2008-09
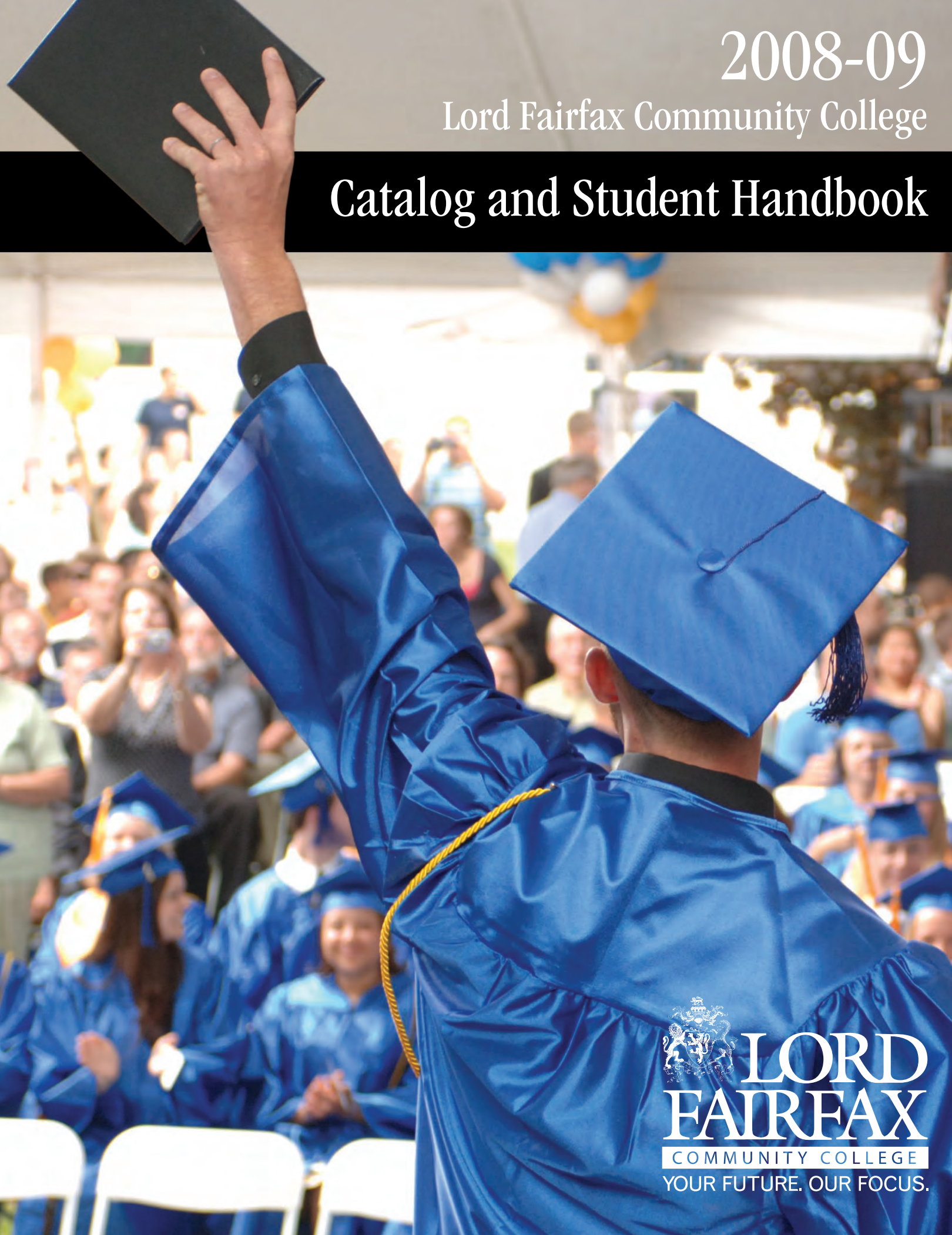
Lord Fairfax Community College

Catalog and Student Handbook

LORD FAIRFAX
COMMUNITY COLLEGE
YOUR FUTURE. OUR FOCUS.

LFCC Catalog and Student Handbook

Middletown Campus	**Fauquier Campus**	**Luray-Page County Center**
173 Skirmisher Lane	6480 College Street	334 North Hawksbill Street
Middletown, Virginia 22645	Warrenton, Virginia 20187	Luray, Virginia 22835
540-868-7000	540-351-1505	540-843-0722
540-868-7100 (Fax)	540-351-1540 (Fax)	540-843-0322 (Fax)

Toll Free: 1-800-906-LFCC   **TTY 711** (*Virginia Relay)*
Web site: http://www.lfcc.edu

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

Table of Contents

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 October 18, 2007.
Lord Fairfax Community College ● http://www.lfcc.edu

Letter from the President

Welcome to Lord Fairfax Community College (LFCC), where your future is our focus! Whether your plan is to obtain a career certificate or degree, transfer to a four-year institution or enhance your professional skills, LFCC is ready to help you reach your goals and prepare you for your future.

At LFCC, you will meet many individuals who will impact your life, from inspiring instructors to caring staff, from dedicated administrators to helpful classmates. All of these individuals are committed to guiding, informing and supporting you throughout your experience at any of LFCC's three locations—the Fauquier and Middletown Campuses and the Luray-Page County Center.

LFCC instructors are experts in their fields, providing you with the knowledge and skills you need to succeed in your chosen profession. In addition to practical instruction, they will also help you develop critical thinking and problem-solving skills, which will enhance your job marketability and your life.

In addition to credit courses, LFCC offers a large number of professional development courses taught by industry professionals. These short courses provide individuals with the training they need to be successful in the workforce.

