory 2-3 hours. Total 4-6 hours per week. Generally offered spring.

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. *Prerequisites: CAD 241.* Lecture 2-3 hours. Laboratory 2-3 hours. Total 4-6 hours per week. Generally offered fall.

Computer Science (CSC)

CSC 200 Introduction to Computer Science (3 Cr.)
Provides broad introduction to computer science. Discusses architecture and function of computer hardware, including networks and operating systems, data and instruction representation and data organization. Covers software, algorithms, programming languages and software engineering. Discusses artificial intelligence and theory of computation. Includes a hands-on component. *Prerequisites: Readiness for MTH 163 or equivalent **and** readiness to enroll in ENG 111.* Lecture 3 hours per week. Generally offered fall.

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. *Prerequisite: CSC and Co-requisite MTH 173.* Lecture 4 hours per week. Generally offered spring.

CSC 202 Computer Science II (4 Cr.)
Examines data structures and analyzes algorithms .Covers data structures (including sets, strings, stacks, queues, arrays, records, files, linked lists, and trees), abstract data types, algorithm analysis (including searching and sorting methods), and objects. *Prerequisite: CSC 201 and co-requisite MTH 174.* Lecture 4 hours per week. Generally offered fall.

CSC 205 Computer Organization (3 Cr.)
Examines the hierarchical structure of computer architecture. Focuses on multi-level machine organization. Uses a simple assemble language to complete programming projects. Includes processors, instruction, execution, addressing techniques, data representation and digital logic. *Prerequisite: Readiness to enroll in ENG 111.* Lecture 3 hours per week. Generally offered fall and spring.

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. Generally offered fall.

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. Generally offered fall.

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. Generally offered fall.

DNH 130 Oral Radiography for the Dental Hygienist (3 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 2 hours per week. Laboratory 3 hours per week. Total 5 hours per week. Generally offered fall.

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. Generally offered fall.

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. Generally offered spring.

DNH 143 Dental Hygiene III (4 Cr.)
Introduces dental health care for clients with special needs. Includes introduction to computer concepts and applications. Provides supervised clinical practice in the dental hygiene clinic with emphasis on refining client treatment and instrumentation skills, including oral radiographs. *Prerequisite: DNH 142.* Lecture 2 hours. Clinic 6 hours. Total 8 hours per week. Generally offered summer.

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. Generally offered spring.

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. Generally offered spring.

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. Generally offered summer.

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. Generally offered fall.

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. Generally offered spring.

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. Generally offered fall.

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. Generally offered spring.

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. Generally offered spring.

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. Generally offered fall.

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. Generally offered fall.

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. Generally offered spring.

Economics (ECO)

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. *Prerequisite: Readiness to enroll in ENG 111 and competence in MTE 1-3, or completion of MTH 120 or MTH 126.* Lecture 3 hours per week. Generally offered all semesters.

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: Readiness to enroll in ENG 111 and competence in MTE 1-3, or completion of MTH 120 or MTH 126.* Lecture 3 hours per week. Generally offered all semesters.

Education (EDU)

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. Generally offered fall and spring.

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. Lecture 3 hours per week. Generally offered fall and spring.

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. Generally offered summer.

EDU 295 Topics In (1-3 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.

Electrical Technology (ELE)

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: MTE 2 or completion of basic high school math or higher. Part I of II.* Lecture 2 hours per week. Laboratory 2 hours per week. Total 4 hours per week. ELE 133 Generally offered fall and spring; ELE 134 Generally offered spring.

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. Lecture 2-3 hours per week. Laboratory 2-4 hours per week. Total 4-5 hours per week. Generally offered fall.

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. Lecture 2 hours per week. Laboratory 2 hours per week. Total 4 hours per week. Generally offered spring.

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. Generally offered spring.

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. Lecture 2 hours per week. Laboratory 2 hours per week. Total 4 hours per week. Generally offered fall.

ELE 190 Coordinated Internship (1-5 Cr.)
Supervises on-the-job training in selected business, industrial or service firms coordinated by the college. Credit/practice ratio not to exceed 1:5 hours. May be repeated for credit. Variable hours. Generally offered all semesters.

ELE 239 Programmable Controllers (3 Cr.)
Examines installation, programming, interfacing and concepts of trouble shooting programmable controllers. *It is highly recommended that students complete ELE 156 or have the instructor's permission prior to taking ELE 239.* Lecture 2 hours per week. Laboratory 2 hours per week. Total 4 hours per week. Generally offered fall.

ELE 240 Advanced Programmable Logic Controllers (3 Cr.)
Advances further study of Programmable Logic Controllers that was initiated in ELE 239. Students will learn to use more advanced program instructions, including data manipulation, sequences and program control, and advanced PLC features, including timers, counters. Covers connectivity and use of a variety of real world I/O devices. *Prerequisite: ELE 239.* Lecture 2 hours. Laboratory 2 hours per week. Total 4 hours per week. Generally offered spring.

ELE 290 Coordinated Internship (Cr.)
Supervises on-the-job training in selected business, industrial or service firms coordinated by the college. Credit/practice ratio not to exceed 1:5 hours. May be repeated for credit. Variable hours.

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. Lecture 2 hours per week. Laboratory 2 hours per week. Total 4 hours per week. Generally offered spring.

Emergency Medical Services (EMS)

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. Generally offered fall.

EMS 152 Advanced EMT Completion (2 Cr.)
Continues the Virginia Office of Emergency Medical Services Advanced, Intermediate and/or Paramedic curricula. Includes patient assessment, differential diagnosis and management of multiple complaints. Includes, but are not limited to conditions relating to diabetic, neurological, abdominal pain, environmental, behavioral, gynecology, and toxicological disease conditions. Also includes Advanced EMT level cardiac, trauma and special population topics.
Prerequisite: EMT certification. Lecture 1 hour per week. Laboratory 2 hours. Total 3 hours per week. Generally offered fall.

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. Generally offered fall.

EMS 154 ALS Cardiac Care (2 Cr.)
Continues the Virginia Office of Emergency Medical Services Intermediate and/or Paramedic curricula. Includes Advanced Life Support (ALS) airway management, electrical therapy, pharmacology, drug and fluid administration with emphasis on patient assessment, differential diagnosis and management of cardiovascular emergencies. It will incorporate the current American Heart Association (AHA) - ACLS guidelines and curriculum including stroke management. *Prerequisites: EMS 151 and EMS 153.* Lecture 1 hour per week. Laboratory 2 hours. Total 3 hours per week.
Generally offered spring.

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. Generally offered spring.

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. Generally offered fall.

EMS 159 ALS Special Populations (3 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 2 hours per week. Laboratory 2 hours per week. Total 4 hours per week. Generally offered spring.

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. Generally offered fall.

EMS 172 ALS Clinical Internship II (1 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. Generally offered spring.

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. Generally offered spring.

EMS 190 Coordinated Internship 1 Cr.)
Supervises on-the-job training in selected business, industrial or service firms coordinated by the college. Credit/practice ratio not to exceed 1:5 hours. May be repeated for credit. Offered as needed.

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. Generally offered summer, if needed.

EMS 201 EMS Professional Development (3 Cr.)
The purpose of this course is to prepare the EMS student to use community resources to facilitate personal and community wellness and fulfills the wellness and resource objectives of the Virginia Office of Emergency Medical Services Intermediate curriculum. *Prerequisite: EMT/B Certification.* Lecture 3 hours. Total 3 hours per week. Generally offered fall.

EMS 205 Advanced Pathophysiology (4 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 4 hours. Total 4 hours per week. *Prerequisite: EMT/B Certification.* Generally offered spring.

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. Generally offered spring.

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. Generally offered fall.

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. Generally offered fall.

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 carious advanced life support units. Laboratory 3-6 hours per week. Generally offered fall.

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. Generally offered fall.

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. Generally offered spring.

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. Generally offered spring.

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. Generally offered fall and spring.

EGR 120 Introduction to Engineering (2 Cr.)
Introduces the engineering profession, professional concepts, ethics, and responsibility. Reviews hand calculators, number systems, and unit conversions. Introduces the personal computer and operating systems. Includes engineering problem solving techniques using computer software. *Corequisite: MTH 173.* Lecture 2 hours. Laboratory 1 hour. Total 3 hours per week. Generally offered fall.

EGR 123 Introduction to Engineering Design (2 Cr.)
Introduces the fundamental knowledge and experience needed to understand the engineering design process through the basics of electrical, computer, and mechanical systems. Includes the completion of a project in which a specific electromechanical robot kit will be analyzed, assembled, and operated. *Prerequisites: MTH 173 and EGR 120 and EGR 126.* Lecture 1 hour. Laboratory 2 hours. Total 3 hours per week. Generally offered spring.

EGR 126 Computer Programming for Engineers (3 Cr.)
Introduces computers, their architecture and software. Teaches program development using flowcharts. Solves engineering problems involving programming in languages such as FORTRAN, PASCAL, or C++. Lecture 3 hours. Total 3 hours per week. Generally offered fall.

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. Generally offered fall.

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. Generally offered spring.

EGR 140 Engineering Mechanics - Statics (3 Cr.)
Introduces mechanics of vector forces and space, scalar mass and time, including S.I. and U.S. customary units. Teaches equilibrium, free-body diagrams, moments, couples, distributed forces, centroids, moments of inertia analysis of two- force and multi-force members and friction and internal forces. *Prerequisite: MTH 174.* Lecture 3 hours per week. Generally offered fall.

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. Generally offered fall.

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. Generally offered spring.

EGR 245 Engineering Mechanics - Dynamics (3 Cr.)
Presents approach to kinematics of particles in linear and curvilinear motion. Includes kinematics of rigid bodies in plane motion. Teaches Newton's second law, work-energy and power, impulse and momentum, and problem solving using computers. *Prerequisite: MTH 174.* Lecture 3 hours per week. Generally offered fall.

EGR 246 Mechanics of Materials (3 Cr.)
Teaches concepts of stress, strain, deformation, internal equilibrium, and basic properties of engineering materials. Analyzes axial loads, torsion, bending, shear and combined loading. Studies stress transformation and principle stresses, column analysis and energy principles. *Prerequisite: EGR 140.*
Lecture 3 hours per week. Generally offered spring.

English (ENG)

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 score on the VPT-English or satisfactory completion of ENF 1 or ENF 2.* Lecture 3 hours per week. Generally offered all semesters.

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. *Prerequisite: ENG 111.* Lecture 3 hours per week. Generally offered all semesters.

ENG 115 Technical Writing (3 Cr.)
Develops ability in technical writing through extensive practice in composing technical reports and other documents. Guides students in achieving voice, tone, style and content in formatting, editing and graphics. Introduces students to technical discourse through selected reading. *Prerequisite: placement testing approval for ENG 111 or instructor approval*. Lecture 3 hours per week. Generally offered fall and spring.

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. Offered periodically.

ENG 121 Introduction to Journalism I (3 Cr.)
Introduces students to all news media, especially news gathering and preparation for print. *Prerequisite: ENG 111 or 112 or divisional approval*. Part I of II. Lecture 3 hours per week.

ENG 122 Introduction to Journalism II (3 Cr.)
Introduces students to all news media, especially news gathering and preparation for print. *Prerequisite: ENG 111 or 112 or divisional approval.* Part II of II. 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. Offered periodically.

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*. Offered periodically.

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. Offered periodically.

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. Offered periodically.

ENG 215-216 Creative Writing – Fiction I-II (3 Cr.) (3 Cr.)
Introduces the fundamentals and techniques of writing short and long fiction. *Prerequisite: ENG 112*. Lecture 3 hours per week. Offered periodically**.**

ENG 217 Creative Writing Poetry I (3 Cr.)
Introduces the fundamentals and techniques of writing poetry. Lecture 3 hours per week. Offered periodically.

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. Offered periodically.

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. Offered periodically.

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. Generally offered all semesters.

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. Generally offered all semesters.

ENG 245 Major English Writers (3 Cr.)
Examines major writers in English literary history. Involves critical reading and writing. *Prerequisite: ENG 112 or divisional approval*. Lecture 3 hours per week. Offered periodically.

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**.** Offered periodically.

ENG 250 Children's Literature (3 Cr.)
Surveys the history, development and genres of children's literature, focusing on analysis of texts for literary qualities and in terms of audience. *Prerequisite: ENG 112 or 125.* Lecture 3 hours per week. Generally offered summer.

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. Generally offered fall and spring.

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 or divisional approval.* Lecture 3 hours per week. Generally offered fall.

E**NG 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. Offered periodically.

ENG 270 Non-Western Literature in Global Context (3)
Examines non-western popular culture, written texts, film and mythology through the lens of comparative literature and the shifting horizons brought on by dynamic changes in global social and cultural values. *Prerequisite: ENG 112*. Lecture 3 hours per week. Offered periodically.

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. Offered periodically.

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. Offered periodically.

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. Offered periodically.

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. Offered periodically.

ENG 295 Modern Arab Literature (3 Cr.)
This non-western literature course focuses on contemporary literature of the Arab world through the study of modern Arab short stories and novels translated into English by Arab authors from Syria, Iran, Iraq, Lebanon and Turkey. The objective is to develop an understanding and analysis of Arab contemporary literature focusing on political, social, and religious realities of the modern Arab world. *Prerequisite: ENG 112.* Generally offered all semesters.

English Fundamentals ENF)

ENF 1 (8 Cr.)
Provides integrated reading and writing instruction for students who require extensive preparation to succeed in college-level English courses. *Students will place into this course based on placement test score.* Upon successful completion and faculty recommendation, students will move into Preparing for College English III (if they require additional preparation) or into college-level English (if they require no additional preparation). Credit is not applicable toward graduation. Lecture 8 hours per week. Generally offered all semesters.

ENF 2 (4 Cr.)
Provides integrated reading and writing instruction for students who require intermediate preparation to succeed in college-level English courses. *Students will place into this course based on placement test score*. Upon successful completion and faculty recommendation, students will move into Preparing for College Level III (if they require additional preparation) or into college-level English (if they require no additional preparation). Credit is not applicable toward graduation. Generally offered all semesters.

ENF 3 (2 Cr.)
Provides integrated reading and writing instruction for students who require minimal preparation for college-level English but still need some preparation to succeed. *Students in this course will be co-enrolled in college-level English. Students will place into this course based on placement test score.* Credit is not applicable toward graduation. Generally offered all semesters.

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. Generally offered summer.

ESL 17 English As a Second Language: Reading III (3 Cr.)
Helps students improve their reading comprehension and vocabulary development. Improves students' reading proficiency to a level which would allow students to succeed in certificate and degree programs. Emphasizes applying and synthesizing ideas. Includes ways to detect organization, summarize, make inferences, draw conclusions, evaluate generalizations, recognize differences between facts and opinions, and other advanced comprehension strategies. May also include comprehensive library skills. Generally offered summer.

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. Generally offered fall and spring.

ESL 21 ESL: Written Communications II (3 Cr.)
Provides instruction in writing at the low-intermediate level. Improves students' competence in grammatical patterns of written English. Requires practice in writing sentences and longer pieces of writing. *Prerequisite: Placement via Accuplacer placement test..* Lecture 3 credits. Generally offered fall and spring.

ESL 22 ESL: Reading and Vocabulary II
Provides instruction and practice in reading and vocabulary development at the low-intermediate level. Improves students' reading fluency, proficiency, and vocabulary to enable them to function adequately in ESL Level 3 and prepare for college-level reading. Credits are not applicable toward graduation. *Prerequisite: Placement via Accuplacer placement test.* Lecture 3 credits. Generally offered fall and spring.

ESL 24 Oral and Written Communications I (3 Cr.)
Provides practice in the sound, stress, intonation, structural patterns, grammar, vocabulary, and idioms of beginning-level English. *Prerequisite: Requires ability to understand short spoken passages as well as familiarity with basic grammatical structure*. Lecture 3 credits. Generally offered fall and spring.

ESL 31 Composition I (3 Cr.)
Provides instruction and practice in the writing process, emphasizing development of fluency in writing and competence in structural and grammatical patterns of written English. Prerequisite: Requires ability to express ideas clearly in writing without a consistent pattern of grammatical errors as indicated by a placement exam or teacher recommendation from a previous level. Credits are not applicable toward graduation. *Prerequisite: Placement via Accuplacer placement test.* Lecture 3 hours per week. Generally offered fall and spring.

ESL 32 Reading I (3 Cr.)
Helps students improve their reading comprehension and vocabulary development. Improves students' reading proficiency to a level that would allow the students to function adequately in ESL 42 and other college classes. Prerequisite: Requires competency in reading as indicated by the placement test or by teacher recommendation from a previous level. *Prerequisite: Placement via Accuplacer placement test.* Lecture 3 hours per week. Generally offered fall and spring.

ESL 33 Oral Communications 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, rhythm, stress, and intonation. Provides exercises, practices, small and large group activities, and oral presentations to help students overcome problems in oral communication. Credits are not applicable toward graduation. Prerequisite: Requires competency in the English language as indicated by a placement test score or teacher recommendation from a previous level or from other college classes. *Prerequisite: Placement via Accuplacer placement test.* Lecture 3 hours per week. Generally offered fall and spring.

ESL 35 Applied Grammar 3 (3 Cr.)
Provides instruction and practice in the use of intermediate-level academic English grammar structures including verb tenses, parts of speech and basic sentence structure. Helps ESL students assess their own knowledge of English grammar, improve accuracy, and learn methods to improve editing. *Prerequisite: Placement via Accuplacer placement test.* Lecture 3 hours per week. Generally offered fall and spring.

ESL 41 Composition II (3 Cr.)
Provides further instruction and practice in the writing process and introduces advanced language patterns. Includes practice in developing and improving writing strategies. Credits are not applicable: Requires a sense of paragraph structure and development, appropriate use of verb forms, and command of basic sentence structures with some coordination and subordination, as indicated by a placement test and writing sample, or teacher recommendation from a previous level. Credits are not applicable toward graduation. *Prerequisite: Placement via Accuplacer placement test.* Lecture 3 hours per week.

ESL 42 Reading II (3 Cr.)
Improves students' reading proficiency to a level that would allow students to function adequately in the ESL 52 reading class and other college courses. Credits are not applicable toward graduation. Prerequisite: Requires competency in reading as indicated by the placement test or by teacher recommendation from a previous level. Helps students improve their reading comprehension and vocabulary development. *Prerequisite: Placement via Accuplacer placement test.* Lecture 3-6 hours per week. Generally offered fall and spring.

ESL 43 Oral Communication II (3 Cr.)
Provides further instruction and practice in helping students to improve listening and speaking skills. Assesses students' oral skills and includes, as needed, practice with pronunciation, rhythm, stress, and intonation. Emphasizes the development of fluency through exercises, practices, small and large group activities, and formal and informal presentations. *Prerequisite: Placement via Accuplacer placement test.* Variable hours per week. Generally offered fall and spring.

ESL 45 Applied Grammar 4 (3 Cr.)
Provides instruction and practice in the use of high intermediate and advanced academic English grammar structures including advanced verb forms, clauses, determiners, and prepositions. Helps ESL students assess their own knowledge of English grammar, improve accuracy, and learn methods to improve editing. Lecture 3 hours per week.

ESL 95 Preparing for College English 111 for ESL (2 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. *Prerequisite: Readiness for ENG 111.* Variable hours. Generally offered fall and spring.

Environmental Science (ENV)

ENV 121 General Environmental Science I (4 Cr.)
Explores fundamental components and interactions that make up the natural systems of the earth. Introduces the basic science concepts in the discipline of biological, chemical, and earth sciences that are necessary to understand and address environmental issues. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

ENV 122 General Environmental Science II (4 Cr.)
Explores fundamental components and interactions that make up the natural systems of the earth. Introduces the basic science concepts in the disciplines of biological, chemical, and earth sciences that are necessary to understand and address environmental issues.
Lecture 3 hours. Laboratory 3 hours. Total 6 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. Generally offered spring.

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. Generally offered fall.

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. Generally offered fall and spring.

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. Generally offered fall and spring.

FRE 233-234 Introduction to French Civilization and Literature I-II (3 Cr.) (3 Cr.)
Introduces the student to French culture and literature. Readings and discussions conducted in French. *Prerequisite FRE 201-202 or equivalent*. Offered periodically.

Funeral Services (FNS)

FNS 110 Introduction to Funeral Service (2 Cr.)
Presents a comprehensive study of the history of funeral service, commencing with the practices of the Egyptians, early Christians, Romans, and Hebrews. Traces funeral practice from its early pagan origins to the modern practices of today. May include the study of the sociology of funeral service. Lecture 2 hours per week. Generally offered fall.

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. *Prerequisite: Readiness to enroll in ENG 111.* Lecture 3 hours per week. Generally offered all semesters.

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.
Generally offered all semesters.

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. *Prerequisite: Readiness to enroll in ENG 111.* Lecture 3 hours per week. Laboratory 3 hours per week. Total 6 hours per week. Generally offered all semesters.

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. *Prerequisite: Readiness to enroll in ENG 111.* Lecture 3 hours per week. Laboratory 3 hours per week. Total 6 hours per week. Generally offered all semesters.

GOL 110 Earth Science (4 Cr.)
Examines the dynamics of the earth and its relation to the solar system. Applies the principles of geology, oceanography, meteorology, and astronomy in a multi-disciplinary science environment. Stresses the effects of geologic processes on the environment. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week. Generally offered fall and spring.

GOL 225 Environmental Geology (4 Cr.)
Explores the interaction between man and his physical environment. Stresses geologic hazards and environmental pollution utilizing case histories. *Prerequisite: GOL 105*. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week. Generally offered spring, summer, or fall.

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. Generally offered fall.

GER 102 Beginning German II (4-5 Cr.)
Introduces understanding, speaking, reading, and writing skills and emphasizes basic German sentence structures. Part II of II. Lecture 4-5 hours per week. May include one additional hour oral practice per week. Generally offered spring.

GER 201 Intermediate German I (3-4 Cr.)
Continues to develop understanding, speaking, reading, and writing skills. German is used in the classroom. *Prerequisite: GER 102or equivalent*. Part I of II. Lecture 3-4 hours per week. May include one additional hour oral practice per week. Offered periodically.

GER 202 Intermediate German II (3-4 Cr.)
Continues to develop understanding, speaking, reading, and writing skills. German is used in the classroom. *Prerequisite: GER 102 or equivalent*. Part II of II. Lecture 3-4 hours per week. May include one additional hour oral practice per week. Offered periodically.

Health (HLT)

HLT 100 First Aid and Cardiopulmonary Resuscitation (2 Cr.)
Focuses on the principles and techniques of safety, first aid, and cardiopulmonary resuscitation. Lecture 2-3 hours per week. Generally offered spring.

HLT 106 First Aid Safety (2 Cr.)
Focuses on the principles and techniques of safety and first aid. Lecture 2 hours per week. Generally offered spring.

HLT 115 Intro to Personal and Community Health (1 Cr.)
Introduces and focuses on the principles of personal and community health. Lecture 1 hour per week. Generally offered fall and spring.

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. Generally offered fall and spring.

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. Generally offered all semesters.

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. Generally offered fall and spring.

HLT 206 Exercise Science (3 Cr.)
Surveys scientific principles, methodologies, and research as applied to exercise and physical fitness. Emphasizes physiological responses and adaptions to exercise. Addresses basic elements of kinesiology, biomechanics, and motor learning. Presents an introduction to the physical fitness industry. Lecture 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. Generally offered fall and spring.

HLT 230 Principles of Nutrition and Human Development (3 Cr.)
Teaches the relationship between nutrition and human development. Emphasizes nutrients, balanced diet, weight control, and the nutritional needs of an individual. Lecture 3 hours per week. Generally offered spring.

Health Information Management (HIM)

HIM 110 Introduction to Human Pathology (3 Cr.)
Introduces the basic concepts, terminology, etiology, and characteristics of pathological processes. *Prerequisite: BIO 145 or BIO 141/142.* Lecture 3 hours per week. Generally offered fall and spring.

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. *Prerequisites: Readiness to enroll in ENG 111. HIM 111 for HIM 112.* Lecture 3 hours per week. Generally offered all semesters.

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 HIT majors. *Prerequisite: Readiness to enroll in ENG 111.* Lecture 3 hours per week. Generally periodically in fall.

HIM 130 Healthcare Information Systems (3 Cr.)
Teaches basic concepts of microcomputer software (to include operating systems, word processing, spreadsheets, and database applications. Focuses on microcomputer applications, information systems and applications in the health care environment. *Prerequisite: Readiness to enroll in ENG 111.* Lecture 3 hours per week. Generally offered spring.

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. *Prerequisite: Readiness to enroll in ENG 111. ITE 115 preferred.* Lecture 3 hours per week. Generally offered fall and spring.

HIM 143 Managing Electronic Billing in a Medical Practice (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: Readiness to enroll in ENG 111 and HIM 253 and AST 101, AST 102 or AST 141.* Lecture 3 hours per week. Generally offered summer.

HIM 220 Health Statistics (2 Cr.)
Introduces the student to basic statistical principles and calculations as applied in the health care environment, procedures for collection and reporting vital statistics, and basic quality control basics. *Prerequisites: ENG 111 placement required and HIM 141.* Lecture 2 hours per week. Generally offered spring.

HIM 226 Legal Aspects of Health Record Documentation (2 Cr.)
Presents the legal requirements associated with health record documentation. Emphasizes the policies and procedures concerning the protection of the confidentiality of patient's health records. *Prerequisite: Readiness to enroll in ENG 111.* Lecture 2 hours per week. Generally offered fall.

HIM 229 Performance Improvement in Health Care Settings (2 Cr.)
Focuses on concepts of facility wide performance improvement, resource management and risk management. Applies tools for data collection and analysis. *Prerequisite: ENG 111 placement required*. Lecture 1 hour. Laboratory 2 hours. Total 3 hours per week. Generally offered spring.

HIM 230 Information Systems and Technology in Health Care (3 Cr.)
Explores computer technology and system application in health care. Introduces the information systems life cycle. LITE 120 may substitute for HIM 230. *Prerequisite: Readiness to enroll in ENG 111.* Lecture 2 hours per week. Laboratory 3 hours per week. Total 5 hours per week. Generally offered fall.

HIM 231 Health Record Applications I (3 Cr.)
Uses an integrated approach to practicing health record skills in a simulated clinical environment. Emphasizes the use of the microcomputer in accomplishing problem-solving tasks. Part I of II. *Prerequisite: Readiness to enroll in ENG 111 and HIM 111, HIM 112; HIM 250 and BIO 141 and BIO 142 or BIO 145 or NAS 150.* Laboratory 6 hours per week. Generally offered fall.

HIM 232 Health Record Applications II (3 Cr.)
Continues utilizing an integrated approach to practicing health record skills in a simulated clinical environment. Emphasizes the use of the microcomputer in accomplishing problem-solving tasks. *Prerequisites: Readiness to enroll in ENG 111 and HIM 231.* Part II of II. Laboratory 6 hours per week. Generally offered spring.

HIM 249 Supervision and Management Practices (3 Cr.)
Introduces supervision and management principles with emphasis on the application of these principles in the health information setting. *Prerequisite: Readiness to enroll in ENG 111*. Lecture 3 hours per week. Generally offered fall.

HIM 250 Health Data Classification Systems I: ICD-9-CM (4 Cr.)
Focuses on diagnosis and procedure classification using ICD-9-CM. This system is currently utilized for collecting health data for the purposes of statistical research and financial reporting. *Prerequisites: ENG 111 placement required. BIO 145 (or BIO 141 and BIO 142) and HIM 112.* Lecture 4 hours per week. Generally offered spring.

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. *Prerequisites: Readiness to enroll in ENG 111 and HIM 111 and BIO 145 or BIO 141 and BIO 142.* Lecture 4 hours per week. Generally offered spring.

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. Generally offered summer.

HIM 255 Health Data Classification Systems II: CPT (2 Cr.)
Focuses on procedure classification using CPT. This system is currently utilized for collecting health data for the purposes of statistical research and financial reporting. *Prerequisites: BIO 145 (or BIO 141 and BIO 142), HIM 112, and HIM 250.* Lecture 2 hours per week. Generally offered fall.

HIM 260 Pharmacology for Health Information Technology (2 Cr.)
Emphasizes general pharmacology for Health Information professionals; covers general principles of drug actions/reactions, major drug classes, specific agents within each class, and routine mathematical calculation needed to determine desired dosages. *Prerequisite: HIM 110.* Lecture 2 hours per week. Generally offered spring and summer.

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. *Prerequisite: Readiness to enroll in ENG 111. Instructor permission required.* Lecture 3 hours per week. Offered periodically in spring.

HIM 290 Coordinated Internship (3 Cr.)
Supervises on-the-job training in selected business, industrial or service firms coordinated by the college. Credit/practice ratio not to exceed 1:5 hours. May be repeated for credit. Generally offered spring and summer.

HIM 296 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. Credit/work ratio not to exceed 1:5 hours. May be repeated for credit.1-5 credits. Generally offered spring and summer.

History (HIS)

HIS 101 History of Western Civilization I (3 Cr.)
Examines the development of western civilization from ancient times to the present. Part I of II. *Prerequisite: Readiness to enroll in ENG 111*. Lecture 3 hours per week. Generally offered fall.

HIS 102 History of Western Civilization II (3 Cr.)
Examines the development of western civilization from ancient times to the present. Part II of II. *Prerequisite: Readiness to enroll in ENG 111*. Lecture 3 hours per week.

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. *Prerequisite: Readiness to enroll in ENG 111.* Lecture 3 hours per week. Generally offered all semesters.

HIS 121-122 United States History I-II (3 Cr.)
Surveys United States history from its beginning to the present. *Prerequisite: Readiness to enroll in ENG 111.* Lecture 3 hours per week. Generally offered all semesters.

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. *Prerequisite: Readiness to enroll in ENG 111.* Lecture 3 hours per week. Offered periodically.

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. Offered periodically.

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. *Prerequisite: Readiness to enroll in ENG 111.* Lecture 3 hours per week. Offered alternate two year cycle with HIS 253.

HIS 253 -254 History of Asian Civilizations I-II (3 Cr.) (3 Cr.)
Surveys the civilizations of Asia from their origins to the present. *Prerequisite: Readiness to enroll in ENG 111.* Lecture 3 hours per week. Offered alternate two year cycle with HIS 251-252.

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. *Prerequisite: Readiness to enroll in ENG 111.* Lecture 3 hours per week. Offered periodically.

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. *Prerequisite: Readiness to enroll in ENG 111.* Lecture 3 hours per week. Offered periodically.

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. *Prerequisite: Readiness to enroll in ENG 111.* Lecture 3 hours per week. Course Generally offered spring.

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. *Prerequisite: Readiness to enroll in ENG 111.* Lecture 3 hours per week. Offered periodically.

Hotel-Restaurant Mgmt (HRI)

HRI 154 Principles of Hospitality Management (3 Cr.)
Presents basic understanding of the hospitality industry by tracing the industry's growth and development, reviewing the organization and management of lodging, food, and beverage operations, and focusing on industry opportunities and future trends. Lecture 3 hours per week .Generally offered fall.

HRI 190 Coordinated Internship (2 Cr.)
Supervises on-the-job training in selected business, industrial or service firms coordinated by the college. Lecture 2 hours. Generally offered spring.

HRI 255 Human Res. Mgmt, and Trng. for Hospi. and Tourism (3 Cr.)
Prepares the students for interviewing, training and developing employees. Covers management skills (technical, human, and conceptual) and leadership. Covers the establishment and use of effective training and evaluative tools to improve productivity. Emphasizes staff and customer relations. Lecture 3 hours per week. Generally offered spring.

Human Services (HMS)

HMS 100 Introduction to Human Services (3 Cr.)
Introduces human service agencies, roles and careers. Presents an historical perspective of the field as it relates to human services today. Additional topics include values clarification and needs of target populations. *Prerequisite: Readiness to enroll in ENG 111.* Lecture 3 hours per week. Offered periodically.

HMS 121 Basic Counseling Skills I (3 Cr.)
Develops skills needed to function in a helping relationship. Emphasizes skills in attending, listening and responding. Clarifies personal skill strengths, deficits and goals for skill improvement. *Prerequisites: Readiness to enroll in ENG 111 and HMS 100.* Lecture 3 hours per week.

HMS 141 Group Dynamics I (3 Cr.)
Examines the stages of group development, group dynamics, the role of the leader in a group, and recognition of the various types of group processes. Discusses models of group dynamics that occur as a result of group membership dynamics.

HMS 290 Coordinated Internship (3 Cr.)
Supervises on-the-job training in selected business, industrial or service firms coordinated by the college. Prerequisites: *ENG 111, HMS 100, HMS 121, 2 HMS/SOC/PSY electives, instructor permission.*

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. *Prerequisite: Readiness to enroll in ENG 111.* Lecture 3 hours per week. Offered periodically.

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. *Prerequisite: Readiness to enroll in ENG 111.* Lecture 3 hours per week. Offered periodically.

HUM 195 Cultural Literacy (3 Cr.)
Develops in students a broader knowledge of the people, places, and events necessary for an educated understanding of allusions. The focus will be on the wider comprehension of all college material with the emphasis on critical reading to the goal of effective understanding of orally presented class material. Content learned will serve as a road base of understanding that should precede all Humanities classes. The use of allusions in these classes is a viable teaching strategy that enables a deeper, clearer understanding of contexts. *Prerequisite: Readiness to enroll in ENG 111.* 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. *Prerequisite: Readiness to enroll in ENG 111.* Lecture 3 hours per week. Generally offered all semesters.

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. *Prerequisite: Readiness to enroll in ENG 111.* Lecture 3 hours per week. Generally offered all semesters.

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. *Prerequisite: Readiness to enroll in ENG 111.* Lecture 3 hours per week. Offered periodically.

HUM 215 Native American Culture (3 Cr.)
Surveys the cultural history of Native (Indian) peoples in the Americas from the pre-Columbian era until the present. Studies history, religion, literature, arts, life-ways and world-views which comprise the diverse traditions of Native peoples. *Prerequisite: Readiness to enroll in ENG 111.* Lecture 3 hours per week. Offered periodically.

HUM 218 Survey of Horror (3 Cr.)
Surveys and analyzes the horror genre, focusing on the psychological, anthropological, and historical background of monsters. Acquaints students with recurring horror themes in literature, art, and popular culture from around the world. Fluency in Standard American English. *Prerequisite: Readiness to enroll in ENG 111.* Lecture 3 hours per week. Offered periodically.

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. *Prerequisite: Readiness to enroll in ENG 111.* Lecture 3 hours per week. Offered periodically.

HUM 260 Survey of Twentieth-Century Culture (3 Cr.)
Explores literature, visual arts, philosophy, music and history of our time from an interdisciplinary perspective. *Prerequisite: Readiness to enroll in ENG 111.* Lecture 3 hours per week. Offered periodically.

HUM 295 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 course. *Prerequisite: Readiness to enroll in ENG 111.* May be repeated for credit. Variable hours 1-5 credits. Offered periodically.

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. Faculty permission required. *Prerequisite: Completion of ENG 112 and cumulative GPA of 3.2 or higher.* Lecture 1 hour per week. Generally offered spring.

Industrial Engineering Tech (IND)

IND 145 - Introduction to Metrology (3 Cr.)
Studies principles of measurement and calibration control, application of statistics to measurement processes, and standards of measurements in calibration. May include the use of gauges and instruments in modern production and dimensional control concepts. *Prerequisite: MTH 158 or MTH 115 or any higher level math.* Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week. Generally offered spring.

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. *Prerequisite: Readiness to enroll in ENG 111 and ITE 115 (or equivalent) strongly recommended.* Lecture 3 hours per week. Generally offered fall.

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). *Prerequisites: Readiness to enroll in ENG 111. ITD 110 (or equivalent) strongly recommended.* Lecture 3 hours per week. Generally offered spring.

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. *Prerequisite: Readiness to enroll in ENG 111. ITE 115 (or equivalent) strongly recommended*. Lecture 3 hours per week. Generally offered fall; occasionally summer.

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. *Prerequisite: Readiness to enroll in ENG 111 and ITD 130*. Lecture 3 hours per week. Generally offered fall.

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. *Prerequisites: Readiness to enroll in ENG 111 and ITP 100 and ITD 130*. Lecture 3 hours per week. Generally offered fall or spring.