Outside of the classroom, you can enhance your learning experience by participating in extracurricular activities for all ages, including athletic and service-oriented activities, club and student organizations and student events and academic seminars. LFCC also offers many opportunities for student leadership development on campus.

If your goal is to pursue additional training after graduating from LFCC, the College has developed partnerships with many private and public four-year institutions to assist with a seamless transfer process. In fact, many of our transfer students complete their bachelor's, master's and doctoral degrees at the Fauquier or Middletown Campuses through Old Dominion University's distance learning program.

Congratulations on choosing LFCC—an institution that values learning, high performance, integrity, positive spirit and diversity—for your education and training experience. I hope to meet you in the hallways, talk with you at student events and hand you your diploma at graduation!
.

John J. "Ski" Sygielski
President
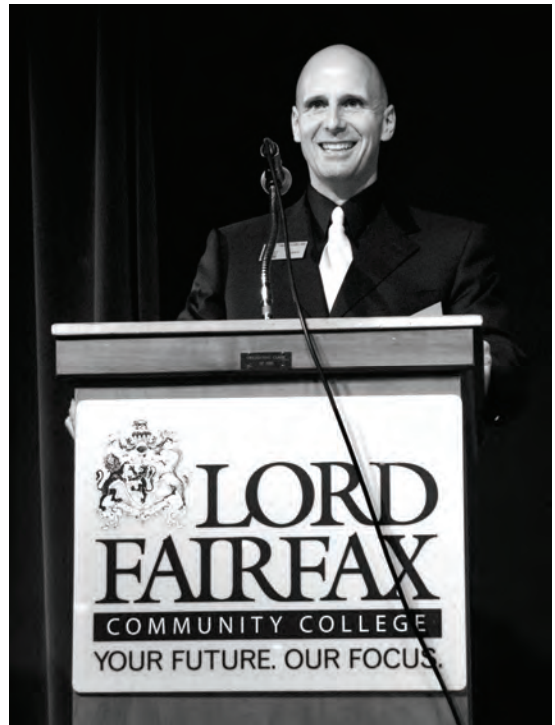
Summer Term 2008
10-Week Session

Classes Begin .... May 23
Holiday (College Closed) ....May 26; July 4
Classes End ....Aug. 4

Five-Week Sessions

First Five-Week Session
Classes Begin .... May 23
Classes End .... June 26
Second Five-Week Session
Classes Begin ....July 1
Classes End ....Aug. 2
Final Examinations Conducted During Last Scheduled Class Meeting for All Summer Sessions

Fall Semester 2008
16-Week Session

Classes Begin ....Aug. 23
Holiday: Labor Day (College Closed) ....Sept. 1
Holidays: Thanksgiving (College Closed)... Nov. 27-30
Classes End .... Dec. 12
Final Examinations ....Dec. 13-18
Inclement Weather Make-up Days ....Dec. 19-23
Holidays (College Closed)...Dec. 25-Jan. 1

Eight-Week Sessions

First Eight-Week Session
Classes Begin ....Aug. 23
Classes End ....Oct. 17
Second Eight-Week Session
Classes Begin ....Oct. 20
Classes End .... Dec. 18
Final Examinations Conducted During Last Scheduled Class Meeting

Spring Semester 2009
16-Week Session

Classes Begin .... Jan. 10
Spring Break (may be used for Inclement Weather make-up days) ....March 16-22
Holiday: Martin Luther King Jr. Holiday Observed (College Closed)....................................March 20
Classes End .... May 1
Final Examinations ....May 2-8
Commencements ....Middletown Campus
May 14, 2009 at 6 p.m.
Fauquier Campus
May 15, 2009 at 10:30 a.m.

Eight-Week Sessions

First Eight-Week Session

Classes Begin .... Jan. 5

Classes End .... May 1

Second Eight-Week Session

Classes Begin .... March 7

Classes End .... May 8

Final Examinations Conducted During Last Scheduled Class Meeting

General Information

History of the College

LFCC is located in an historic cultural area of Virginia. The College was named for Thomas 6th Lord Fairfax who in 1747 established his residence, Greenway Court, at nearby White Post. For 34 years, Lord Fairfax managed his vast property of more than five million acres that extended from Virginia's Northern Neck to Fort Duquesne, now Pittsburgh.

Born at Leeds Castle in 1693, Lord Fairfax graduated from Oxford College and first came to America in 1735 to inspect his inheritance from his grandfather, Lord Culpeper. The Fairfax landholdings included thousands of acres in the Shenandoah Valley encompassing the present counties of Clarke, Frederick, Page, Shenandoah and Warren, as well as a substantial portion of West Virginia.

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

LFCC opened its doors in September 1970 to 577 students. Two years later in June 1972, the College held its first Commencement ceremony at which 92 students received degrees. The College received accreditation from the Southern Association of Community and Junior Colleges on Dec. 18, 1972.

The first College president, William H. McCoy, facilitated the opening of the College and remained in this position until 1987. Marilyn C. Beck became the second president of LFCC in 1988 and served until 2003. John J. "Ski" Sygielski became the College's third president in August 2003 and oversees the administration of the educational needs of over 7,500 unduplicated credit students and over 8,000 open enrollment and contract course students annually.

Background

LFCC is a comprehensive, nonresidential, two-year public institution of higher education that is part of a statewide system of 23 community colleges. LFCC serves the counties of Clarke, Fauquier, Frederick, Page, Rappahannock, Shenandoah and Warren, and the city of Winchester.

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
Lord Fairfax Community College (LFCC) is a comprehensive, open-access institution and one of 23 community colleges that make up the Virginia Community College System. Serving a growing and diverse eight-locality region in northwestern Virginia, we promote excellence in teaching and learning as the means to advance the development of students. The College is dedicated to creating a positive,

supportive, learning-centered environment for all students, employees and community members. We are committed as well to strengthening the educational, economic and cultural life of our diverse community. Through our commitment, we provide accessible, flexible, high-quality and cost-effective educational and workforce training programs that prepare students for further education, job advancement, meaningful careers, life-long learning and personal fulfillment.