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). *Prerequisites: Readiness to enroll in ENG 111 and ITD 110.* Lecture 3 hours per week. Generally offered spring.

ITD 250 Database Architecture and Administration (3 Cr.)
Involves in-depth instruction about the underlying architecture of databases and the handling of database administration. *Prerequisites: Readiness to enroll in ENG 111 and ITD 130 and ITD 132 or ITD 134.* Lecture 3 hours per week. Generally offered fall.

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. *Prerequisites: Readiness to enroll in ENG 111 and AST 101 or equivalent highly recommended.* Lecture 3 hours per week. Generally offered all semesters.

ITE 119 Information Literacy (3 Cr.)
Presents the information literacy core competencies focusing on the use of information technology skills. Skills and knowledge will be developed in database searching, computer applications, information security and privacy, and intellectual property issues. *Prerequisites: Readiness to enroll in ENG 111 and AST 101 or equivalent highly recommended*. Lecture 3 hours per week. Generally offered fall and spring.

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. *Prerequisite: Readiness to enroll in ENG 111. ITE 115 recommended*. Lecture 3 hours per week. Generally offered spring; occasionally summer.

ITE PC Hardware and OS Architecture (3 Cr.)
Covers instruction about processors, internal functions, peripheral devices, computer organization, memory management, architecture, instruction format, and basic OS architecture. Generally offered fall and spring.

Information Technology Networking (ITN)

ITN 100 Introduction to Telecommunications (3 Cr.)
Surveys data transmission systems, communication lines, data sets, network, modes of transmission, protocols, and interfacing. Emphasizes network structure and operation. *Prerequisites: Readiness to enroll in ENG 111.* Lecture 3 hours per week. Generally offered summer and fall.

ITN 101 Introduction to Network Concepts (3 Cr.)
Provides instruction in networking media, physical and logical topologies, common networking standards and popular networking protocols. Emphasizes the TCP/IP protocol suite and related IP addressing schemes, including CIDR. Includes selected topics in network implementation, support and LAN/WAN connectivity. *Prerequisite: Readiness to enroll in ENG 111.* Lecture 3 hours per week. Generally offered summer and fall.

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. *Prerequisite: Readiness to enroll in ENG 111.* Lecture 3 hours per week. Generally offered spring.

ITN 124 Wireless Network Administration (3)
Incorporates instruction in the fundamentals of radio frequency and spread spectrum technology and wireless networking systems implementation and design. Includes radio frequency and spread spectrum concepts, 802.11 standards and regulations, wireless network architecture, topology, software, equipment, OSI Model, site surveys, security features, and the design and implementation of wireless network solutions. *Prerequisites: Readiness to enroll in ENG 111.* Lecture 3 hours per week, Generally offered spring.
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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. *Prerequisites: Readiness to enroll in ENG 111* ***and*** *ITN 106.* Lecture 3 hours per week. Generally offered spring.

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. *Prerequisites: Readiness to enroll in ENG 111, ITN 106* ***and*** *ITN 101 .* Lecture 3 hours per week. Generally offered fall.

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. *Prerequisites: Readiness to enroll in ENG 111* ***and*** *ITN 101. Networking background highly recommended.* Lecture 3 hours per week. Generally offered summer and fall.

ITN 261 Network Attacks, Computer Crime and Hacking (3 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. *Prerequisites: Readiness to enroll in ENG 111 and ITN 260. Networking background required.* Lecture 3 hours per week. Generally offered fall.

ITN 262 Network Communication, Security and Authentication (3 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. *Prerequisites: Readiness to enroll in ENG 111 and ITN 260. Networking background highly recommended.* Lecture 3 hours per week. Generally offered fall.

ITN 263 Internet/Intranet Firewalls and E-Commerce Security (3 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). *Prerequisites: Readiness to enroll in ENG 111 and ITN 260.; networking background highly recommended.* Lecture 3 hours per week. Generally offered spring.

ITN 266 Network Security Layers (3 Cr.)
Provides an in-depth exploration of various security layers needed to protect the network. Explores Network Security from the viewpoint of the environment in which the network operates and the necessity to secure that environment to lower the security risk to the network. Includes physical security, personnel security, operating system security, software security and database security. *Prerequisite: ITN 260.* Lecture 3 hours per week. Generally offered fall.

ITN 267 Legal Topics in Network Security (3 Cr.)
Conveys an in-depth exploration of the civil and common law issues that apply to network security. Explores statutes, jurisdictional, and constitutional issues related to computer crimes and privacy. Includes rules of evidence, seizure and evidence handling, court presentation and computer privacy in the digital age. *Prerequisite: ITN 260.* Lecture 3hours per week. Generally offered spring; occasionally summer.

ITN 276 Computer Forensics I (3 Cr.)
Teaches computer forensic investigation techniques for collecting computer-related evidence at the physical layer from a variety of digital media (hard drives, compact flash and PDAs) and performing analysis at the file system layer. *Prerequisite: ITN 106, ITN 107 or instructor permission. Co-requisite: ITN 260.* Lecture 3 hours per week. Generally offered spring; occasionally summer.

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. *Prerequisite: Readiness to enroll in ENG 111.* Lecture 3 hours per week. Generally offered all semesters.

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. *Prerequisites: Readiness to enroll in ENG 111 and ITP 100*. Lecture 3 hours per week. Generally offered fall.

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. *Prerequisite: Readiness to enroll in ENG 111 and ITP 100.* Lecture 4 hours per week. Generally offered fall.

ITP 160 Intro 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 contest, 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. *Prerequisites: Readiness to enroll in ENG 111 and ITP 100.* Lecture 3 hours per week. Generally offered fall or spring.

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. *Prerequisites: Readiness to enroll in ENG 111 and ITP 112.* Lecture 4 hours per week. Generally offered spring.

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. Generally offered spring.

ITP 225 Web Scripting Languages (3 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. *Prerequisites: Readiness to enroll in ENG 111, and ITD 110 and ITP 100.* Lecture 4 hours per week. Generally offered spring.

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. *Prerequisites: Readiness to enroll in ENG 111. Students must complete any four (4) of the IT core courses (ITN 101, ITN 106, ITP 100, ITD 110, ITD 130, ITE 120) or receive instructor permission prior to enrolling in ITP 251.* Lecture 3 hours per week. Generally offered spring.

Interpreter Education (INT)

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. Generally offered summer.

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. Generally offered fall.

Japanese (JPN)

JPN 101 Beginning Japanese I (4-5 credits)
Develops the understanding, speaking, reading, and writing of Japanese, and emphasizes the structure of the language. Part I of II. Lecture 4-5 hours per week. May include one additional hour of oral practice per week.

JPN 102 Beginning Japanese II (4-5 Cr.)
Develops the understanding, speaking, reading, and writing of Japanese, and emphasizes the structure of the language. Part II of II .Lecture 4-5 hours per week. May include one additional hour of oral practice per week.

JPN 201 Intermediate Japanese I (3-4 Cr.)
Continues the development of the skills of understanding, speaking, reading, and writing of Japanese. Classes conducted in Japanese. *Prerequisite: JPN 102*. Part I of II. Lecture 3-4 hours per week. May include one additional hour of oral practice per week.

JPN 202 Intermediate Japanese II (3-4 Cr.)
Continues the development of the skills of understanding, speaking, reading, and writing of Japanese. Classes conducted in Japanese. *Prerequisite: JPN 102.* Part II of II. Lecture 3-4 hours per week. May include one additional hour of oral practice per week.

Legal Administration (LGL)

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. *Prerequisite: Readiness to enroll in ENG 111.* Lecture 3 hours per week. Generally offered fall.

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. *Prerequisite: Readiness to enroll in ENG 111.* Lecture 3 hours per week. Generally offered fall.

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. *Prerequisite: Readiness to enroll in ENG 111.* Lecture 3 hours per week. Generally offered summer and fall.

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. *Prerequisite: Readiness to enroll in ENG 111.* Lecture 3 hours per week. Generally offered fall.

LGL 130 Law Office Administration & 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. *Prerequisite: Readiness to enroll in ENG 111.* Lecture 3 hours per week. Generally offered spring

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. *Prerequisite: Readiness to enroll in ENG 111.* Lecture 1 hour per week. Generally offered spring.

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. *Prerequisite: Readiness to enroll in ENG 111.* Lecture 3 hours per week. Generally offered spring.

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. *Prerequisite: Readiness to enroll in ENG 111.* Lecture 3 hours per week. Generally offered spring.

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. *Prerequisite: Readiness to enroll in ENG 111.* Lecture 3 hours per week. Generally offered spring.

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. *Prerequisite: Readiness to enroll in ENG 111.* Lecture 3 hours per week. Generally offered summer or fall.

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. *Prerequisite: Readiness to enroll in ENG 111.* Lecture 3 hours per week. Occasionally offered summer or fall.

LGL 230 Legal Transactions (3 Cr.)
Presents an in-depth study of general contract law, including formation, breach, enforcement, and remedies. May include an overview of UCC sales, commercial paper, and collections. *Prerequisite: Readiness to enroll in ENG 111.* Lecture 3 hours per week. Generally offered spring

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. *Prerequisite: Readiness to enroll in ENG 111.* Lecture 3 hours per week. Occasionally offered summer or fall.

LGL 235 Legal Aspects of Business Organizations (3 Cr.)
Studies fundamental principles of agency law and the formation of business organizations. Includes sole proprietorships, partnerships, corporation, limited liability companies, and other business entities. Reviews preparation of the documents necessary for the organization and operation of businesses. *Prerequisite: Readiness to enroll in ENG 111.* Lecture 3 hours per week. Generally offered fall.

LGL 236 Elder Law (3 Cr.)
Explores the legal issues affecting the elderly population such as Social Security, Supplemental Security Income (SSI), Medicare, Medicaid, long-term care insurance, retirement housing and long-term care options, age discrimination, elder abuse and neglect, and estate and planning issues related to incapacity , guardianship, advanced medical directives, power-of-attorney, and end of life decisions. *Prerequisite: Readiness to enroll in ENG 111.* Lecture 3 hours per week. Occasionally offered summer or fall.

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. *Prerequisite: Readiness to enroll in ENG 111.* Lecture 3 hours per week. Occasionally offered summer or fall.

LGL 250 Immigration Law (3 Cr.)
Provides and introduction to immigration law and policy, giving an overview of the United States legal system that regulates the admission, exclusion, removal and naturalization of immigrants. Includes issues concerning refugees, asylum seekers, illegal immigrants, and undocumented aliens. *Prerequisite: Readiness to enroll in ENG 111.* Lecture 3 hours per week. Occasionally offered summer or fall.

LGL 298 Seminar and Project (3 Cr.)
Requires completion of a project or research report related to the students' occupational objectives and a study of approaches to the selection and pursuit of career opportunities in the field. May be repeated for credit. Occasionally offered summer.

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. Generally offered fall and spring.

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. Generally offered spring.

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. Generally offered summer.

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. Generally offered spring.

Math Essentials MTE)

MTE 1 Operations-Positive Fractions (1 Cr.)
Includes operations and problem solving with proper fractions, improper fractions, and mixed numbers without the use of a calculator. Emphasizes applications and includes U. S. customary units of measure. Credit is not applicable toward graduation. *Prerequisite: Qualifying placement score*. Lecture 1 hour per week. Generally offered all semesters.

MTE 2 Operations-Positive Dec & Percents (1 Cr.)
Includes operations and problem solving with positive decimals and percents. Emphasizes applications and includes U. S. customary and metric units of measure. Credit is not applicable toward graduation. *Prerequisite(s): MTE 1 or qualifying placement score.* Lecture 1 hour per week. Generally offered all semesters.

MTE 3 Algebra Basics (1 Cr.)
Includes basic operations with algebraic expressions and solving simple algebraic equations using signed numbers with emphasis on applications. Credit is not applicable toward graduation. *Prerequisite: MTE 2 or qualifying placement score.* Lecture 1 hour per week. Generally offered all semesters.

MTE 4 First Degree Equations and Inequalities in One Variable (1 Cr.)
Includes solving first degree equations and inequalities containing one variable, and using them to solve application problems. Emphasizes applications and problem solving. Credit is not applicable toward graduation. *Prerequisite: MTE 3 or qualifying placement score.* Lecture 1 hour per week. Generally offered all semesters.

MTE 5 Linear Equations, Inequalities and Systems of Linear Equations in Two Variable (1 Cr.)
Includes finding the equation of a line, graphing linear equations and inequalities in two variables and solving systems of two linear equations. Emphasizes writing and graphing equations using the slope of the line and points on the line, and applications. Credit is not applicable toward graduation. *Prerequisite: MTE 4 or qualifying placement score.* Lecture 1 hour per week. Generally offered all semesters.

MTE 6 Exponents, Factoring and Polynomial Equations (1 Cr.)
The student will learn to perform operations on exponential expressions and polynomials. Students will also learn techniques to factor polynomials and use these techniques to solve polynomial equations. Emphasis should be on learning all the different factoring methods, and solving application problems using polynomial equations. Credit is not applicable toward graduation. *Prerequisite: MTE 5 or qualifying placement score.* Lecture 1 hour per week. Generally offered all semesters.

MTE 7 Rational Expressions and Equations (1 Cr.)
Includes simplifying rational algebraic expressions, solving rational algebraic equations and solving applications that use rational algebraic equations. Credit is not applicable toward graduation. *Prerequisite: MTE 6 or qualifying placement score.* Lecture 1 hour per week. Generally offered all semesters.

MTE 8 Rational Exponents and Radicals (1 Cr.)
Includes simplifying radical expressions, using rational exponents, solving radical equations and solving applications using radical equations. Credit is not applicable toward graduation. *Prerequisite: MTE 7 or qualifying placement score.* Lecture 1 hour per week. Generally offered all semesters.

MTE 9 Functions, Quadratic Equations and Parabolas (1 Cr.)
Includes an introduction to functions in ordered pair, graph, and equation form. Also introduces quadratic functions, their properties and their graphs. Credit is not applicable toward graduation. *Prerequisite: MTE 8 or qualifying placement score.* Lecture 1 hour per week. Generally offered all semesters.

Mathematics (MTH)

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. *Prerequisite: Competency in Math Essentials MTE 1-3 as demonstrated through the placement and diagnostic tests, or by satisfactorily completing the required MTE units or equivalent.*
Lecture 3 hours per week. Offered periodically.

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. *Prerequisite: Competency in Math Essentials MTE 1-6 as demonstrated through the placement and diagnostic tests, or by satisfactorily completing the required MTE units or equivalent.* Lecture 3 hours per week. Generally offered fall.

MTH 120 Introduction to Mathematics (3 Cr.)
Introduces number systems, logic, basic algebra, systems of equations and descriptive statistics. *Prerequisite: Competency in Basic Skills BSK 1 as demonstrated through the placement and diagnostic tests, or by satisfactorily completing the required BSK unit or equivalent.* (Intended for occupational/ technical programs.) Lecture 3 hours per week. Generally offered all semesters.

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. *Prerequisite: Competency in Basic Skills BSK 1 as demonstrated through the placement and diagnostic tests, or by satisfactorily completing the required BSK unit or equivalent.* Lecture 3 hours per week. Generally offered all semesters.

MTH 150 Topics in Geometry (3 Cr.)
Presents the fundamentals of plane and solid geometry and introduces non-Euclidean geometries and current topics. *Prerequisite: Competency in Math Essentials MTE 1-5 as demonstrated through the placement and diagnostic tests, or by satisfactorily completing the required MTE units or equivalent.* Lecture 3 hours per week. Offered periodically.

MTH 151 Mathematics for the Liberal Arts I (3 Cr.)
Presents topics in sets, logic, numeration systems, geometric systems and elementary computer concepts. *Prerequisite: Competency in Math Essentials MTE 1-5 as demonstrated through the placement and diagnostic tests, or by satisfactorily completing the required MTE units or equivalent.* Lecture 3 hours per week. Generally offered all semesters.

MTH 152 Mathematics for the Liberal Arts II (3 Cr.)
Presents topics in functions, combinations, probability, statistics and algebraic systems. *Prerequisite: Competency in Math Essentials MTE 1-5 as demonstrated through the placement and diagnostic tests, or by satisfactorily completing the required MTE units or equivalent.* Lecture 3 hours per week. Generally offered all semesters.

MTH 157 Elementary Statistics (3 Cr.)
Presents elementary statistical methods and concepts including descriptive statistics, estimation, hypothesis testing, linear regression, and categorical data analysis. (Credit will not be awarded for both MTH 157 and MTH 240 or MTH 241.) *Prerequisites: Competency in Math Essentials MTE 1-5 as demonstrated through the placement and diagnostic tests, or by satisfactorily completing the required MTE units or equivalent.* Lecture 3 hours per week Generally offered all semesters.

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. *Prerequisite: Competency in Math Essentials MTE 1-6 as demonstrated through the placement and diagnostic tests, or by satisfactorily completing the required MTE units or equivalent* Lecture 3 hours per week. Generally offered all semesters.

MTH 163 Precalculus I (3 Cr.)
Presents college algebra, matrices and algebraic, exponential and logarithmic functions. *Prerequisite: Competency in Math Essentials MTE 1-9 as demonstrated through the placement and diagnostic tests, or by satisfactorily completing the required MTE units or MTE 1-6* ***and*** *MTH 158.* Lecture 3 hours per week. Generally offered all semesters.

MTH 164 Precalculus II (3 Cr.)
Presents trigonometry, analytic geometry and sequences and series. *Prerequisite: MTH 163 or equivalent*. Lecture 3 hours per week. Generally offered all semesters.

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: 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. Generally offered fall and spring.

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. Generally offered spring.

MTH 177 Introductory Linear Algebra (2 Cr.)
Covers matrices, vector spaces, determinants, solutions of systems of linear equations, and Eigen values. Designed for mathematical, physical, and engineering science programs. *Prerequisite: MTH 173.* Lecture 2 hours per week. Offered spring only.

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: . Prerequisites: Competency in Math Essentials MTE 1-9 as demonstrated through the placement and diagnostic tests, or by satisfactorily completing the required MTE units or MTE 1-6* ***and*** *MTH 158.* Lecture 3 hours per week. Generally offered all semesters.

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. Generally offered all semesters.

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. Generally offered spring.

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. Generally offered all semesters.

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. Generally offered all semesters.

MTH 285 Linear Algebra (3 Cr.)
Covers matrices, vector spaces, determinants, solutions of systems of linear equations, basic and dimension, eigenvalues and eigenvectors. Designed for mathematical, physical and engineering science programs. *Prerequisite: MTH 174 or equivalent*. Lecture 3 hours per week. Generally offered all semesters.

MTH 286 Discrete Mathematics (4 Cr.)
Presents topics in discrete mathematical structures which are basic tools used in computer science. Covers sets, Boolean algebra, counting methods, generating functions and recurrence relations, graph theory, trees, and an introduction to finite state automata. Designed for mathematical, physical, and engineering science programs. *Prerequisite: MTH 174 or equivalent.* Lecture 4 hours per week.

MTH 291 Differential Equations (3 Cr.)
Introduces first order differential equations, linear differential equations, numerical methods, and applications. Designed for mathematical, physical, and engineering science programs. *Prerequisite: MTH 174 or equivalent.* Lecture 3 hours per week Generally offered fall.

Mechanical Engineering Technology (MEC)

MEC 111 Materials for Industry (3 Cr.)
Studies the nature, structure, properties, and typical applications of metallic, polymeric, ceramic, and composite materials. Focuses on applications of materials as well as the behavior of materials subjected to external stresses. Addresses as required the earth's limited material resources, energy efficient materials, dependence on foreign sources of materials, material systems, thermal processing, and electronic-related materials. Lecture 3 hours per week. Generally offered fall.

MEC 112 Processes of Industry (3 Cr.)
Analyzes the processes of manufacturing products from materials for industry/engineering. Includes machining, casting, forming, molding, hot/cold working, chipless machining, and welding. Addresses quality assurance and inspection procedures. Lecture 3 hours per week. Generally offered spring.

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 hour per week. Total 4 hours per week. Generally offered spring.

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. *Prerequisite: Readiness to enroll in ENG 111.* Lecture 3 hours per week. Generally offered spring.

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. *Prerequisite: Readiness to enroll in ENG 111.* Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week. Generally offered summer.

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. *Prerequisite: Readiness to enroll in ENG 111.* Lecture 2 hours per week. Generally offered fall and spring.

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. Generally offered summer and fall.

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. *Prerequisite: MDL 105.* Lecture 2 hours. Laboratory 6 hours. Total 8 hours per week. Generally offered fall and spring.

MDL 195 Advanced Phlebotomy Techniques
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

Music (MUS)

MUS 111 Music Theory I (4 Cr.)
Discusses elements of musical construction of scales, intervals, triads, and chord progressions. Develops ability to sing at sight and write from dictation. Introduces the analysis of the Bach chorale style. Expands facility with harmonic dictation and enables the student to use these techniques at the keyboard. Part I of II. Lecture 3 hours. Laboratory 2 hours. Total 5 hours per week. Generally offered fall.

MUS 112 Music Theory II (4 Cr.)
Discusses elements of musical construction of scales, intervals, triads, and chord progressions. Develops ability to sing at sight and write from dictation. Introduces the analysis of the Bach chorale style. Expands facility with harmonic dictation and enables the student to use these techniques at the keyboard. Part II of II. Lecture 3 hours. Laboratory 2 hours. Total 5 hours per week. Generally offered spring.

MUS 121-122 Music Appreciation I-II (3 Cr.) (3 Cr.)
Increases the variety and depth of the student's interest, knowledge, and involvement in music and related cultural activities. Acquaints the student with traditional and twentieth century music literature, emphasizing the relationship music has as an art form with man and society. Increased the student's awareness of the composers and performers of all eras through listening and concert experiences. Lecture 3 hours per week. Generally offered fall and spring.

MUS 136 Applied Music-Voice (1-2 Cr.)
Teaches singing, proper breath control, diction, and development of tone. Studies the standard vocal 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. One or two half-hour lessons per week. Four to eight hours practice required. Laboratory 4-8 hours per week. Generally offered fall and spring.

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. Generally offered fall and spring.

MUS 145 Applied Music - Keyboard (1-2 Cr.)
Teaches piano, organ, harpsichord, or synthesizer. 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. Offered periodically.

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. Generally offered fall and spring.

MUS 164 Guitar Theory and Practice II (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. Part II of II. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week. Generally offered spring.

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. Generally offered fall and spring; periodically summer.

MUS 185 Applied Music - Percussion (1-2 Cr.)
Teaches fundamentals of percussion instruments. Studies the standard repertoire. Prerequisite divisional permission. 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. Offered fall and spring.

Natural Science

NAS 125 Meteorology (4 Cr.)
Presents a non-technical survey of fundamentals 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. Laboratory 2 hours per week. Total 5 hours per week. Generally offered all semesters.

NAS 160 Field Ornithology (3 Cr.)
Students will study anatomy, physiology, reproduction, and taxonomy, with special attention to bird families and behavior through the use of preserved specimens, as well as live observation. Includes identifying birds in the wild through sight and songs/calls and explores the interrelationships between wildlife, plants, habitats and humans. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week. Offered occasionally fall.

NAS 195 Topics In
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. Generally offered fall and spring.

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. *Prerequisites: MTE 1-3 and readiness to enroll in ENG 111.* Lecture 2 hours per week. Laboratory 6 hours per week. Total 6 hours per week. Generally offered all semesters.

NUR 31 Advanced Skills for Nurse Aides (3 Cr.)
Teaches advanced level skills for Certified Nurse Aides. Lecture 1-2 hours. Laboratory 3-6 hours. Total 4-7 hours per week. Generally offered fall.

NUR 106 Nursing Principles and Health Assessment (5 Cr.)
Introduces principles of nursing, health and wellness concepts, and the nursing process. Identifies nursing strategies to meet the needs of individuals across the lifespan based on Maslow's Hierarchy of Needs. Content includes basic principles of medication administration, math computation skills, nutrition, sleep and rest, growth and development, documentation, elimination, oxygenation and communication. Acquisition of a health history and physical assessment are taught incorporating lifespan concepts. Provides supervised learning experiences in college nursing laboratories and/or cooperating agencies. *Prerequisite: Acceptance into ADN program.* Lecture 3 hours per week. Laboratory 6 hours per week. Total 9 hours per week. Generally offered fall.

NUR 115 LPN Transition (5 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 cou rse 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.) *Prerequisite: Acceptance into ADN program.*Lecture 4 hours. Laboratory 3 hour. Total 7 hours per week. Generally offered summer.

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 0-2 hour per week. Laboratory 2 hours per week. Laboratory 0-6 hours per week. Total 1-6 hours per week. Generally offered summer and fall.

NUR 120 Nursing Terminology and Charting (2 Cr.)
Focuses on basic terminology used in nursing. Emphasizes combining word forms and applications to nursing situations and the patient's record. *Prerequisite: Acceptance into ADN program.* Lecture 2 hours per week. Generally offered fall.

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. Generally offered spring.

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. Lecture 2 hours per week. Laboratory 3 hours per week. Total 5 hours per week. Generally offered fall.

NUR 199 Supervised Study (1 Cr.)
Assigns problems for independent study incorporating previous instruction and supervised by the instructor. May be repeated for credit. Occasionally offered fall.

NUR 200 Essentials of Mental Health Nursing (3 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 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 to be determined by local college. *Prerequisite: Acceptance into ADN program*. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week. Generally offered spring semester.

NUR 212 Second Level Nursing II (7 Cr.)
Emphasizes complex nursing care of individuals, families, and/or groups in various stages of development who are experiencing alterations related to their biopsychosocial needs. Uses all components of the nursing process with increasing degrees of skill. Includes math computation skills, basic computer instruction related to the delivery of nursing care; neurological cardiovascular; respiratory; eye, ear, nose and throat disorders. May also include: emergency, renal and digestive disorders. Provides supervised learning experience in college nursing and/or cooperating agencies.
Lecture 4 hours. Laboratory 9 hours. Total 13 hours per week. Generally offered spring.

NUR 213 Second Level Nursing III (8 Cr.)
Emphasizes complex nursing care of individuals, families, and/or groups in various stages of development who are experiencing alterations related to their biopsychosocial needs. Uses all components of the nursing process with increasing degrees of skill. Includes math computation skills, basic computer instruction related to the delivery of nursing care; cardiovascular, respiratory, endocrine, neurological and renal disorders. Provides supervised learning experience in college nursing laboratories and/or cooperating agencies. Lecture 4 hours. Laboratory 4 hours. Total 8 hours per week. Generally offered spring.

NUR 214 Second Level Nursing IV (7 Cr.)
Emphasizes complex nursing care of individuals, families, and/or groups in various stages of development who are experiencing chronic disorders related to their biopsychosocial needs. Uses all components of the nursing process with increasing degrees of skill. Includes math computation skills, basic computer instruction related to the delivery of nursing care related to chronic disorders throughout the lifespan including immunological; hematological; infectious, sensory; burn; integumentary; sensory, and neurological disorders. Provides supervised learning experience in college nursing laboratories and/or cooperating agencies. Lecture 4 hours. Laboratory 3 hours. Total 7 hours per week. Generally offered fall.

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. Total 2 hours per week. Generally offered spring.

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. *Prerequisite: Readiness to enroll in ENG 111.* Lecture 3 hours per week. Generally offered all semesters.

PHI 112 Logic II (3 Cr.)
Evaluates deductive arguments utilizing methods of symbolic logic. Lecture 3 hours. Generally offered all semester

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. Generally offered all semesters.

PHI 200 The History of Western Philosophy (3 Cr.)
Offers a brief historical survey of major philosophers from the pre-Socratics to the present. Lecture 3 hours per week. Generally offered fall.

PHI 220 Ethics (3 Cr.)
Provides a systematic study of representative ethical systems. *Prerequisite: Readiness to enroll in ENG 111.* Lecture 3 hours per week. Generally offered all semesters.

PHI 227 Bio-Medical Ethics (3 Cr.)
Examines the ethical implications of specific biomedical issues in the context of major ethical systems. *Prerequisite: Readiness to enroll in ENG 111.* Lecture 3 hours per week. Generally offered spring.

PHI 265 Philosophy of Religion (3 Cr.)
Examines problems raised by arguments for and against the existence of God and discusses such topics as the nature of God, the nature of religious experience, the problem of evil, religious truth and language, immortality, miracles, spirituality, and the relation between philosophy and theology. *Prerequisite: Readiness to enroll in ENG 111.*
Lecture 3 hours per week. Generally offered fall every other year.

Photography (PHT)

PHT 101-102 Photography I-II (3 Cr.) (3 Cr.)
Teaches principles of photography and fundamental camera techniques. Requires outside shooting and lab work. Lecture 1 hour per week. Laboratory 4 hours per week. Total 5 hours per week. Generally offered fall and spring.

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. Generally offered fall and spring.

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. Offered periodically.

PHT 164 Introduction to Digital Photography (3 Cr.)
Teaches the fundamentals of photography including camera function, composition, and image production as they apply to digital imagery. Lecture 1 hour. Laboratory 4 hours. Total 5 hours per week. Generally offered fall.

PHT 201-202 Advanced Photography I-II (3 Cr.) (3 Cr.)
Provides weekly critiques of students' work. Centers on specific problems found in critiques. Includes working procedures and critical skills in looking at photographs. *Prerequisite: PHT 102 or equivalent.* Lecture 2 hours per week. Laboratory 3 hours per week. Total 5 hours per week. Offered periodically.

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 101 or equivalent*. *Prerequisite for 212: PHT 211.* Lecture 2 hours per week. Laboratory 3 hours per week. Total 5 hours per week. Offered periodically.

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. Offered periodically.

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. Offered periodically.

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. Offered periodically.

PHT 270 Digital Imaging I (3 Cr.)
Introduces students to the tools and techniques used by professionals in the electronic imaging field. Focuses on current trends within the photographic, prepress and internet industries. Includes image capture, manipulation, and out-put. Exposes students to the hardware and software used by today's creative professionals in a combination of lectures, demonstrations and class projects. Part I of II. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week. Generally offered fall.

Physical Education and Recreation (PED)

PED 101 Fundamentals of Physical Activity I (2 Cr.)
Presents principles underlying the components of physical fitness. Utilizes conditioning activities involving cardiovascular strength and endurance, respiratory efficiency, muscular strength, and flexibility. May include fitness assessment, nutrition and weight control information, and concepts of wellness. Part I of II. Lecture 1 hours. Laboratory 2 hours. Total 3 hours per week. Generally offered all semesters.

PED 103 Aerobic Fitness I (1 Cr.)
Develops cardiovascular fitness though activities designed to elevate and sustain heart rates appropriate to age and physical condition. Part I of II. Lecture 0 hours. Laboratory 2 hours per week. Total 2 hours per week. Generally offered all semesters.

PED 107 Exercise and Nutrition (2 Cr.)
Provides for the study and application of fitness and wellness and their relationship to a healthy lifestyle. Defines fitness and wellness, evaluates the student's level of fitness and wellness. Students will incorporate physical fitness and wellness into the course and daily living. A personal fitness/wellness plan is required for the 2 credit course. Lecture 1 hour. Laboratory 2 hours. Total 3 hours per week. Generally offered all semesters.

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. Generally offered all semesters.

PED 111 Weight Training I (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. Generally offered fall and spring.

PED 113 Lifetime Activities I (1 Cr.)
Presents lifetime sports and activities. Teaches skills and methods of lifetime sports and activities appropriate to the local season and facilities available. Lecture 0 hours. Laboratory 2 hours per week. Total 2 hours per week. Generally offered all semesters.

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. Generally offered all semesters.

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. Generally offered fall and spring.

PED 120 Yoga II (2 Cr.)
Focuses on the forms of yoga training emphasizing flexibility. *Prerequisite: PED 109*. Lecture 1 hour. Laboratory 2 hours. Total 3 hours per week. Generally offered all semesters.
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PED 123 Tennis I (1 Cr.)
Teaches tennis skills with emphasis on stroke development and strategies for individual and team play. Includes rules, scoring, terminology, and etiquette. Part I of II. Laboratory 2 hours per week. Total 2 hours per week. Offered summer at Fauquier.

PED 127 Cycling (1 Cr.)
Introduces cycling techniques, equipment selection, care and maintenance, safety, and physical conditioning. Laboratory 2 hours. Total 2 hours per week. Generally offered all semesters

PED 133 Golf I (1 Cr.)
Teaches basic skills of golf, rules, etiquette, scoring, terminology, equipment selection and use and strategy. Lecture 0 hours. Laboratory 2 hours per week. Total 2 hours per week. Generally offered fall and spring.

PED 141 Swimming I (1 Cr.)
Introduces skills and methods of swimming strokes. Focuses on safety and physical conditioning. Part I of II. Lecture 0 hours. Laboratory 2 hours. Total 2 hours per week. Generally offers all semesters.

PED 142 Swimming II (1 Cr.)
Introduces skills and methods of swimming strokes. Focuses on safety and physical conditioning. Part II of II. Lecture 0 hours. Laboratory 2 hours per week. Total 2 hours per week. Generally offers all semesters.

PED 147 Hiking (1 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 trial relative to individual abilities. Provides hiking opportunities to explore local regions. Develops awareness of safety, weather, and ecological considerations. Lecture 0 hours. Laboratory 2 hours per week. Total 2 hours per week. Generally offered spring.

PED 154 Volleyball (1 Cr.)
Introduces skills, techniques, strategies, rules, and scoring. Laboratory 2 hours. Total 2 hours per week.

PED 160 Modern Dance (1 Cr.)
Teaches the basic techniques of creative dance. Skills include self-expression, contemporary routines, dance forms, and basic choreography. Laboratory 2 hours. Total 2 hours per week. Offered periodically.

PED 161 Dance Production I (1 Cr.)
Focuses on creating a dance performance. Teaches the basic skills in creating and producing a dance. Includes lighting, costumes, music, and choreography.. Laboratory 2 hours per week. Total 2 hours per week. Offered at Fauquier only.

PED 171 Ballroom Dance I (1 Cr.)
Presents the basic step patterns, rhythmic patterns, and positions in ballroom dance. Includes techniques based upon traditional steps with basic choreographic patterns. Part I of II. Laboratory 2 hours. Total 2 hours per week. Offered at Fauquier only.

PED 172 Ballroom Dance II (1 Cr.)
Presents the basic step patterns, rhythmic patterns, and positions in ballroom dance. Includes techniques based upon traditional steps with basic choreographic patterns. Part II of II. Laboratory 2 hours. Total 2 hours per week. Offered at Fauquier only.

PED 187 Backpacking (1 Cr.)
Focuses on the preparation for backpacking trip, equipment and clothing selection, personal and group safety, ecology and physical conditioning. Includes field experience. Laboratory 2 hours per week. Total 2 hours per week. Generally offered fall and spring.

PED 198 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.

PED 199 Supervised Study in Ballroom Dancing (1 Cr.)
This course will focus on continuing ballroom technique and performance, step memorization and identification. Continued development of choreographic principles related to ballroom dance. Composition of pair dances required. Lecture 0 hours. Laboratory 2 hours per week. Total 2 hours per week. Offered at Fauquier only.

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. *Prerequisite: Readiness to enroll in ENG 111. PHY 101 prerequisite to PHY 102.* Lecture 3 hours per week. Laboratory 3 hours per week. Total 6 hours per week. Generally offered all semesters.

PHY 150 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. Laboratory 3 hours. Total 6 hours per week. Generally offered all semesters.

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. *Prerequisites: Readiness to enroll in ENG 111 and MTH 163 or MTH 115. PHY 201 prerequisite to PHY 202.*Lecture 3 hours per week. Laboratory 3 hours per week. Total 6 hours per week. Generally offered fall and spring.

PHY 241-242 University Physics I-II (4 Cr.) (4 Cr.)
Teaches principles of classical and modern physics. Includes mechanics, wave phenomena, heat, electricity, magnetism, relativity and nuclear physics. *Prerequisite: Readiness to enroll in ENG 111. Prerequisite or co-requisite for PHY 241 is MTH 173. Prerequisite or co-requisite for PHY 242 is MTH 174. PHY 241 prerequisite to PHY 242.*Lecture 3 hours per week. Laboratory 3 hours per week. Total 6 hours per week. Generally offered fall and spring.