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

Values
LFCC embraces the following core values:

Learning
We foster an environment that ignites and sustains a passion for lifelong learning.
High Performance
We are focused, responsive, collaborative and accountable.
Integrity
We exemplify honesty, character and respect for our communities.
Positive Spirit
We value creativity, enthusiasm and a "can-do" attitude.
Diversity
We honor the uniqueness of individuals and communities.

Goals

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

Approval and Accreditation

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

Nursing programs are approved by the Virginia Board of Nursing.

Locations and Facilities

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

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

On Oct. 22, 1999, the College community celebrated the dedication of the new campus building, located on U.S. Route 29, just south of Warrenton. The Wolk Hall classroom and administrative building is named for Paul and Sheila Wolk, whose generosity to LFCC has made quality educational opportunities available to many students on both campuses.

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

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 Kummli 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.

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

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

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

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

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

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

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

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

Programs

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

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

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

Occupational-Technical Education

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

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

College Transfer-University Parallel Education

The college transfer-university parallel program focuses on college freshmen and sophomore courses in arts and sciences and preprofessional programs. After completing the first two years at LFCC, students are able to transfer to a four-year college or university and enter a bachelor's degree program. To ease the transfer process, students are urged to work with an LFCC advisor and maintain contact with four-year college representatives before selecting courses. Admission and graduation requirements vary widely and sometimes change over time.

LFCC offers the following five degrees and three specializations that lead to an associate of arts and sciences degree.

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

Workforce Solutions

LFCC's Office of Workforce Solutions and Continuing Education *(formerly known as the Office of Workforce Services and Continuing Education)* works with approximately 75 instructors to provide professional development and credit courses to individuals and businesses in an effort to meet the needs of the community. The professional development programs within the Office of Workforce Solutions and Continuing Education that help individuals and businesses to continue general education interests and/or update their knowledge and skills include:

- Apprenticeship course work
- Business and industry educational partnerships
- Command Spanish®
- Credit certificate programs
- Occupational-technical offerings:
    - Administrative professional development
    - ASE brakes and painting
    - AutoCAD
    - Basic contractor licensing

- · Computer training certification
- · Construction
- · Customer service
- · Government Academy
- · Human resources
- · Leadership
- · Medical billing/coding
- · OSHA
- · Payroll
- · Process improvement
- · Security training
- · ServSafe food certification
- · Supervision
- · Technical training
- · Viticulture and enology
- · Warehousing and purchasing
- Small business assistance
- Work Keys profiles and assessment
- Workshops, seminars, cultural events, public lectures, forums, conferences and meetings

Special Training Programs
LFCC, in cooperation with the Special Training Division of the Virginia Department of Economic Development, provides instruction for new and expanding industries.

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

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

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

<u>LFCC Educational Foundation Inc.</u>

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 generate and manage private support for unfunded projects that support the College's mission.

Goals of the Foundation
The LFCC Educational Foundation Inc. is an independent, not-for-profit entity dedicated to assisting the College in meeting its current and future needs by:

- securing private and public funds for student scholarships, employee professional development, program development and capital projects
- enhancing community awareness of the College and Foundation
- strengthening partnerships between the College and state and local communities and businesses
- providing prudent fiscal management of funds and equipment contributed to the Foundation

Vision of the Foundation
By 2010, the Lord Fairfax Community College Educational Foundation Inc. will increase its revenue by 5 percent and increase Board involvement.

Administrative Information

Admission Requirements

General Admission to the College

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

All students must submit a completed application to the Admissions and Records Office using the online application available at http://apply.vccs.edu or the printed application available at the Admissions and Records Offices of the College. The applicant's Social Security number is required to receive all 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 admission if the College determines that the applicant is a threat or a potential danger to the college community or if such refusal is considered to be in the best interest of the College. Students whose admission is revoked after enrollment must be given due process.

After being admitted to LFCC, new students must complete placement testing in English, reading and math. First-time students registering for classes are encouraged to attend a new student orientation (NSO) session. Those students wishing to pursue degrees at LFCC are required to attend an NSO which provides students the opportunity to:

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

Please direct all inquiries concerning admission requirements to:

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

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

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

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

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

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

<u>Special Admission Enrollment</u>

Dual Enrollment
Students who are juniors and seniors and who have completed an application for admission to the College, taken College placement tests or have the appropriate SAT waiver and have completed the appropriate paperwork that includes signatures of parents and school officials are eligible to participate in LFCC's Dual Enrollment Program. Students can dual enroll in courses taught in their high school by college-credentialed faculty or may choose to come to one of LFCC's campuses or satellite sites to take courses. The College grants semester hour credit for successfully completed courses and the credit may count toward high school graduation requirements.

Students interested in dual enrollment should contact their high school guidance counselor. The High School Outreach Office can provide more information about dual enrollment procedures and course offerings. LFCC works in cooperation with all area public high schools and some private high schools in the region to provide dual enrollment opportunities.

Admission Policy for International Students

LFCC is authorized by the United States Immigration and Naturalization Service (INS) to enroll nonimmigrant international students. It is the policy of the College to admit qualified international students already residing in the service area. If an applicant requires a student visa status (F1), the prerequisites listed below must be met to issue a certificate of eligibility for student visa status (I-20 form).