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. *Prerequisites: Readiness to enroll in ENG 111 and PHY 241-242 or equivalent.* Lecture 3 hours per week. Laboratory 2-3 hours per week. Total 5-6 hours per week. Generally offered fall and spring.

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. *Prerequisite: Readiness to enroll in ENG 111.* Lecture 3 hours per week. Offered periodically.

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. *Prerequisite: Readiness to enroll in ENG 111.* Lecture 3 hours per week. Offered periodically.

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. *Prerequisite: Readiness to enroll in ENG 111.* Lecture 3 hours per week. Offered periodically.

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. *Prerequisite: Readiness to enroll in ENG 111.* Lecture 3 hours per week. Offered periodically.

Practical Nursing (PNE)

PNE 136 Care of Maternal Newborn and Pediatric Patients (4 Cr.)
Uses a family-centered approach; studies normal and common complications in pregnancy, childbirth, post-partum, the neonate, and children through adolescence. Covers milestones in all aspects of growth and development and common childhood disorders at various ages. Lecture 4 hours per week. Generally offered spring.

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.* Generally offered fall.

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. Generally offered summer.

PNE 158 Mental Health and Psychiatric Nursing (2 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 2 hours per week. Generally offered summer.

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. Generally offered fall.

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. Generally offered spring.

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. Generally offered summer.

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. Generally offered fall.

PNE 175 Introduction to Supervision and Management for Practical Nurses (1 Cr.)
Presents principles of leadership and management theory to assist the practical nurse graduate in assuming leadership roles within their scope of practice. Provides an interactive format to enhance the learning concepts such as group dynamics, effective communication, organization, prioritization, and delegation. Emphasizes skills necessary for first-line management. *Prerequisite: PNE 162*. Lecture 15 hours per semester. Generally offered summer.

Psychology (PSY)

PSY 116 Psychology of Death and Dying (3 Cr.)
Focuses on psychological aspects of death and dying. Teaches the meaning of death and ways of handling its personal and social implications. Includes psychological, sociological, cultural, and religious views of death. Lecture 3 hours per week. Generally offered spring.

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. *Prerequisite: Readiness to enroll in ENG 111.* Lecture 3 hours per week. Generally offered all semesters.

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. *Prerequisite: Readiness to enroll in ENG 111.* Lecture 3 hours per week. Offered periodically.

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. *Prerequisites: Readiness to enroll in ENG 111 and PSY 200, 201, or 202*. Lecture 3 hours per week. Generally offered all semesters.

PSY 216 Social Psychology (3 Cr.)
Examines individuals in social contexts, their social roles, group processes and intergroup relations. Includes topics such as small group behavior, social behavior, social cognition, conformity, attitudes and motivation. *Prerequisites: Readiness to enroll in ENG 111 and PSY 200, 201, or 202.* Lecture 3 hours per week. Offered periodically.

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. *Prerequisite: Readiness to enroll in ENG 111.* Lecture 3 hours per week. Generally offered all semesters.

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. *Prerequisite: Readiness to enroll in ENG 111.* Lecture 3 hours per week. Offered periodically.

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. *Prerequisite: Readiness to enroll in ENG 111.* Lecture 3 hours per week. Offered periodically.

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. Offered periodically.

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. *Prerequisites: Readiness to enroll in ENG 111 and PSY 200 or instructor approval*. Lecture 3 hours per week. Offered periodically.

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. Offered periodically.

PSY 270 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. *Prerequisite: PSY 200.* Lecture 3 hours per week. Generally offered fall and spring.

Recreation and Parks (RPK)

RPK 100 Introduction to Recreation, Parks & Leisure Studies (3 Cr.)
Includes history and philosophy of the Recreation and Parks movement. Discusses the theory of leisure and play. Analyzes leisure service delivery systems and career opportunities. Emphasizes the commercial, non-profit and public sectors, Armed Forces, therapeutic recreation as well as volunteer service. *Prerequisite: ENG 111*. Lecture 3 hours per week.

RPK 120 Outdoor Recreation (3 Cr.)
Includes history and philosophy of conservation, preservation, and the development of outdoor recreation in the United States. Emphasizes development of practical skills in planning, instructing, and managing outdoor recreation programs and facilities, including youth resident camps, R.V. campgrounds, as well as resources in the urban setting. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

RPK 135 Program Planning (3 Cr.)
Includes principles of program planning in the recreation setting. Analyzes participants' needs and demands, as well as social, physical, and psychological characteristics. Explains how to organize and lead programs. Includes a leadership practicum. *Prerequisite: Completion of concurrent enrollment in RPK Leadership & Supervision.*
Lecture 3 hours. Laboratory 2 hours. Total 4 hours per week.

RPK 141 Leadership and Supervision (3 Cr.)
Introduces leadership and supervision in the leisure services industry. Assesses leadership styles, traits and leadership theories and provides the opportunity for students to assess their own individual styles. Addresses group dynamics, conflict, and issue relating specifically to leadership of volunteers. Includes a leadership practicum. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

RPK 230 Wilderness Medicine (4 Cr.)
Examines the role of outdoor professional in wilderness medicine and the response, care and rescue of outdoor participants in non-urban environments. An intensive 72 hour Wilderness First Responder(WFR) course which provides in-depth training in the areas of cardio-pulmonary resuscitation, patient assessment, circulatory system, respiratory system, lifting, moving and extrication, fractures, stable injuries, nervous-system, wounds, burns, principles of trauma, spine injuries, emergency childbirth, toxins, bites, stings, altitude/diving, hypo/ hyperthermia, near drowning, frostbite, lightning, allergies, anaphylaxis, medical and legal issues, search and rescue and personal preparedness. Lecture 3 hours. Laboratory 2 hours. Total 5 hours per week.

RPK 265 Risk Management (3 Cr.)
Discusses the law and liability as they relate to the delivery of leisure services. Teaches practitioners legal principles necessary to analyze programs and facilities with respect to safety, emergency preparedness, and accident reporting protocols. Review hiring procedures, ADA compliance, national (CPSC, ASTM, OSHA) and professional standards (NRPA, ACA), certification and training standards (CPRP, CTRS), supervision and the role of maintenance and insurance. Uses case law and national compliance standards to illustrate legal principles. *Prerequisite: Advanced standing.*
Lecture 3 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. *Prerequisite: Readiness to enroll in ENG 111.* Lecture 3 hours per week. Generally offered all semesters.

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. *Prerequisite: Readiness to enroll in ENG 111.* Lecture 3 hours per week. Offered periodically.

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. *Prerequisite: Readiness to enroll in ENG 111.* Lecture 3 hours per week. Offered periodically.

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. *Prerequisite: Readiness to enroll in ENG 111.* Lecture 3 hours per week. Offered periodically.

REL 217 Life and Letters of Paul (3 Cr.)
Studies the journeys and religious thought of the apostle Paul. *Prerequisite: Readiness to enroll in ENG 111.* Lecture 3 hours per week. Offered periodically.

REL 230 Religions of the World (3 Cr.)
Introduces the religions of the world with attention to origin, history and doctrine. *Prerequisite: Readiness to enroll in ENG 111.* Lecture 3 hours per week. Generally offered all semesters.

REL 237 Eastern Religion (3 Cr.)
Studies major religious traditions of the East, including Hinduism, Buddhism, Confucianism, Taoism, and Zen Buddhism. Includes an analysis of Eastern philosophy and approach to life. Lecture 3 hours per week. Offered periodically.

REL 240 Religions in America (3 Cr.)
Surveys various manifestations of religion in the American experience. Emphasizes concepts, problems, and issues of religious pluralism and character of American religious life. Lecture 3 hours per week. Offered periodically.

Russian (RUS)

RUS 101 Beginning Russian I (4-5 Cr.)
Develops the understanding, speaking, reading, and writing of Russian, and emphasizes the structure of the language. May include oral drill and practice. Part I of II.
Lecture 4-5 hours per week. May include one additional hour of oral practice per week.

RUS 102 Beginning Russian II (4-5 Cr.)
Develops the understanding, speaking, reading, and writing of Russian, and emphasizes the structure of the language. May include oral drill and practice. Part II of II. Lecture 4-5 hours per week. May include one additional hour of oral practice per week.

RUS 201 Intermediate Russian I (3-4 Cr.
Continues the development of the skills of understanding, speaking, reading, and writing of Russian. Class conducted in Russian. *Prerequisite: RUS 102* or equivalent. May include oral drill and practice. Part I of II. Lecture 3-4 hours per week.

RUS 202 Intermediate Russian II (3-4 Cr.)
Continues the development of the skills of understanding, speaking, reading, and writing of Russian. Class conducted in Russian. *Prerequisite: RUS 102* or equivalent. May include oral drill and practice. Part II of II. Lecture 3-4 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. *Prerequisite: Readiness to enroll in ENG 111.* Lecture 3 hours per week. Generally offered all semesters.

SOC 210 Survey of Physical and Cultural Anthropology (3 Cr.)
Examines physical characteristics and lifestyles of human ancestors and present populations. Explores cultures from around the world to study diverse adaptations made by humans. *Prerequisite: Readiness to enroll in ENG 111.* Lecture 3 hours per week. Offered periodically.

SOC 211-212 Principles of Anthropology I-II (3 Cr.) (3 Cr.)
Inquiries 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. *Prerequisite: Readiness to enroll in ENG 111.* Lecture 3 hours per week. Generally offered fall and spring.

SOC 215 Sociology of the Family (3 Cr.)
Studies topics such as marriage and family in social and cultural context. Addresses the single scene, dating and marriage styles, child-rearing, husband and wife interaction, single parent families, alternative lifestyles. *Prerequisite: Readiness to enroll in ENG 111.* Lecture 3 hours per week.

SOC 225 Sociology of Gender (3 Cr.)
Analyzes influence of major social institutions and socialization in shaping and changing sex roles in contemporary society. Examines differential access to positions of public power and authority for men and women. Ability to read in English at the college level. *Prerequisite: Readiness to enroll in ENG 111.* Lecture 3 hours.

SOC 266 Race and Ethnicity (3 Cr.)
Considers race and ethnicity as social constructs that deeply affect our personal experience and our social institutions. Examines the relationships of racial and ethnic groups with each other and with the larger society, and the ways in which these relationships are constantly changing. Explores the experience of different groups and examines ideas of racial justice and equality. Introduces significant theoretical approaches to the study of race and ethnicity. Ability to read in English at the college level. *Prerequisite: Readiness to enroll in ENG 111.* Lecture 3 hours. Total 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. *Prerequisite: Readiness to enroll in ENG 111.* Lecture 3 hours per week. Generally offered fall.

Spanish (SPA)

SPA 16 Spanish for Business (2 Cr.)
Introduces the student to Spanish used in business transactions. Lecture 2 hours per week. Offered periodically.

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. Generally offered all semesters.

SPA 195 Spanish for Health Professionals-Study Abroad Program (4 Cr.)
This is a beginning Spanish Study Abroad course geared for students pursuing a career in the healthcare profession. This course will take place in Salamanca, Spain.

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 or equivalent for SPA 201, SPA 201 for*

SPA 202. Lecture 3 hours per week. Generally offered all semesters.

SPA 211 Intermediate Spanish Conversation I (3 Cr.)
Emphasizes the spoken language, stressing fluency and correctness of structure, pronunciation, and vocabulary. *Prerequisite: SPA 202.* Generally offered periodically.

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. *Prerequisites: Readiness to enroll in ENG 111 and SPA 202 or equivalent*. Lecture 3 hours per week. Offered periodically.

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. Generally offered all semesters.

SDV 101 Orientation to 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. Generally offered fall and spring.

SDV 101 Orientation to Health Information Management (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. Generally offered fall.

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. Generally offered all semesters.

SDV 101 Orientation for International and Adult Immigrant Students (3 Cr.)
Introduces international 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 resource center; counseling and advising listening, test taking and study skills. Lecture 3 hour per week. Generally offered all semesters.

SDV 101 Orientation to 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. *Prerequisite: Enrollment in IST degree or one of the IT-related career studies certificates. Students not currently enrolled in either the IST degree or one of the IT-related career studies certificates, may enroll with instructor permission.* Lecture 1 hour per week. Generally offered all semesters.

SDV 101 Orientation to Office Assistants (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. *This class if for PluggedIn VA student cohort in the Medical Office Assistant Program.* Lecture 1 hour per week. Generally offered all semesters.

SDV 101 Orientation to Trades (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. Generally offered all semesters.

SDV 101 Orientation to Virtual Assistant (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. Generally offered fall.

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. Generally offered fall and spring.

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. Generally offered all semesters.

Surgical Tech (SUR)

SUR 130 Introduction to Central Services (3 Cr.)
Introduces central processing with a focus on skills necessary to perform central services competently and safely. Includes aseptic technique, patient-centered theories, decontamination, preparation and packaging for sterilization, sterilization processes, and sterile storage. *Prerequisite: Qualifying Placement Test scores.* Lecture 2 hours. Lab 3 hours. Total 5 hours per week. Generally offered fall.

SUR 135 Infection Control (2 Cr)
Introduces the fundamentals of surgical microbiology. Topics include: historical development of microbiology, cell structure and theory, microbial function, human and pathogen relationships, infectious process, blood borne and airborne pathogens, defense microorganisms, infection control and microbial control and destruction. *Prerequisites: Admission into the program; SUR 93.* Lecture 2 hours per week. Generally offered fall.

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. Generally offered fall.

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. *Prerequisite: NUR 140. Co-requisite: BIO 141.*Lecture 2 hours. Laboratory 3-6 hours. Total 5-8 hours per week. Generally offered fall.

SUR 210 Surgical Procedures (8 Cr.)
Introduces the surgical specialties of general gastroenterology, gynecology; genitourinary, ophthalmology; EENT; dental; oral and maxillofacial; plastic and reconstructive; pediatrics; oncology; neurosurgery; orthopedics; cardiac; thoracic; vascular; transplant; and trauma in a laboratory and clinical experience. *Prerequisite: SUR 140, SUR 145. Co-requisites: BIO 141, BIO 142.* Lecture 4 hours per week. Laboratory 12-15 hours per week. Total 16-19 hours per week. Generally offered spring.

SUR 230 Clinical Applications (5 Cr.)
Provides extensive clinical experience in all central sterilization areas, in addition to instruction and practice in areas such as selecting instruments, equipment, and supplies; using proper procedures; identifying regulations, standards, and safety. Lecture 1 hour. Lab 12 hours. Total 13 hours per week.

SUR 235 Fundamentals of Central Services (3 Cr.)
Builds upon introductory concepts and skills to include areas such as cleaning, disinfection, sterilization of instruments and equipment, instrument processing, inventory management, safety and quality assurance, professional development and healthcare trends. *Prerequisite: Admission into the program.*Lecture 2 hours. Lab 3 hours. Total 5 hours per week. Generally offered spring.

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. Generally offered spring.

SUR 260 Surgical Technology Clinical Practicum (6 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 140, SUR 145, SUR 210. Corequisite: BIO 141-142, HIM 111.* Laboratory 18 hours per week. Generally offered summer.

SUR 296 On-site Training (3 Cr.)
Specializes in career orientation and training program without pay in selected business and industry, supervised and coordinated by the college. Credit/work ration not to exceed 1:5 hours. May be repeated for credit. Generally offered spring.

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. Generally offered fall semester.

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. Generally offered spring semester.

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Education Support Specialist III, High School Outreach
A.A.&S., Lord Fairfax Community College
B.S., Old Dominion University

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Finanical Services Specialist I
B.S., Radford University

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M.S., Regent University

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B.A., Shepherd University
M.A., Shepherd University

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B.S., Shenandoah University

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DCJS Police Officer, DCJS Certified Instructor

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M.E.,University of Virginia

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B.S., Bridgewater College
M.A., Virginia Tech

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M.S., Mountain State University

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Bettina Fritz
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B.A., West Virginia University

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M.B.A., Shenandoah University

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A.A.S., American National University

Sarah Kibler
Trades Technician I

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Comptia Security+
Comptia Project+
CCNA
MCITP & MCSA
Windows Server 2008
Certified Ethical Hacker(CEH)

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B.S., Old Dominion University

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Larry Lambert
Trades Technician III

Patrica Leister
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Law Enforcement Officer I

William Richard
Trades Technician II

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CAPM Certified

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Trades Technician

Pamela Simmons
Trades Technician

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M.A., Shepherd University

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B.A., Shenandoah University

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B.S., Mary Washington University

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M.S., Shenandoah University

Jacob Wiles
Information Technology Specialist I
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Kelli Williams
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B.S., James Madison University

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A.A.S., Lord Fairfax Community Colelge

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B.A., Shenandoah Unversity

Emeriti

Richard E. Dovell, M.Ed.
Professor Emeritus and Associate Professor of Agricultural/Natural Science, (1972–1992); Adjunct (1992–2005)

Maurice Duffey, Ed.S.
Professor Emeritus and Professor of Business Management, (1970–1990)

Arlene L. Keifer, M.B.A.
Professor Emeritus and Assistant Professor of Business and Office Systems Technology, (1983-1997); Adjunct (1998-present)

Reginald Male, M.Ed.
Professor Emeritus and Associate Professor of Drafting, (1972–1983; Adjunct 1983–1987)

James T. Markley, M.S.
Professor Emeritus and Associate Professor of Social Science and Geography, (1970–1993; Adjunct 1993–1995)

Matthew M. Neely II, Ph.D.
Professor Emeritus and Professor of History, (1970-1998)

Russell H. Riley, Ed.D.
Professor Emeritus and Professor of Psychology, (1984–1995)

Dave M. Powell, M.A.
Professor Emeritus and Professor of Information Technology (1987-2004), Adjunct (2008-present)

Annetta Richardson, M.S.
Professor Emeritus and Professor of Administrative Support Program (1971-2000)

Gary L. Tusing, M.S.
Professor Emeritus and Professor of Business (1971-2008) Adjunct (2009- present)

Anne Legge, M.A.
Professor Emeritus and Associate Professor of English, (1978-86)

Harry G. Papagan, M.A.
Professor Emeritus and Associate Professor of English, (1988-2001); Dean of Humanities, Mathematics and Social Sciences, (2001-05)

Ann R. Currie, M.F.A.
Professor Emeritus and Associate Professor of Art, (2000-10); Adjunct (2012-present)

Joseph W. Whitehorne, D.A.
Professor Emeritus and Professor of History, (1993-2010), Adjunct (1989-1993)

Roger L. Milburn, M.S.
Professor Emeritus and Associate Professor of Accounting (1970-2010); Adjunct (2001-present)

William R. Warren, M.S.
Professor Emeritus and Associate Professor of Science (1984-2010)

Charles C. Spiro
Professor Emeritus and Assistant Professor of Information Technology (1982-2008); Adjunct 2008-present)

Walter K. Malinowski, Jr.
Professor Emeritus and Associate Professor of Health, Physical Education & Recreation (1970-2010)

Lesley Casula
Professor Emeritus and Associate Professor of Business (1990-2011)

Felicia Cogan
Professor Emeritus and Associate Professor of English (1971-1997)

James Guiliano, M.S.
Professor Emeritus and Professor of Management (1987-2014)

Thomas A. Tredon, M.S.
Professor Emeritus and Associate Professor of Mathematics (1970-2014)

Student Handbook

COLLEGE POLICIES

NONDISCRIMINATION STATEMENT

Lord Fairfax Community College (LFCC) is an equal opportunity institution providing educational and employment opportunities, programs, services, and activities and does not discriminate on the basis of race, color, sex, religion, disability, national origin, marital status, political affiliation, sexual orientation, or other non-merit factors. LFCC also prohibits sexual misconduct including sexual violence or harassment.