An applicant must:
- be in the United States at the time of application to the College
- submit documentation of eligibility for admission, including the following items:
  a) the equivalent of an American high school diploma
  b) official transcripts and records of previous educational experiences translated into English and certified by the institution attended
  c) verification of financial support
  d) an "official" TOEFL score of at least 500 (173 on computerized version)
  e) documentation of possessing, or be in the process of obtaining, personal health insurance coverage for the period of time the applicant expects to be enrolled at the College

Students who are I-20 applicants must ensure that all required documents and test scores arrive at least 60 days prior to the beginning of classes for the semester. A form I-20 is issued when:
- the required documentation is received
- the student is admitted for full-time enrollment
- the student is placed in a degree program

If an individual already has F-1 status but wishes to transfer to LFCC, the applicant must first complete one satisfactory term at the school issuing the I-20. If individuals hold another type of visa, or need further information about student visas, they should contact the Admissions and Records Office.

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

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 earned at a postsecondary institution that holds regional accreditation. Transfer credit must be similar in content, credit, and learning outcomes to the counterpart courses at LFCC. The student must have been in good standing and only courses with a grade of C or better are considered for transfer credit. Transfer credit does not guarantee curricular substitution of specific course requirements. Requests for evaluation of transfer credit must be submitted to the Admissions and Records Office. Students are urged to meet with a counselor or faculty advisor to determine specific course requirements.

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

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

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

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

Transfer Credit for Certified Professional Secretaries
LFCC awards transfer credit to persons who have successfully completed the certified professional secretary examination (CPS), upon certification of completion of the exam. Those interested should contact the Admissions and Records Office.

Alternative Forms of Credit

Advanced Placement (AP) Program
LFCC awards credit for completion of selected AP examinations on which a score of three, four or five is attained. To receive credit, students must:
- be admitted to the College
- be admitted to a program
- submit an official AP score report from the Educational Testing Service (ETS)
- submit a signed request to be awarded credit

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

College Level Examination Program (CLEP)
The College recognizes most CLEP general and subject examinations. College policy is periodically reviewed; therefore, students should request current information from counselors and faculty. Students should also consult colleges and universities where they plan to transfer.

The College's testing center is an open CLEP center, providing convenient test administration to students of LFCC and other colleges.

Defense Activity for Nontraditional Education Support (DANTES)
The College recognizes some DSSTS (DANTES subject standardized tests). College policy is periodically reviewed; therefore, students can obtain current information from counselors and faculty. Students should also consult colleges and universities where they plan to transfer.

The College's testing center is an open DANTES test center, providing convenient test administration to students of LFCC and other colleges.

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

Credit by Examination (CBE)
The College provides a means to earn credit by examination for some courses. Students whose previous educational studies, training programs or work experience may entitle them to an adjustment in the course requirements for a particular curriculum should contact the course professor to determine whether a course is available for CBE.

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

<u>Expenses</u>

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.

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

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

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).

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

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 $1.15 per credit hour is charged to all students taking on-campus classes. Student activity fees fund various student activities and events throughout the school year. This fee is subject to change.

Parking Facilities Maintenance Fee
The College charges a parking maintenance fee of $14 per semester to maintain and repair existing parking facilities and construct new parking facilities. Parking maintenance includes parking lot paving, painting, lighting repairs, security and other associated costs. A parking facilities maintenance fee will be charged to all on-campus students. The parking fee is subject to change.

Technology Fee
A technology fee of $3.50 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.

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

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

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

Administration and Collection Charges
Past due accounts are charged a one percent per month, 12 percent per year, administrative and collection fee. The College utilizes a collection agency to assist in the collection of past due amounts. Costs of all collection efforts are passed to the debtor. Past due accounts sent to a collection agency are

assessed an additional collection charge, usually 25 percent. This charge is calculated to provide the normal collection fee to the collection agency and to provide the full amount due the College.

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

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

Refunds

Students are eligible for a refund for the credit hours dropped during the add/drop period of the standard or nonstandard session of the course(s). The refund will be at the per-credit rate, but no refund will exceed the student's tuition charges. A refund is given for the difference between:
- the student's tuition charges and
- revised tuition charges using the per-credit rate calculated from the number of credit hours for which the student remains enrolled.

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

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

Academic Information

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

Attendance
Attendance regulations limit class absences. Students are expected to attend all of their regularly scheduled classes. Faculty is responsible for attendance records and all matters related to attendance in his/her classes.

No Show Policy
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.

Students who enroll in a course but do not attend a minimum of one class meeting or the distance learning equivalent by the census date will be administratively deleted from the course by the College.

Change of Registration (dropping, adding and withdrawing from courses)
Students must follow established procedures for making any changes in their courses after registration. Failure to do so could place their academic records in jeopardy.

Adding Courses
Students are allowed to register late or add courses only through the end of the published dates.

An exception occurs when a student enrolled in a math course is recommended by that math faculty member to:
- add developmental math
- drop the credit math and add developmental math or
- change to a higher or lower level math course.

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

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

Withdrawal (from a course or the College)
A withdrawal from a course is required after the published last date to drop the course with refund. An enrollment request form requesting the withdrawal must be completed and signed by the student. The course professor's signature, or appropriate dean when the professor is not available, is required to withdraw from a course(s). If a student chooses to withdraw from all courses, a counselor's signature is required. Students must not rely on a verbal statement as evidence of withdrawal. The withdrawal request becomes effective the date received in the Admissions and Records Office and must be processed before the published last date to withdraw for the course.

As described above, a student may withdraw from a course without academic penalty through the published withdrawal date for the course, a period equivalent to the first 60 percent of a term (session) and receive a grade of W. After that time, the student receives a grade of F.

An exception can be considered when the following two conditions exist:
- there are serious mitigating circumstances such as medical emergencies or other extreme conditions (as determined by the College)
- the student is passing at the time of the effective date of withdrawal

The mitigating circumstances must be documented by the student and presented with the request to withdraw. If approved, the student may receive a grade of W. A copy of the documentation will be filed in the Admissions and Records Office and retained according to records retention policy.

*Financial aid students are strongly advised to meet with a financial aid officer prior to requesting a withdrawal.

Cancellation of a Course/Section by the College
A student must contact the Admissions and Records Office to receive a refund and/or add another course to replace the cancelled section.

Academic Warning
Any student who fails to make a GPA of 2.0 or higher for any one semester, or who fails any course, receives the statement "academic warning" on the respective semester academic record.

Academic Probation
Any student who fails to maintain a cumulative GPA of 1.5 is placed on academic probation. The statement, "academic probation," is placed on the student's academic record. A student on academic probation is required to consult with a faculty advisor or counselor and may be required to take less than the normal academic load in the next semester of attendance. Students are placed on probation only after they have attempted 12 semester credit hours. A person on probation is ineligible for appointed or elective office in student organizations, unless the vice president of student success, or designee, grants special permission.

Academic Suspension
Any student on academic probation who fails to attain a semester GPA of 1.5 for the next semester in attendance is subject to academic suspension. Academic suspension normally lasts one semester unless the student reapplies and is accepted for readmission to another curriculum of the College. The statement "academic suspension" is placed on the student's academic record. A student who has been informed of the academic suspension may submit an appeal in writing to the chair of the admissions and retention committee 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.

A student who is reinstated to the College after having been academically suspended must achieve a semester GPA of 2.0 or better for the semester of reinstatement or be academically dismissed.

Academic Dismissal
A student on academic suspension who does not maintain at least a 2.0 GPA for the semester of reinstatement will be academically dismissed. A student on academic suspension who achieves a 2.0 GPA for the semester of reinstatement must maintain at least a 1.5 GPA in each subsequent semester of attendance. A student remains on probation until the cumulative GPA is raised to a minimum of 1.5. Failure to attain a 1.5 GPA in each subsequent semester until the cumulative GPA reaches 1.5 results in academic dismissal.

Academic dismissal normally is permanent unless, with good cause, the student reapplies and is accepted under special consideration by the admissions and retention committee of the College. The statement "academic dismissal" is placed on the student's academic record.

Examinations
All students are expected to take their examinations at regularly scheduled times. No exceptions will be made without the permission of the vice president of learning or another appropriate academic administrator and the instructor of the course.

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

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

Repeating a Course
Any attempted course that is a repeat of a course previously attempted under the semester system is used in the calculation of the cumulative GPA. The previous semester system 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 academic officer, or designee. This policy does not apply to general usage courses numbered in the 90s, 95s, 96s, 97s, 98s or 99s.

Classification of Students

Student classification categories:
Curricular students: Students who have a high school diploma, GED, or its equivalent, or are otherwise determined qualified for admission are designated curricular students. Student information system files must contain all of the information required for general admission to the College as curricular students, and students must have formally requested and been admitted to one of the curricula of the College.
Noncurricular student: A student who has not been formally admitted to one of the curricula of the College.
Full-time student: A student enrolled for 12 or more credits in a term.
Part-time student: A student enrolled for fewer than 12 credits in a term.

Freshman: A student is classified as a freshman until 30 semester credits have been completed.
Sophomore: A student is considered a sophomore after successfully completing 30 semester credits.

Credits

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

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. Grades of W and X are final grades carrying no credit. 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 Poor 1 grade point per credit
F Failure 0 grade points per credit
I Incomplete No credit, used for verifiable, unavoidable reasons.

Requirements for satisfactory completion are established through student/faculty consultation. Courses for which the grade of I (incomplete) is awarded must be completed by the end of the subsequent semester or another grade (A, B, C, D, F, W, P, R, S and U) is awarded by the instructor based upon completed course work. In the case of I grades earned at the end of the spring semester, students have through the end of the following fall semester to complete the requirements. In exceptional cases, extensions of time needed to complete course work for I grades may be granted beyond the subsequent semester, with the written approval of the vice president of learning.

An I grade can change to a W grade only under documented mitigating circumstances. The vice president of learning must approve the grade change. A copy of this documentation is filed in the Admissions and Records Office and retained according to records retention policy. The student is responsible for initiating the removal of the incomplete. If the College does not employ the faculty member who assigned the incomplete during the semester following its issuance, the appropriate dean must be contacted.

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

R Re-enroll
No credit. Student must re-enroll in the course in order to complete the course objectives.

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

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

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

X   Audit
(D)   Academic Renewal
(F)   Academic Renewal
No credit.

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

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

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

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

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

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

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

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

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.

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.

Graduation

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

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

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

Graduation Honors
A student who has fulfilled the applicable program of study requirements is eligible for graduation honors. Appropriate honors based upon scholastic achievements are recorded on the student's permanent record as follows:
Cumulative GPA Honor
3.2 Cum laude (with honor)
3.5 Magna cum laude (with high honor)
3.8 Summa cum laude (with highest honor)

Degrees and Certificates

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

- The associate of arts and sciences degree (AA&S) is awarded to students majoring in the liberal arts and specialized curricula such as business administration, pre-teacher education, and other professional programs 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 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 course and credit-hour requirements of the degree curriculum with at least 25 percent of the credit semester hours acquired at the College
2. be certified by the appropriate College official for graduation
3. earn a GPA of at least 2.0 in all applicable studies attempted toward graduation in his or her curriculum
4. file an application for graduation in the Admissions and Records Office
5. resolve all financial obligations to the College and return all library and College materials
6. take the exiting student core competency test the semester of graduation.