STUDENT COMPLAINT PROCEDURE

The College supports the rights of students to bring forth complaints and is committed to resolving these matters in a fair and timely manner. This policy applies to all enrolled students in matters relating to other students, faculty, administrators and staff at all LFCC locations.

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. A student who has a concern is encouraged to attempt to resolve the complaint in an informal manner. If a satisfactory resolution cannot be reached informally, the student may appeal in writing by submitting a complain form. By doing so, the issue becomes a formal complaint.

Formal Complaint

The student must complete and submit a complaint form within ten (10) business days of his/her initial attempt to resolve the matter. The College will neither entertain complaints that are not in writing or which are anonymous, nor will it consider complaints sent electronically or through facsimile transmission. Formal complaints will be logged and forwarded to the appropriate respondent for further action.

1. For academic matters, the formal complaint will be reviewed and addressed by the dean of the division involved in the complaint. Complaints regarding student service issues, such as admissions and financial aid, will be reviewed and addressed by the appropriate dean at the respective campus where the complaint was lodged. Complaints about a dean or associate vice president should be made directly to the vice president of academic and student affairs.
2. Upon receiving the complaint form, the appropriate dean will arrange a conference with the student to discuss the issue within ten (10) business days. After the conference, the dean will render his/her decision, in writing, to the student and the college employee involved.
3. If a satisfactory resolution is not reached as a result of the conference, the student may appeal within five (5) business days to the vice president of academic and student affairs. The vice president of academic and student affairs will review the complaint form and any supporting documentation and render a decision, in writing, within five (5) business days. If the student is not satisfied with the vice president's decision, he/she may request that the president review the findings.
4. The president maintains the right to refuse any request for appeal for insufficient cause. The decision of the president shall be final.

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 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.

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
All demonstrations and protests must follow Sections 6.5.1, 6.5.2, and 6.5.2.0 of the Virginia Community College System Policy on Expressive Activity.

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 said 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 copyrighted 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.

Disruption of Educational Process

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.

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. 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 these prohibitions may also be punished by relevant law enforcement authorities.

Use of fireworks or firecrackers on campus is p prohibited. Candles and other forms of fire are also prohibited. (Cigarette 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.

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 Web sites.

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 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):

1. Intentionally acting in a manner that in any way endangers the safety of others
2. Any physical assault, with or without weapons
3. 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)
4. Specific threats to inflict harm (e.g. a threat to shoot a named individual)
5. Use of any object to attack or intimidate another person
6. 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 College
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. See regulation of weapons policy at http://www.lfcc.edu/weaponspolicy.

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 complaints 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 services 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

F.

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 LFCC 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 coursework. Academic honesty is essential to develop students' full intellectual potential and self-esteem.

Cheating, plagiarism, unauthorized collaboration, deliberate interference with the integrity of the work of others, fabrication or falsification of data, and other forms of academic dishonesty, including those not specifically identified below, are considered serious offenses for which disciplinary penalties can be imposed.

Cheating

- using materials not permitted by the instructor during exams, including stored information on electronic devices.
- copying answers from another student on exams or assignments.
- altering graded exams or assignments and submitting them for re-grading.
- submitting the same paper for two classes without the permission of both instructors.

Plagiarism

- copying ideas or taking exact wording from published sources without indicating - using quotation marks or other conventions - where the words came from.
- paraphrasing from sources without indicating where the information came from.
- copying another student and submitting the work as your own.
- buying a paper or having someone write a paper for you and submitting it as your own.

Unauthorized Collaboration

- collaborating beyond the extent specifically approved by the instructor.

Facilitating Academic Dishonesty

- allowing another student to copy someone else's assignment or problem set that is supposed to be done individually.
- allowing another student to copy someone else's answers during an exam.
- taking an exam or completing an assignment for another student.

PROCEDURES IN CASES OF ACADEMIC DISHONESTY

Communication of the Charge of Academic Dishonesty to the Student by Faculty

1. If a faculty member suspects a student of academic dishonesty and has gained evidence through any combination of firsthand observation, written or electronic information, and/or other verifiable sources, the faculty member shall make every reasonable effort to discuss this suspicion and the reasons privately with the student involved. If more than one student is involved, the faculty member must discuss the situation with each student individually. "Reasonable effort to discuss" is defined as communication in person, by email, and/or by telephone.
2. After the discussion, if the faculty member remains convinced that the student is guilty of

academic dishonesty, the faculty member may impose one or more of the following penalties depending on the faculty member's judgment as to the seriousness of the offense and consistent with the faculty member's syllabus:

a. Reprimand the student
b. Require that the work in question be done over
c. Assign a grade of zero on the work involved
d. Assign a grade of F for the course (An F earned because of academic dishonesty can only be altered through successful appeal of the charge (see procedures below). Withdrawing from a class will not alter a grade of F imposed for academic dishonesty.
e. Follow the guidelines set forth in the handbooks for individual cohort programs (e.g. the nursing program calls for dismissal from the program)

3. The faculty member must keep any documentation and evidence of the violation for reference in case of appeal.
4. The student charged with academic dishonesty should be allowed to continue class, in the event the student appeals the penalty that the faculty member imposes (unless the student is a risk to the safety and security of Lord Fairfax Community College).

Administrative Disposition of the Charge

1. The faculty member must complete an official incident report through See Something, Say Something, which will be automatically routed to the appropriate dean depending on campus/site where the student is enrolled.
2. The dean will inform the student in writing of the penalty imposed by the faculty member, that the student will be on disciplinary probation, and that future violations may result in more severe sanctions as described below. The dean will also inform the student of the date by which he/she must appeal the penalty.
3. As with other grade appeals, a student may appeal the charge by submitting a written request to the dean who contacted them about the violation within five (5) business days following the receipt of the dean's official notification of the charges and penalty. The dean's response to the appeal will be issued within 10 business days of receipt of the written appeal. The decision of the dean will be considered final and binding.
4. If the student already has such notice on file and neither case is reversed on appeal, the student may be suspended for one semester.
5. A third violation of academic honesty by a student may result in expulsion from the College. The Chief Academic Officer for the campus/site (CAO) will automatically review all penalties of expulsion.

Impact of Academic Dishonesty on Academic Honors

A. Students are advised that if they are found guilty of academic dishonesty they will not graduate with any type of academic honors awarded by 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 Office of Admissions and Records staff may appeal the

decision to the registrar or designee. 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 registrar determines that additional domicile information is necessary. Within ten (10) calendar days of receipt of an appeal, the registrar or designee 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 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 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.

POLICY ON SEXUAL VIOLENCE, DOMESTIC VIOLENCE, DATING VIOLENCE AND STALKING

A. Notice of Nondiscrimination.

As a recipient of federal funds, Lord Fairfax Community College is required to comply with Title IX of the Higher Education Amendments of 1972, 20 U.S.C. § 1681 et seq. ("Title IX"), which prohibits discrimination on the basis of sex in educational programs or activities, admission and employment. Under certain circumstances, sexual misconduct, sexual harassment, and similar conduct constitute sexual discrimination prohibited by Title IX. Inquiries concerning the application of Title IX may be referred to the College's Title IX Coordinator or to the U.S. Department of Education's Office for Civil Rights. The Title IX Coordinator is Lyda Costello Kiser, whose office is located at the Middletown Campus, The Lodge, Room 331, and may be contacted by phone at 540-869-0623 or by email at titleix@lfcc.edu .

B. Policy.

LFCC is committed to providing an environment that is free from harassment and discrimination based on any status protected by law. This Policy supplements the following general policy statement set forth by the Virginia Community College System: This institution promotes and maintains educational opportunities without regard to race, color, sex, ethnicity, religion, gender, age (except when age is a bona fide occupational qualification), disability, national origin, or other non-merit factors. This Policy also addresses the requirements under the Violence Against Women Reauthorization Act of 2013, (also known as the Campus SaVE Act).

This Policy is not intended to substitute or supersede related criminal or civil law. Individuals should report incidents of sexual and domestic violence, dating violence, and stalking to law enforcement authorities. Criminal and civil remedies are available in addition to the potential remedies that the College may provide.

C. Purpose.

The purpose of this Policy is to establish that the College prohibits discrimination, harassment, sexual assault, domestic violence, dating violence, stalking, and retaliation and to set forth procedures by which such allegations shall be filed, investigated and resolved.

D. Applicability.

This Policy applies to all campus community members, including students, faculty, staff and third parties, e.g.,

contractors and visitors. Conduct that occurs off campus can be the subject of a complaint or report and will be evaluated to determine whether it violates this Policy, e.g. if off-campus harassment has continuing effects that create a hostile environment on campus.

E. Definitions

Advisor: An individual who provides the complainant and respondent support, guidance, or advice. Advisors may be present at any meeting or hearing, but may not speak directly on behalf of the complainant or respondent.

Campus: The term "campus" refers to (i) any building or property owned or controlled by the College within the same reasonably contiguous geographic area of the college and used in direct support of, or in a manner related to, the College's educational purposes, and (ii) any building or property that is within or reasonably contiguous to the area described in clause (i) that is owned by the College but controlled by another person, is frequently used by students, and supports institutional purposes, such as a food or other retail vendor.

Complainant: A complainant refers to an individual who may believe that they have been the subject of a violation of this Policy and files a complaint against a faculty, staff member or student.

Consent: Any sexual activity or sex act committed against one's will, by the use of force, threat, intimidation, or ruse, or through one's mental incapacity or physical helplessness is without consent. Consent is knowing, voluntary, and clear permission by word or action, to engage in mutually-agreed upon sexual activity. Silence does not necessarily constitute consent. Past consent to sexual activities, or a current or previous dating relationship, does not imply ongoing or future consent. Consent to some sexual contact (such as kissing or fondling) cannot be presumed to be consent for other sexual activity (such as intercourse). An individual cannot consent who is under the age of legal consent. The existence of consent is based on the totality of the circumstances, including the context in which the alleged incident occurred.

Mental incapacity means that condition of a person existing at the time which prevents the person from understanding the nature or consequences of the sexual act involved (the who, what, when, where, why, and how) and about which the respondent knew or should have known. This includes

incapacitation through the use of drugs or alcohol. Intoxication is not the same as incapacitation.

Physical helplessness means unconsciousness or any other condition existing at the time which otherwise rendered the person physically unable to communicate an unwillingness to act and about which the respondent knew or should have known. Physical helplessness may be reached through the use of alcohol or drugs.

Dating Violence: Dating violence is violence, force, or threat that results in bodily injury or places one in reasonable apprehension of death, sexual assault, or bodily injury committed by a person who is or has been in a close relationship of a romantic or intimate nature with the other person. The existence of such a relationship shall be determined based on a consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

Domestic Violence: Domestic violence is violence, force, or threat that results in bodily injury or places one in reasonable apprehension of death, sexual assault, or bodily injury and that is committed by a person against such person's family or household member, which includes a current or former spouse a person with whom the complainant shares a child in common, or who is cohabitating with or has cohabitated with the person as a spouse or intimate partner.

Respondent: A respondent refers to the individual who has been respondent of violating this Policy.

Responsible Employee: A responsible employee is one designated for purposes of initiating notice and investigation of alleged violations of this Policy or who has the authority to take action to redress violations of this Policy. A responsible employee also

is any employee who a person reasonably believes is a responsible employee. Responsible employees also must report to the Title IX Coordinator any information obtained in the course of his or her employment that an act of sexual violence may have been committed against a student or may have occurred on property owned or controlled by the College or on public property within the campus, or immediately adjacent to and accessible from the campus. [Any employee with supervisory authority is a responsible employee. (Alternatively, the College may name responsible employees by title, or name employees who are CSAs as responsible employees.)] **Any LFCC employee who receives a complaint of sexual misconduct is expected to immediately notify the Title IX Coordinator, Lyda Costello Kiser, either in-person, by phone at (540) 869-0623, or by email** titleix@lfcc.edu **.**

Sex Discrimination: Sex discrimination is the unlawful treatment of another based on the individual's sex that excludes an individual from participation in, denies the individual the benefits of, or otherwise adversely affects a term or condition of an individual's employment, education, or participation in college program or activity**.**

Sexual Assault: Sexual assault is defined as the intentional sexual contact with a person against that person's will by the use of force, threat, or intimidation, or through the use of a person's mental incapacity or physical helplessness. Sexual assault includes intentionally touching, either directly or through clothing, of the complainant's genitals, breasts, thighs, or buttocks without the person's consent, as well as forcing someone to touch or fondle another against his or her will. Sexual battery is a type of sexual assault.

Sexual Exploitation: Sexual exploitation occurs when a student takes non-consensual or abusive sexual advantage of another for his or her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of the other sexual misconduct offenses. Examples of sexual exploitation include, but are not limited to invasion of sexual privacy; prostituting another person; non-consensual video or audio-taping of sexual activity; going beyond the boundaries of consent (such as letting your friends hide in the closet to watch you having consensual sex); engaging in voyeurism; exposing one's genitals in non-consensual circumstances; inducing another to expose their genitals, and knowingly transmitting HIV or an STD to another.

Sexual Harassment: Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Sexual harassment shall be considered to have occurred in the following instances:

Quid Pro Quo: The submission to or rejection of such conduct is used as the basis for educational or employment decisions affecting the student or employee either explicitly or implicitly; or

Hostile Environment: Conduct so severe, pervasive, and objectively offensive that it undermines and detracts from an employee's work performance or a student's educational experience.

Sexual Misconduct: Sexual misconduct encompasses a range of behavior used to obtain sexual gratification against another's will or at the expense of another. Sexual misconduct includes sexual harassment, sexual assault, sexual exploitation, and sexual violence.
Sexual Violence: Sexual violence is any intentional physical sexual abuse committed against a person's will or where a person is incapable of giving consent. Sexual violence includes rape, sexual assault, and sexual battery.

Stalking: Stalking occurs when someone, on more than one occasion, engages in conduct directed at another person with the intent to place, or knows or reasonably should know that the conduct places that other person in reasonable fear of death, criminal sexual assault, or bodily injury to that other person or to that other person's family or household member.

Third Party: A third party is any person who is not a student or employee of the College.
F. Retaliation.
Any form of retaliation, including intimidation, threats, harassment, and other adverse action taken or

threatened against any complainant or person reporting a complaint alleging a violation of this Policy, or any person cooperating in the investigation of allegations of violations of this Policy, to include testifying, assisting or participating in any manner in an investigation pursuant to this Policy and the resolution procedures is strictly prohibited by this Policy. Action is generally deemed adverse if it would deter a reasonable person in the same circumstances from opposing practices prohibited by this Policy. Retaliation may result in disciplinary or other action independent of the sanctions or interim measures imposed in response to the underlying allegations of violations of this Policy.

G. Reporting Incidents.

1. Members of the campus community who believe they have been subjected to any of these crimes should immediately report the incident to campus or local police. All emergencies or any incident where someone is in imminent danger should be reported immediately to campus police/security or local police by dialing 911 or 540-868-7233.

2. Whether or not a report is made to law enforcement, members of the campus community should report alleged violations of this Policy to the Title IX Coordinator during normal business hours. The Title IX Coordinator is solely responsible for overseeing the prompt, fair, and impartial investigation and resolution of complaints filed with the College. To help ensure a prompt, fair, and impartial investigation and resolution, individuals are encouraged to complete the online form in the Maxient System, "See Something, Say Something" at lfcc.edu or directly to the Title IX Coordinator at (540) 869-0623 or titleix@lfcc.edu . The written complaint will be submitted to the Title IX Coordinator. Although strongly encouraged, a complainant is not required to submit a complaint on the Complaint Form or in writing. Any report outside of normal business hours (8:00 a.m. to 4:30 p.m., Monday through Friday) should be made to Campus Police/Security.

Lord Fairfax Community College Title IX Campus Resources

Title IX Coordinator: Lyda Costello Kiser
Middletown Campus, Room 331, The Lodge
540-869-0623 titleix@lfcc.edu

After normal business hours, members of the campus community should report alleged violations of this Policy to LFCC Police/Security at (540) 868-7233.

3. There is no time limit for filing a complaint with the College. However, complainants should report possible violations of this Policy as soon as possible to maximize the College's ability to respond effectively. Failure to report promptly could result in the loss of relevant evidence and impair the College's ability to adequately respond to the allegations.

H. Handling of Reports and Investigations.

The Title IX Coordinator will assist members of the campus community in reporting incidents to law enforcement authorities upon request. The Title IX Coordinator will request the consent of the complainant (or alleged victim if different from the complainant) to report incidents of alleged sexual violence that occur on campus property to law enforcement. Members of the campus community may decline to notify law enforcement authorities and decline their consent for the Title IX Coordinator to notify law enforcement if they wish. Reports received by the College concerning the abuse of a minor must be reported in compliance with state law. The College will comply with all requests for cooperation by the campus police or local law enforcement in investigations. The College may be required to suspend the Title IX investigation while the campus police or the local law enforcement agency gathers evidence. The College will resume its Title IX investigation as soon as the campus police or local law enforcement agency has completed gathering evidence. Otherwise, the College's investigation will not be precluded or suspended on the grounds that criminal charges involving the same incident have been filed or that charges have been dismissed or reduced.