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

1. fulfill all course and credit-hour requirements of the certificate curriculum as specified in the College catalog with a minimum of 25 percent of the credits acquired at the College
2. be certified for graduation by the appropriate College official
3. earn a GPA of at least 2.0 in all applicable courses attempted toward graduation in his or her curriculum
4. file an application for graduation in the Admissions and Records Office
5. resolve all financial obligations to the College and return all library and other College materials.

Special Academic Policies

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 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 must do so by the last date to be eligible for a refund for the course. Changes from credit to audit must be made by the official last day for students to withdraw from a course without penalty.

Waiver of Requirements

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

Transfer between Curricula

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

<u>Other Administrative Information and Policies</u>

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.

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

Student Directory Information
As provided for by FERPA, the College may disclose "directory information" relating to students as follows:
1. Name
2. Address
3. E-mail address
4. Telephone listing
5. Date and place of birth
6. Major field of study
7. Dates of attendance
8. Grade level
9. Number of credit hours
10. Degrees, honors and awards received
11. The most recent previous educational agency or institution attended
12. Participation in officially recognized activities
13. Weight and height of members of athletic teams

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

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

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

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

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

Student Conduct—Discipline
Each College student is considered a responsible adult who maintains appropriate standards of conduct. Failure to meet standards of conduct acceptable to the College may result in disciplinary probation or dismissal, depending upon the nature of the offense.

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

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

Student Grievance Procedure
A student dissatisfied with any aspect of the College should direct correspondence to the vice president of student success. Students dissatisfied with a grade should follow procedures outlined in the grade appeal policy located in the LFCC catalog. Concerns regarding discipline or sexual harassment should be reported as described in the College catalog and student handbook. This publication is available in the Office of Student Success and at http://www.lfcc.edu. Procedures for other student grievances are provided at http://www.lfcc.edu/grievance.

Student Success Services

Educational Support

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

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

Placement Testing
Full- and part-time students registering for classes requiring specific skill levels in writing, mathematics or reading must take appropriate placement tests or the identified prerequisite college course. If placement test scores indicate a need for developmental education, this course work must be satisfactorily completed before enrollment in the college-level course. A student who presents SAT scores of at least 500 verbal and 500 math, from testing within the last five years, is not required to take placement tests and may register for college-level courses. SAT scores must be forwarded directly from the College Board to the College's testing center (173 Skirmisher Lane, Middletown, VA 22645 or 6480 College Street, Warrenton, VA 20187).

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

At LFCC, academic advising is a comprehensive and interactive process that utilizes both educational counseling and program planning.
- Educational counseling is provided by a staff of trained counselors and academic advisors to assist students in clarifying their life, educational and career goals.
- Program planning is then provided by faculty advisors to assist students in the development and implementation of an educational plan and course of action.

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

College Success Skills
Students are encouraged to enroll in a College Success Skills class (SDV 100 or equivalent) within the first 12 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.

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

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

TRIO Student Support Services Program
TRIO provides academic and personal support services to eligible students to assist them in successfully completing their programs of study and achieving their personal and career goals. The program offers a wide variety of services and activities—including academic advising, career counseling, tutoring, mentoring, transfer assistance and social/cultural activities—designed to meet the individual needs of each student. Students may qualify by demonstrating an academic need and by meeting one or more of the following criteria:

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

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

Career Services

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

Financial Assistance

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

How to Apply For Federal and State Financial Assistance
Students applying for aid must complete the Free Application for Federal Student Aid (FAFSA). There are two ways this form can be submitted. This form can be mailed and takes four to six weeks to process. Electronically submitted, the application takes one to three weeks to process.

The Web address for electronic filing is http://www.fafsa.ed.gov. Electronic processing is expedited by requesting a Personal Identification Number (PIN) at http://www.pin.ed.gov. The PIN number will serve as the electronic signature and should be requested by both the student and when applicable, the parent. The school code for LFCC is 008659. The student and the student's listed colleges receive a student aid report (SAR) from the Central Processing Service. No determination of eligibility can be made until the College receives a valid SAR and all requested documentation. Applicants may be required to provide additional information. Applications should be submitted as soon as possible after Jan. 1 of each year. The priority application deadline is June 15. Applications and information concerning financial assistance at LFCC are available in the Financial Aid Office or on the College's Web site at http://www.lfcc.edu/FinAid/Index.shtm.

Satisfactory Academic Progress for Financial Aid Recipients
To be eligible to receive financial aid or scholarships at Lord Fairfax Community College, students are required to make satisfactory progress towards successful completion of the program of study to which they have been admitted.

Minimum Qualitative Progress Standard
Students must maintain a minimum grade point average (GPA) of 2.0 after they have attempted 12 credit hours. Some scholarships may have stricter GPA requirements.

Maximum Financial Aid Credit Hours Eligibility
Once a student has exceeded 150 percent of coursework for his/her individual degree/certificate program, their eligibility for aid at LFCC will be exhausted. Changes of curriculums do not constitute extended time limits for eligibility. Per Federal Regulations, all enrollments at LFCC will be considered whether or not aid was awarded or received.

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

Reinstatement and Appeals
Students may appeal the loss of their aid, in writing, to the Financial Aid Office. Only appeals that document mitigating circumstances will be considered.

Return of Title IV Funds (PELL, FSEOG)
The Financial Aid Office is required by federal statute to recalculate federal financial aid eligibility for students who withdraw, drop out, are dismissed, or take a leave of absence prior to completing 60 percent of a payment period or term. The federal Title IV financial aid programs must be recalculated in these situations.

If a student leaves the institution prior to completing 60 percent of a payment period or term, the financial aid office recalculates eligibility for Title IV funds. Recalculation is based on the percentage of earned aid using the following Federal Return of Title IV funds formula:

- Percentage of payment period or term completed = the number of days completed up to the withdrawal date divided by the total days in the payment period or term. (Any break of five days or more is not counted as part of the days in the term.) This percentage is also the percentage of earned aid.

Funds are returned to the appropriate federal program based on the percentage of unearned aid using the following formula:

- Aid to be returned = (100 percent of the aid that could be disbursed minus the percentage of earned aid) multiplied by the total amount of aid that could have been disbursed during the payment period or term.

If a student earned less aid than was disbursed, the institution would be required to return a portion of the funds and the student would be required to return a portion of the funds. Keep in mind that when Title IV funds are returned, the student may owe a debt to the institution.

If a student earned more aid than was disbursed to him/her, the institution would owe the student a post-withdrawal disbursement which must be paid within 120 days of the student's withdrawal.

The institution must return the amount of Title IV funds for which it is responsible no later than 30 days after the date of the determination of the date of the student's withdrawal.

Refunds are allocated in the following order:

- Federal Pell Grants for which a return of funds is required
- Federal Academic Competitiveness Grant
- Federal Supplemental Opportunity Grants for which a return of funds is required
- Other assistance under this Title for which a return of funds is required (e.g., LEAP)

Need-Based Programs of Assistance

Federal Pell Grant
The Federal Pell Grant is an entitlement program based on financial need. It is the foundation of all assistance programs and all students are encouraged to apply.

Federal Supplemental Educational Opportunity Grant (FSEOG)
The FSEOG is a program awarded to Pell eligible students demonstrating the most need and based on federal guidelines. Funds for FSEOG are limited and awarded on an annual basis.

Federal Academic Competitiveness Grant (ACG)
This is a federal grant which provides funds to first-year students who have completed high school on or after Jan. 1, 2005. All Academic Competitiveness Grant students must have completed a rigorous high school program of study as designated by their state and second-year students must have at least a 3.0

GPA from their first year in college. Students must be a U.S. Citizen and be enrolled full-time (12 or more credits). All recipients must be receiving the Pell grant.

Federal Work-Study (FWS)
This program for financial aid eligible students provides part-time employment for students who are enrolled in at least six credits. Student class schedules, curriculum and job skills are considered in assigning positions. Applications for this program are available in the Financial Aid Office or by e-mailing finaid@lfcc.edu.

College Scholarship Assistance Program (CSAP)
This program, administered by the State Council of Higher Education for Virginia, is reserved for legal Virginia residents with demonstrated need. Preference is given to full-time students. Funds are limited and awarded annually.

Commonwealth Award (COMA)
This state-funded program is for legal residents of Virginia in need of financial assistance. This grant assists students who are enrolled in six or more credit hours with tuition and fees. Funds are limited and awarded on an annual basis.

Virginia Guaranteed Assistance Program (VGAP)
Full-time Virginia domiciled dependent students who graduated from a Virginia high school with at least a 2.5 GPA may apply for this state grant program. Students must be first-time freshmen, must demonstrate financial need, and may qualify for renewal awards up to three additional years. VGAP provides financial assistance for tuition and books. Interested students should send their high school transcripts to the Financial Aid Office with a note indicating their interest.

Part-time Tuition Assistance Program (PTAP)
This state-funded tuition grant is for Virginia residents who enroll for one to six credits who demonstrate financial need. Funding is limited and awarded early each year.

Merit Based Programs of Assistance

LFCC Local Board Scholarship Program
Scholarships are sufficient to cover tuition for up to 12 credit hours for the fall and spring semesters.

Principal's Scholarships
One scholarship is named in honor of the principal at each high school. This scholarship recognizes high academic achievers who will attend LFCC. Each high school selects the recipient. Scholarships are sufficient to cover tuition up to 12 credit hours for the fall and spring semesters.

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

Tech Prep Consortium Scholarships
One scholarship per service area jurisdiction is awarded to recognize exemplary high school students enrolled in Tech Prep Programs. The award is for full tuition (12 credit hours for fall and spring semesters) for one academic year at LFCC.

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

LFCC Educational Foundation Inc. Scholarships
Scholarships are awarded on the basis of need and/or merit, as determined by the donor. Review the complete list of Foundation scholarships, requirements, application materials and deadline information at http://www.lfcc.edu/scholarships.

Veterans Educational Benefits
Veterans who have served in the military or children, wives and widows of veterans may be eligible for educational assistance through the U.S. Department Veterans' Affairs (VA). For information concerning the VA and educational assistance, contact the Financial Aid Office or http://www.gibill.va.gov.

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

To be eligible, children and spouses of qualifying military service members must meet the following requirements:
- The child must be between ages 16 and 29; there are no age restrictions for spouses.
- The military service member must have been a Virginia citizen at the time he or she entered active duty or must have been a Virginia citizen for at least five years immediately prior to the date of the application for admission.
- In the case of a deceased military service member, the surviving spouse can meet the residency requirements if he or she lived in Virginia for at least five years prior to marrying the military service member or has been a citizen of Virginia for at least five years immediately prior to the date of application.