I. Confidentiality and Anonymous Reports.

1. Individuals may be concerned about their privacy when they report a possible violation of this Policy. The College has a responsibility to end conduct that violates this Policy, prevent its recurrence, and address its discriminatory effects. For this reason, some College employees may not keep secret any report of sexual violence, domestic violence, dating violence, or stalking. The College expects employees

to treat information they learn concerning incidents of reported violations of this Policy with respect and with as much privacy as possible. College employees must share such information only with those College and law enforcement officials who must be informed of the information pursuant to this Policy.

2. Responsible employees must report all alleged violations of this Policy to the Title IX Coordinator. Other campus employees have a duty to report sexual assault, domestic violence, dating violence, and stalking for federal statistical reporting purposes (Campus Security Authority (CSA) under the Clery Act). CSAs include student/conduct affairs personnel, campus law enforcement, local police, student activities staff, human resources staff, and advisors to student organizations. Reports received by the College concerning the abuse of a minor must be reported in compliance with state law.

3. If a complainant wishes to keep the report confidential, it is recommended that he or she reports the alleged conduct to someone with a duty to maintain confidentiality, e.g., mental health counselor or clergy. Employees may contact the Employee Assistance Program. If the complainant requests that his/her identity not be released to anyone else, the College's ability to investigate and take reasonable action in response to a complaint may be limited. In such cases, the College will evaluate the request(s) that a complaint remain confidential in the context of the College's commitment to provide a reasonably safe and non-discriminatory environment. In order to make such an evaluation, the Title IX Coordinator may conduct a preliminary investigation into the alleged violation of this Policy and may weigh the request(s) against the following factors:

- The seriousness of the allegation(s);
- The complainant's or alleged complainant's age;
- Whether there have been other similar complaints alleged against the same respondent;
- The respondent's right to receive information about the allegations if the information is maintained by the College as an "education record" under FERPA; and
- The applicability of any laws mandating disclosure.

Therefore, the College may pursue an investigation even if the complainant requests that no action is taken and the College will not be able to ensure confidentiality in all cases. The College will notify the complainant in writing when it is unable to maintain confidentiality or respect the complainant's request for no further action.

4. Additionally, upon receiving a report of an alleged act of sexual violence against a student or one that allegedly occurred on property owned or controlled by the College or on public property within the campus, or immediately adjacent to and accessible from the campus, the Title IX Coordinator shall convene the College's response team or review committee within 72 hours to review the information reported an any information obtained through law enforcement records, criminal history record information, health records, conduct or personnel records, and any other fact and circumstances, including personally identifiable information, related to the alleged incident known to the response team or review committee. It is determined by the law enforcement representative of the response team or review committee that the disclosure of the information, including the personally identifiable information, is necessary to protect the health and safety of the alleged victim or other individuals, the College immediately will disclose such information to the law enforcement agency that would be responsible for investigating the alleged incident. The Title IX Coordinator will notify the alleged victim in writing that such disclosure is being made.

5. If the report of an alleged act of sexual violence would constitute a felony sexual assault, within 24 hours of the first response team or review committee meeting, the law enforcement representative of the team shall notify the local Commonwealth's Attorney and disclose the information received by the review or response team, including personally identifiable information, if such information was disclosed pursuant to paragraph (4). The law enforcement representative usually will make this disclosure; however, any member of the team may decide independently that such disclosure is required under state law and within 24 hours of the first review team meeting shall disclose the information to the local Commonwealth's Attorney, including personally identifiable information, if such information was

disclosed pursuant to paragraph (4). If the Title IX Coordinator is aware of such disclosure, the Title IX Coordinator will notify the alleged victim in writing that such disclosure is being made.

6. The College will accept anonymous reports, but it will be limited in its ability to investigate and take reasonable action. The College must have sufficient information to conduct a meaningful and fair investigation. A respondent has a right to know the name of the complainant and information regarding the nature of the allegations in order to defend against the complaint.

The College, when reasonably available and when requested, may arrange for changes in academic, parking, transportation, or work arrangements after an alleged violation of this Policy. When such accommodations are provided, the College will protect the privacy of the complainant to the extent possible while still providing the accommodation**.**

J. Amnesty.

The College encourages the reporting of incidents that violate this Policy. The use of alcohol or drugs should not be a deterrent to reporting an incident. When conducting the investigation, the College's primary focus will be on addressing the alleged misconduct and not on alcohol and drug violations that may be discovered or disclosed. The College does not condone underage drinking; however, the College will extend limited amnesty from punitive sanctioning in the case of drug or alcohol use to complainants, witnesses, and others who report incidents, provided that they are acting in good faith in such capacity. The College may provide referrals to counseling and may require educational options, rather than disciplinary sanctions, in such cases.

K. Timely Warnings.

The College is required by federal law to issue timely warnings for reported incidents that pose a substantial threat of bodily harm or danger to members of the campus community. The College will ensure, to every extent possible, that an alleged complainant's name and other identifying information is not disclosed, while still providing enough information for members of the campus community to make decisions to address their own safely in light of the potential danger.

L. Interim Measures.

1. Prior to the resolution of a complaint, the College may suspend or place on disciplinary or administrative leave the respondent when it is determined that the respondent's continued presence on campus threatens the safety of an individual or of the campus community generally; may hamper the investigation into the alleged misconduct; or is necessary to stop threatening or retaliatory contact against the complainant or complainant's witnesses. The College shall provide advance notice of such measures, except in cases where the individual's presence constitutes a threat. In all cases, however, the College shall notify individuals subject to these interim measure(s) in writing of the specific facts and circumstances that make such interim measure(s) necessary and reasonable. Individuals subject to proposed interim measures shall have the opportunity to show why such measure(s) should not be implemented.
2. Notwithstanding the above, the College may impose a "no contact" order on each party, requiring the parties to refrain from having contact with one another, directly or through proxies, whether in person or by electronic means. The College also will enforce orders of protection issued by courts on all College property to the extent possible.
3. The College may implement other measures for either the complainant or the respondent if requested, appropriate, and reasonably available, whether a formal complaint has been filed or whether an investigation by either campus administrators or law enforcement agencies has commenced. Such measures may include, but are not limited to, course schedule adjustments, reassignment of duty, changing work arrangements, changing parking arrangements, rescheduling class work, assignments, and examinations, and allowing alternative class or work arrangements, such as independent study or teleworking.

M. Sexual and Domestic Violence Procedures.

Anyone who has experienced sexual violence, domestic violence, dating violence, or stalking should do the following:

- Safely find a place away from harm.
- Call 911 or if on campus, contact campus police/security.

- Call a friend, a family member or someone else you trust and ask her or him to stay with you.
- Go to the nearest medical facility/emergency room. It is important to seek appropriate medical attention to ensure your health and well-being, as well as to preserve any physical evidence.
- If you suspect that you may have been given a drug, ask the hospital or clinic where you receive medical care to take a urine sample. The urine sample should be preserved as evidence. "Rape drugs," such as Rohypnol and GHB, are more likely to be detected in urine than in blood.
- For professional and confidential counseling support, call the Virginia Family Violence & Sexual Assault Hotline at 1-800-838-8238. Help is available 24 hours a day.
- You should take steps to preserve any physical evidence because it will be necessary to prove criminal domestic violence, dating violence, sexual assault, or stalking, or to obtain a protective order.
    - Do not wash your hands, bathe, or douche. Do not urinate, if possible.
    - Do not eat, blow your nose, drink liquids, smoke, or brush your teeth if oral contact took place.
    - Keep the clothing worn when the incident occurred. If you change clothing, place the worn clothing in a paper bag.
    - Do not destroy any physical evidence that may be found in the vicinity of the incident by cleaning or straightening the location of the crime. Do not clean or straighten the location of the crime until law enforcement officials have had an opportunity to collect evidence.
- Tell someone all the details you remember or write them down as soon as possible.
- Maintain text messages, pictures, online postings, video and other documentary or electronic evidence that may corroborate a complaint**.**

N. Written Notification of Rights and Options.
Members of the campus community who reports an incident of sexual assault, domestic violence, dating violence, or stalking, , whether the incident occurred on or off campus, shall receive a written explanation of their rights and options including (i) the available law enforcement options for investigation and prosecution; (ii) the importance of collection and preservation of evidence; (iii) the available options for a protective order; (iv) the available campus options for investigation and adjudication under the College's policies; (v) the complainant's rights to participate or decline to participate in any investigation to the extent permitted under state or federal law; (vi) the applicable federal or state confidentiality provisions that govern information provided by a victim; (vii) information on contacting available on-campus resources and community resources, including the local sexual assault crisis centers, domestic violence crisis centers, or other victim support services with which the College has entered into a memorandum of understanding; (viii) the importance of seeking appropriate medical attention; and (ix) options related to changes in academic, parking, and working arrangements, when requested and when reasonably available.

O. Support Services.
1. All students and employees will receive information in writing of available counseling, health, mental health, complainant advocacy, legal assistance, and other services available in the community and on campus.
2. For more information about available resources, go to: https://www.lfcc.edu/current-students/college-policies/title-ix/ Or contact the Virginia Statewide Family Violence and Sexual Assault Hotline 1-800-838-8238.

P. Education and Awareness.
1. The College conducts a program to educate students and employees about this Policy and its procedures. The education and awareness program is designed to promote awareness of sexual violence, domestic violence, dating violence, and stalking.
2. Incoming students and new employees must take part in a mandatory primary prevention and

awareness program. The program, at a minimum, shall include:

- A statement that the College prohibits the offenses of domestic violence, dating violence, sexual assault, and stalking;
- The definition of domestic violence, dating violence, sexual assault, and stalking;
- The definition of consent;
- Safe and positive options for bystander intervention that may be carried out by an individual to prevent harm or intervene when there is a risk of domestic violence, dating violence, sexual assault, or stalking against a person other than such individual;
- Information on risk reduction to recognize warning signs of abusive behavior and how to avoid potential attacks;
- Information on possible sanctions, procedures to follow after an incident of sexual violence, domestic violence, dating violence or stalking, disciplinary procedures, and the protection of confidentiality; and
- Written notification about available resources and services, and options for academic and work accommodations, if requested and reasonably available.

3. The College also conducts an ongoing prevention and awareness campaign for all students and employees. The campaign shall include, at a minimum, the information provided to incoming students and new employees.

Q. Resolution of Complaints.

1. The College has an obligation to provide prompt, fair, and impartial investigation and resolution of alleged violations to this Policy and is committed to so doing. Title IX Coordinator(s), investigators, and hearing officials must receive annual training on sexual violence, domestic violence, dating violence, and stalking, and the conduct of investigations and hearings. The College may resolve complaints either by an informal or formal resolution process.

2. The parties may agree to proceed under the informal resolution process in matters not involving sexual violence, domestic violence, dating violence, or stalking. The formal resolution process will be applied (i) when any party that participated in the informal resolution process chooses to terminate the process, and (ii) to all matters that are not eligible for informal resolution**.**

R. Formal Resolution Process.

1. Complainant's Initial Meeting with the Title IX Coordinator.[1] As soon as is practicable, the Title IX Coordinator will contact the complainant to schedule an initial meeting. If the complainant is not the alleged complainant, the Title IX Coordinator also will contact the alleged complainant as soon as possible to schedule an initial meeting. The complainant may be accompanied by an advisor of his or her choosing. At this initial meeting, the Title IX Coordinator will:

a) Provide the complainant a copy of this Policy;
b) Provide the complainant with a Complaint Form, if necessary;
c) Provide a written explanation of the complainant's rights and options related to changes in academic, parking, and working arrangements;
d) Explain avenues for formal resolution and informal resolution of the complaint;
e) Explain the steps involved in an investigation;
f) Discuss confidentiality standards and concerns with the complainant;
g) Determine whether the complainant wishes to pursue a resolution (formal or informal) through the College or no resolution of any kind;
h) Refer the complainant to campus and community resources, including the local sexual assault crisis center, domestic violence crisis center, or other victim support service(s) that the College has entered into a memorandum of understanding with ;
i) Discuss with the complainant, as appropriate, possible interim measures that may be taken or provided when necessary during the pendency of the investigative and resolution processes;
j) Discuss the right to a fair and impartial resolution of the complaint;

[1] The College may request a meeting with a third party complainant, but it may not require his or her attendance.

k) Discuss the College's obligation to disclose information about the complaint, including personally identifiable information, to campus/local law enforcement or to the local Commonwealth's Attorney, or both, under certain conditions.

2. Respondent's Initial Meeting with the Assigned Title IX Coordinator.

As soon as is practicable, the Title IX Coordinator will schedule an initial meeting with the respondent. The respondent may be accompanied by an advisor of his or her choosing. During the initial meeting with the respondent, the Title IX Coordinator will:

a) Provide the respondent, in writing, sufficient information to allow him or her to respond to the substance of the allegation;
b) Provide the respondent a copy of this Policy;
c) Provide a written explanation of the respondent's rights and options related to changes in academic, parking, and working arrangements;
d) Explain the College's procedures for formal resolution and informal resolution of the complaint;
e) Explain the steps involved in an investigation;
f) Discuss confidentiality standards and concerns with the respondent;
g) Discuss non-retaliation requirements;
h) Inform the respondent of any interim measures that may be imposed on the respondent;
i) Refer the respondent to campus and community resources, as appropriate; and
j) Discuss with the respondent, as appropriate, possible interim measures that can be provided to the respondent during the pendency of the investigative and resolution processes;
k) Discuss the respondent's right to due process and a fair and impartial resolution of the complaint; and
l) If the respondent is a student and the complaint involves an alleged act of sexual violence, explain to the respondent that the College will include a notation on the academic transcript if the respondent is suspended or dismissed after being found responsible, or withdraws while under investigation, and that the investigation will continue in the respondent's absence while being afforded notice of the charges and an opportunity to respond to all of the evidence.

m)

3. Title IX Coordinator's Initial Determination.

a) The College shall conduct an investigation of the complaint unless (i) the complainant does not want the College to pursue the complaint and the Title IX Coordinator has determined that the College can honor the request; (ii) it is clear on its face and based on the Title IX Coordinator's initial meetings with the parties that no reasonable grounds exist for believing that the conduct at issue constitutes a violation of this Policy. The Title IX Coordinator will consider the following factors in determining whether it is reasonable to investigate the complaint: the source and nature of the information; the seriousness of the alleged incident; the specificity of the information; the objectivity and credibility of the source of the information; and whether the individuals allegedly subjected to the conduct can be identified.

b) In the event that the Title IX Coordinator determines that an investigation of the complaint should not be conducted, he or she will document (in consultation, as necessary, with the complainant, respondent, and other College officials) the appropriate resolution of the complaint and inform the parties of the same. The Title IX Coordinator shall provide specific and clear written reason(s) why an investigation should not be conducted. The Title IX Coordinator shall provide the determination that the College will not investigate the matter to the complainant and the respondent, concurrently, within five (5) workdays of the completion of the initial meetings. This decision is final.

4. Appointment of the Investigator and Conduct of the Investigation.

a) If the Title IX Coordinator determines that an investigation should be conducted, he or she will appoint an investigator within five (5) workdays of the completion of the initial meetings. The Title IX Coordinator will share his or her name and contact information with the complainant and respondent and will forward the complaint to the investigator. Within three (3) workdays of such appointment, the investigator, the complainant or the respondent may

identify to the Title IX Coordinator in writing any potential conflict of interest posed by assigning such investigator to the matter. The Title IX Coordinator will consider such statements and will assign a different individual as investigator if it is determined that a material conflict of interest exists.

b) The investigator will contact the complainant and respondent promptly. In most cases, this should occur within three (3) workdays from the date of the investigator's appointment or the conclusion of the informal resolution process, whichever is later. The investigator will schedule meetings with the parties. The parties may provide supporting documents, evidence, and recommendations of witnesses to be interviewed during the course of the investigation. Each party may have one advisor present during any meeting with the investigator; however, the advisor may not speak on the party's behalf.

c) In the conduct of the investigation, the investigator should weigh the credibility and demeanor of the complainant, respondent, and witnesses; the logic and consistency of the evidence, motives, and any corroborating evidence.

d) The investigation of any alleged violation of this Policy should be completed within 60 days of the filing of the complaint or the date on which the College becomes aware of the alleged violation, unless good cause exists to extend the timeframe. If more time is necessary, the parties will be notified in writing and given the reason for the delay and an estimated time of completion.

e) Both complainant and respondent will have the opportunity to review and respond to evidence obtained during the investigation. Each party also will have the opportunity to review and comment on the written investigative report within seven (7) workdays of receiving the report. The final written investigative report and the parties' responses thereto shall be part of the record.

f) The investigator will complete a written investigative report that includes summaries of all interviews conducted, photographs, descriptions of relevant evidence, the rationale for credibility determinations, summaries of relevant electronic records, and a detailed report of the events in question. The written investigative report shall include at minimum, the following information:

- The name and gender of the complainant and, if different, the name and gender of the person reporting the allegation;
- A statement of the allegation, a description of the incident(s), and the date(s) and time(s) (if known) of the alleged incident(s);
- The date that the complaint or other report was made;
- The date the respondent was interviewed;
- The names and gender of all persons alleged to have committed the alleged violation;
- The names and gender of all known witnesses to the alleged incident(s);
- The dates that any relevant documentary evidence (including cell phone and other records as appropriate) was obtained;
- Any written statements of the complainant or the alleged complainant if different from the complainant;
- The date on which the College deferred its investigation and disciplinary process because the complainant filed a law enforcement complaint and the date on which the College resumed its investigation and disciplinary process (if applicable); and
- The outcome of the investigation.

g) The investigator will forward the written investigative report to the Title IX Coordinator.

h) The withdrawal of a student from the College while under investigation for an alleged violation of this Policy involving an act of sexual violence shall not end the College's investigation and resolution of the complaint. The College shall continue the investigation as set forth under this Policy. The college shall notify the student in writing of the investigation and afford the student the opportunity to provide evidence to review and respond to all the evidence against the student, and to the written investigative report prior to making a final determination. The student also shall receive notice in writing of any hearing, including the day, time, and location. Upon the student's withdrawal, the College shall place a notation on the student's academic transcript that states, *"Withdrew while under investigation for a violation of LFCC's sexual misconduct policy."* After the College has completed its investigation and resolution of the complaint, the College shall either (1) remove the notation if the

student is found not responsible or (2) change the notation to *"Withdrew while under investigation and subsequently found responsible for a violation of LFCC's sexual misconduct policy."* Upon a final determination, the Title IX Coordinator immediately shall notify the registrar and direct that the appropriate notation is made.

S. Determination of Title IX Coordinator and Corrective Action Report.

1. The Title IX Coordinator will determine whether there is a preponderance of the evidence to find that the respondent violated this Policy as alleged. In most cases, this should occur within five (5) workdays of receiving the written investigative report from the investigator. The "preponderance of the evidence" standard requires that the weight of the evidence, in totality, supports a finding that it is more likely than not that the alleged violation occurred.

2. If the Title IX Coordinator finds that the evidence does not prove by a preponderance of the evidence that the respondent committed the alleged violation, the matter will be closed. The Title IX Coordinator will make the determination in writing and distribute the written investigative report with such finding to the complainant and the respondent concurrently. All parties to whom the written investigative report is distributed pursuant to this Policy should maintain it in confidence. Both the complainant and the respondent may appeal the finding under the procedure described below.

3. If the Title IX Coordinator finds by a preponderance of the evidence that a violation of this Policy did occur, the Title IX Coordinator will make the determination in writing and distribute the written investigative report with such finding to the complainant and the respondent concurrently. All parties to whom the written investigative report is distributed pursuant to this Policy should maintain it in confidence. Both the complainant and the respondent may appeal the finding under the procedure described below.

4. When the Title IX Coordinator finds that a violation has occurred, he or she also shall write a separate written corrective action report that will contain recommendations for steps that should be taken to prevent recurrence of any such violation and to remedy any discriminatory effects. If interim measures as described above have been taken, the written corrective action report shall include a recommendation regarding continuation, suspension or modification of any such interim measures. The Title IX Coordinator shall distribute the written corrective action report to the complainant and respondent concurrently. In most cases, the written corrective action report should be completed within five (5) workdays after the distribution of the written investigative report. The written investigative report and the corrective action report may be submitted concurrently. The Title IX Coordinator also shall provide the written investigative report and the written corrective action report to the appropriate College official, as described below.

5. If the respondent is a student, the Title IX Coordinator will forward the reports to the Judicial Officer, Dean of Students/Vice President for Student Affairs, or other appropriate official. Within ten (10) workdays, the Judicial Officer shall determine and impose appropriate sanctions, as described below. The respondent and the Title IX Coordinator shall receive written notification of sanction(s). When the respondent is a student, within five (5) workdays of receipt, the Title IX Coordinator may disclose to the complainant the sanctions imposed on the respondent that directly relate to the complainant as permitted by state and federal law, including the Federal Educational Rights and Privacy Act (FERPA) and the Virginia Freedom of Information Act, when such disclosure is necessary to ensure the safety of the complainant. The Title IX Coordinator also may disclose in writing to the complainant the final results of a disciplinary proceeding involving the respondent with regard to an alleged forcible or non-forcible sex offense, act of stalking, domestic violence or dating violence on the complainant, as permitted by state and federal law including FERPA and the Virginia Freedom of Information Act. The disclosure of final results must include only the name of the student, the violation committed, and any sanction imposed by the College against the student.

6. If the respondent is an employee, the Title IX Coordinator will forward the reports to the employee's supervisor, HR Director or other College official. Within ten (10) workdays, the supervisor and HR Director shall determine and impose appropriate sanctions, as described below. The respondent and the

Title IX Coordinator shall receive written notification of sanction(s).
7. If the respondent is a third party, the Title IX Coordinator will forward the reports to Vice President of Finance and Administrative Services, Police Chief, or other College official. Within ten (10) workdays, the Vice President, Police Chief, or other official shall determine and impose appropriate sanctions, as described below. The respondent and the Title IX Coordinator shall receive written notification of sanction(s). The Title IX Coordinator may disclose to the complainant information as described above.
8. The Title IX Coordinator will advise the respondent and the complainant of their right to appeal any finding or sanction in writing. The written notification also shall provide information on the appeals process. If the respondent does not contest the finding or recommended sanction(s), the respondent shall sign a statement acknowledging such. The signed statement shall be part of the record.

T. Informal Resolution.

1. After receiving a request from both parties to resolve the complaint with the informal resolution process, the Title IX Coordinator will appoint a College official to facilitate an effective and appropriate resolution. Within five (5) workdays of the appointment, the College official will request a written statement from the parties to be submitted within ten (10) workdays. Each party may request that witnesses are interviewed. Within ten (10) workdays of receiving the written statements, the College official will hold a meeting(s) with the parties and coordinate informal resolution measures. The College official shall document the meeting(s) in writing. Each party may have one advisor of his or her choosing during any meeting; however, the advisor may not speak on the party's behalf.
2. The informal resolution process should be complete within thirty (30) days in most cases, unless good cause exists to extend the timeframe. The parties will be notified in writing and given the reason for the delay and an estimated time of completion. Any party may request in writing that the informal resolution process be terminated at any time, in which case the formal resolution process will commence. In addition, any party can pursue formal resolution if he or she is dissatisfied with the proposed informal resolution.
3. Any resolution of a complaint through the informal process must address the concerns of the complainant and the responsibility of the College to address alleged violations of the Policy, while also respecting the due process rights of the respondent. Informal resolution remedies might include mandatory education, counseling, written counseling by an employee's supervisor, or other methods. The College official will provide the complainant and respondent with a copy of the final written report concurrently. The final written report shall include the nature of the complaint, a meeting(s) summary, the informal resolution remedies applied, and whether the complaint was resolved through the informal resolution process.
4. There is no right of appeal afforded to the complainant or the respondent following the informal resolution process.

U. Sanctions & Corrective Actions.

1. The College will take reasonable steps to prevent the recurrence of any violations of this Policy and to correct the discriminatory effects on the complainant (and others, if appropriate). Sanctions for a finding of responsibility depend upon the nature and gravity of the misconduct, any record of prior discipline for similar violations, or both.
2. The range of potential sanctions and corrective actions that may be imposed against a student includes but is not limited to the following: required discrimination or harassment education, a requirement not to repeat or continue the discriminatory, harassing, or retaliatory conduct, verbal or written warning, a no-contact order, written or verbal apology, verbal or written warning, probation, suspension, and dismissal from the College.
    a) If a student is found responsible for an act of sexual violence under this Policy and is suspended or dismissed, the student's academic transcript shall be noted as follows: *"Suspended/Dismissed for a violation of LFCC's sexual misconduct policy."* In the case of a suspension, the College shall remove such notation immediately following the

completion of the term of suspension and any conditions thereof, and when the student is considered to be in good standing. The student shall be considered to be in good standing for the purposes of this section following the completion of the term of suspension and satisfaction of all conditions thereof. Upon completion of the suspension, the Title IX Coordinator shall meet with the student to confirm completion of the conditions and upon such confirmation, direct the registrar to remove the notation form the student's academic transcript.

b) If a student withdraws from the College while under investigation involving an act of sexual violence under this Policy, the student's academic transcript shall be noted as follows: *"Withdrew while under investigation for a violation of LFCC's sexual misconduct policy."* Students are strongly encouraged not to withdraw and to participate in the investigation and resolution of the complaint.
c) The College shall immediately remove the notation from the student's academic transcript upon a subsequent finding that the student is not responsible for an offense of sexual violence under this Policy. Upon such finding, the Title IX Coordinator shall direct the registrar to remove the notation from the student's transcript.
d) Notations on academic transcripts regarding suspensions and dismissals shall be placed on the student's academic transcript after resolution of all appeals.

3. Sanctions for faculty and staff shall be determined in accordance with the VCCS Policy Manual and the Department of Human Resource Management Standards of Conduct, respectively. Possible sanctions and corrective actions include required discrimination or harassment education, informal or formal counseling, reassignment, demotion, suspension, non-reappointment, and termination from employment.
4. Third parties, e.g., contractors, will be prohibited from having access to the campus. Depending on the violation, this prohibition may be permanent or temporary.
5. Title IX Coordinator will determine the final accommodations to be provided to the complainant, if any.
6. Sanctions imposed do not take effect until the resolution of any timely appeal. However, sanctions may take effect immediately when the continued presence of an individual on campus may threaten the safety of an individual or the campus community, generally. Sanctions will continue in effect until such time as the appeal process is exhausted in such cases.

V. Appeals.

Either the complainant or the respondent has the opportunity to appeal the outcome of the written investigative report or the sanction(s) recommended. Appeals shall be conducted in accordance with the applicable grievance procedures described in the Student Handbook, VCCS Policy Manual, and the Grievance Procedure Manual of the Department of Human Resource Management. Third parties may request that the College reconsider its decision in writing to the Vice President of Finance and Administrative Services or designee.

1) Either the complainant or the respondent has the opportunity to appeal the outcome of the written investigative report or the sanctions(s) recommended. Individuals must submit a written request for appeal to the Vice President of Finance and Administrative Services or designee within ten (10) workdays of the outcome of the investigation or imposition of sanction(s), whichever is later. The appeal request must cite the reason(s) for the appeal and provide evidence to support those reason(s).
2) Appeals shall be granted for the following reasons only:
    - The investigator exhibited unfair bias which influenced the results of the investigation;
    - New evidence, unavailable at the time of the investigation that could substantially impact the investigator's finding. The appeal should explain why the evidence was unavailable previously and why such evidence may substantially impact the investigator's finding;
    - Error in the conduct of the investigation that is of such magnitude as to deny fundamental fairness;

- The sanction(s) are unjustified by the evidence and/or mitigating factors warrants a lesser sanction or aggravating factors warrants a greater sanction.

W. Academic Freedom and Free Speech.
1. This Policy does not allow censorship of constitutionally protected expression. As a "marketplace of ideas," the College encourages intellectual inquiry and recognizes that such inquiry may result in intellectual disagreements. Verbal or written communications constitute sexual harassment only when such communications are sufficiently severe, pervasive, and objectively offensive that they undermine and detract from an employee's work performance or a student's educational experience. Verbal or written communications, without accompanying unwanted sexual physical contact, is not sexual violence or sexual assault.
2. In addressing all complaints and reports of alleged violations of this Policy, the College will take all permissible actions to ensure the safety students and employees while complying with any and all applicable guidance regarding free speech rights of students and employees. This Policy does not apply to curriculum, curricular materials, or abridge the use of particular textbooks.

X. False Allegations.
Any individual who knowingly files a false complaint under this Policy, who knowingly provides false information to College officials, or who intentionally misleads College officials who are involved in the investigation or resolution of a complaint may be subject to disciplinary action, up to and including dismissal for students and termination of employment for faculty and staff. An allegation that cannot be proven by a preponderance of the evidence is not necessarily proof of knowingly filing a false complaint.

Y. Consensual Relationships.
Pursuant to VCCS Policy 3.14.2, consenting romantic and sexual relationships between college employees and students for whom the employee has a direct professional responsibility are prohibited. Consenting romantic or sexual relationships between employees where one employee has a direct professional responsibility also are prohibited. Consenting romantic or sexual relationships between other employees (not in a supervisory position), or with students for whom the employee does not have a direct professional responsibility, although not expressly forbidden, are unwise and are strongly discouraged. The relationship also may be viewed in different ways by each of the parties, particularly in retrospect. Furthermore, circumstances may change, and conduct that was previously welcome may become unwelcome.

Z. Record Keeping.
The Title IX Coordinator shall maintain, in a confidential manner, for at least seven (7) years, paper or electronic files of all complaints, witness statements, documentary evidence, written investigative reports, review committee records, written corrective action reports, sanctions, appeal hearings and associated documents, the responses taken by campus personnel for each complaint, including any interim and permanent steps taken with respect to the complainant and the respondent, and a narrative of all action taken to prevent recurrence of any harassing incident(s), including any written documentation.

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 or 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 required to display a Parking Permit on their vehicles parked on campus. Students may be fined for failure to display a Parking Permit, as a secondary offense if another violation is issued. Permits will be issued by Campus Police and Security upon payment of parking maintenance fees.

Parking Violations and Fines

1.	Parking in handicap space	$100
2.	Parking in fire lane	$100
3.	Parking along or adjacent to yellow curb	$25
4.	Parking on grass	$25
5.	Parking in reserved/restricted space	$25
6.	Failure to display parking permit (secondary offense)	$25
7.	Blocking vehicles	$25
8.	Improper parking	$25
9.	Blocking flow of traffic (with vehicle towed)	$25
10.	Tampering with wheel lock	$50
11.	Wheel lock removal fee	$50

Payments of Fines

1. Tickets must be paid within 30 days of issuance.
    a. Payments not made with 30 days will result in a hold being placed on the violator's account until the obligation is paid.
    b. Fines in excess of $200 and/or 4 unpaid violations will result in a wheel lock being attached to the vehicle until payment is made
2. Payment must be made to the Business Office.

Appeal Process

1. All appeals shall be made in writing to the College Chief of Police or designee within 7 business days of issuance. No appeal will be considered beyond 7 business days.
2. A formal response to the appeal will be made within 7 business days. All decisions on appeal are final.

Towed Vehicles

1. Vehicles may be towed, if blocking traffic, parked in a fire lane, handicap spaces, parked in the motorcycle lot after posted hours or whenever deemed necessary for the safe and orderly flow of traffic.
2. Lord Fairfax Community College is not responsible for fees or damage incurred during towing.

SMOKING POLICY

Smoking or use of any apparatus that emits smoke or is designed to simulate smoking or any other tobacco product 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

Posting Policy

All fliers, posters and other materials designed to help advertise, promote, sell, rent or otherwise spread information about an event or service that is being sponsored by an LFCC student club and organization

or a non LFCC entity must be approved by a full-time employee in the Student Life Office or designee. All materials presenting information directly related to LFCC instruction and business can receive permission for posting materials with their department leaders.

LFCC facilities may not be used for solicitation by individual contact to faculty , staff, or students by LFCC clubs and organizations, nonprofits, and for profit organizations.

In order to maintain the natural beauty of the campus and preclude a cluttered appearance of the buildings, the following actions are specifically prohibited:

- Posters, notices, announcements, or other materials attached to boards that belong to specific clubs or academic departments, interior and exterior walls, windows, bathroom stalls, doors, walks, light fixtures, stairways, the outside of buildings, trees, trash receptacles, shrubs, utility poles, or other non-designated areas on campus.
- Flyers or notices placed in or attached to automobiles on campus.
- Advertising the sale of alcoholic beverages, or any phrase or symbol that would lead the reader to believe that alcohol will be served or consumed is prohibited.
- Using duct tape, staples, pins, nails, etc. in non-standard posting locations and may result in damage billing.

Emergency Closing Alerts

For the latest emergency closing information, please sign up for LFCC Alert at http://alert.lfcc.edu. visit the College's website or call the emergency closing announcement telephone lines at 800-906-LFCC. 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 website or call the emergency closing announcement telephone line 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 and rentals are handled in the campus bookstore. The bookstore will gladly accept all returns and exchanges for items accompanied by a receipt A photo ID will be required for all returns and exchanges.

Textbook Returns Policy

- The last day for textbook returns with original receipt (this includes Financial Aid accounts) is the last drop to add 2nd 8-week classes per the college calendar or within 2 days of the purchase thereafter
- Textbooks purchased during the last week of classes or during final exams are not returnable
- Shrink-wrapped textbooks and/or access codes must be unopened, all enclosures (CDs, etc) must be included. Software include with the textbooks must be unopened. The bookstore buys textbooks every day at the current market prices-books may be worth more during finals. In some cases Buyback transactions may only occur after the Financials Aid period closes.
- No refunds will be given on non-returned text rental collection fees for a previous semester's books after the grace period has ended.
- If books were not returned from a previous semester and collection fees were not able to be collected from provided collateral, future rental participation will be suspended thereafter.

Non-Textbook Returns Policy

- Non-text items may be refunded or exchanged within 30 days of the sale with the original receipt if the merchandise is in saleable condition.

- Items such as electronics, CDs, DVDs and computer software must be unopened if returned.
- Computers, tablets and other hardware can be returned within 14 days of purchase if unopened and in original packing.
- Law & Nursing Reviews and Study Guides are not returnable.

- Final Sales Items include the following: Inkling digital textbooks, study guides, test prep book, bar charts, cliff notes, professional reference study aid, clearance items and magazines. All these items are not returnable/refundable.

Financial Aid Purchases

- Financial aid purchases are only possible with a valid student ID number and proper identification. All transactions require the original receipt.
- No cash refund will be given during the open financial aid period. Cash refunds on books purchased during the financial aid period will only be given after the institution issues refund checks.
- The College reserves the right to restrict or limit purchases of certain items or to restrict students from using financial aid in cases of suspected fraud or misuse of funds.
- All refunds of text materials must be done prior to dropping classes to ensure proper credit to the financial aid account. If you drop your classes first, you will not be able to return your books.
- If you modify any settings within the student information system within 24 hours prior to purchasing your books, to include adding or dropping classes, the bookstore is unable to utilize your financial aid.

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. To see a list of active clubs and organizations at LFCC, please visit 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, contact studentlife@lfcc.edu.

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 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, equipment 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 student activities specialist, SGA, coordinator of student life 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. Student activity specialists and the coordinator of student life will review organization eligibility annually. Student organizations may apply for funding through the Office of Student Life. 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 Office of Student Life 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 written justification and oral presentation at a SGA meeting that supports 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 specialist and the Student Government Association will hear budget requests at each public SGA meeting. A representative of the club or organization should be present to field any questions and discuss the club's request. 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 coordinator of student life. The appeal must be submitted in writing within five business days of the funding allocation decision The coordinator of student life may request that the SGA reconsider the request and any additional information provided, or may decide to grant the appeal decision without further SGA 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 student activities specialist.

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.