Instructional Program Information

General Education

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

Area 1: Communication
1.1 understand and interpret complex materials
1.2 assimilate, organize, develop, and present an idea formally and informally
1.3 use Standard English
1.4 use appropriate verbal and non-verbal responses in interpersonal relations and group discussions
1.5 use listening skills
1.6 recognize the role of culture in communication

Area 2: Critical Thinking
2.1 discriminate among degrees of credibility, accuracy, and reliability of inferences drawn from given data
2.2 recognize parallels, assumptions, or presuppositions in any given source of information
2.3 evaluate the strengths and relevance of arguments on a particular question or issue
2.4 weigh evidence and decide if generalizations or conclusions based on the given data are warranted
2.5 determine whether certain conclusions or consequences are supported by the information provided
2.6 use problem solving skills

Area 3: Cultural and Social Understanding
3.1 assess the impact that social institutions have on individuals and culture—past, present, and future
3.2 describe their own as well as others' personal ethical systems and values within social institutions
3.3 recognize the impact that arts and humanities have upon individuals and cultures
3.4 recognize the role of language in social and cultural contexts
3.5 recognize the interdependence of distinctive world-wide social, economic, geo-political, and cultural systems

Area 4: Information Literacy
4.1 determine the nature and extent of the information needed
4.2 access needed information effectively and efficiently
4.3 evaluate information and its sources critically and incorporate selected information into his or her knowledge base
4.4 use information effectively, individually or as a member of a group, to accomplish a specific purpose
4.5 understand many of the economic, legal, and social issues surrounding the use of information and access and use information ethically and legally

Area 5: Personal Development
5.1 develop and/or refine personal wellness goals
5.2 develop and/or enhance the knowledge, skills, and understanding to make informed academic, social, personal, career, and interpersonal decisions

Area 6: Quantitative Reasoning
6.1 use logical and mathematical reasoning within the context of various disciplines
6.2 interpret and use mathematical formulas
6.3 interpret mathematical models such as graphs, tables and schematics and draw inferences from them
6.4 use graphical, symbolic, and numerical methods to analyze, organize, and interpret data
6.5 estimate and consider answers to mathematical problems in order to determine reasonableness
6.6 represent mathematical information numerically, symbolically, and visually, using graphs and charts

Area 7: Scientific Reasoning
7.1 generate an empirically evidenced and logical argument
7.2 distinguish a scientific argument from a non-scientific argument
7.3 reason by deduction, induction and analogy
7.4 distinguish between causal and correlational relationships
7.5 recognize methods of inquiry that lead to scientific knowledge

The Honors Program

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

Honors credit is noted on the student's transcript for each course or seminar in which it is earned. A graduating student with a GPA of 3.2 or higher, who has earned honors credit in at least three courses plus one honors seminar (a minimum of 10 honor credits) receives the title "Honors Program Scholar" which is designated on their transcript and diploma.

Developmental Studies

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

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

Tech Prep

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

Distance Learning

Distance learning refers to credit-granting education or training courses delivered to remote (off-campus) locations via audio, video (live or pre-recorded) or computer technologies, such as the Internet that include both synchronous and asynchronous instruction.

While distance learning takes a wide variety of forms, all distance learning is characterized by **both** of the following:
1. separation of place and/or time between instructor and learner, among learners and/or between learners and learning resources
2. interaction between the learner and the instructor, among learners and/or between learners and learning resources conducted through one or more media

At LFCC, courses conducted exclusively on-campus, in person, are not included in this definition. Courses conducted exclusively via written correspondence are also not included. Distance learning does not include courses for which the instructor travels to a remote site to deliver instruction in person. Distance learning may include a small amount of on-campus courses or lab work, on-campus exams or occasional campus visits.

LFCC distance learning courses and programs are available through videoconferencing, CD-ROM/DVD and the Internet (via synchronous and asynchronous applications).

Interactive video-based courses (two-way video and audio) may be received at LFCC's Fauquier and Middletown Campuses, the Luray-Page County Center and selected high schools throughout the region. Students interact with instructors via two-way video and audio conferencing technologies.

Courses taught through the use of CD-ROM/DVD and the Internet offer the most flexibility for students who travel or work different shifts. Students participating in these classes interact with instructors and other students through telephone, e-mail and various course management system tools, including electronic discussion boards and chat rooms.

Dual Enrollment

Dual enrollment refers to an arrangement where students are enrolled in courses that count for both high school and college credit. College credits earned through dual enrollment can be applied toward graduation at LFCC and may be transferred to another college or university. Dual enrollment allows

students to progress to their next academic challenge without having to wait until high school graduation.

Students wishing to enroll must meet the following criteria: be juniors or seniors`, apply for admission to LFCC, complete placement testing or have appropriate SAT scores, enroll in credit bearing courses (i.e., not permitted to enroll in developmental courses or audit courses), and complete the appropriate enrollment form and secure the necessary signatures. Students who are not juniors or seniors may seek approval to enroll by scheduling a meeting with the dean of the respective division for the course in which they wish to enroll. The meeting needs to include the parent or legal guardian of the student.

Office of Workforce Solutions and Continuing Education

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

Old Dominion University – TELETECHNET

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

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

Instructional Programs

General Education:	**Minimum Number of Semester Hour Credits**			
	AA	AS	AA&S	AAA/AAS
I. Communication	6	6	6	3
II. Humanities/fine arts	6	6	6	3
Foreign language (intermediate level)	6	0	0	0
III. Social/behavioral sciences	12	9 [b]	9	3 [a]
IV. Natural sciences/	8	8	7	0-3 [a]
Mathematics	6	6 [c]	6 [c]	0-3 [a]
V. Personal Development	2 [d]	2 [d]	2 [d]	2 [d]
VI. Student Development	1	1	1	1
VII. Major field courses and electives (columns 1-3) Occupational/technical courses (column 4)	13	22	24-27	49-53 [e]
Minimum total for degree[g]	60-63	60-63	60-63	65-69[f]

Note: The VCCS Policy Manual, Section 2-IV-C, defines general education within the VCCS. Accreditation eligibility criteria of the Southern Association of Colleges and Schools (SACS) specify general education requirements and provide additional guidance regarding reading, writing, oral communication and fundamental mathematical skills. Within the framework of the table above, Section 2-IV-C, Section 5.2.0.1, and SACS criteria, colleges must provide "... means by which students may acquire basic competencies in the use of computers." In addition to meeting the semester hour requirements listed above, each college must develop goal statements which include the eight elements found in the General Education statement in Section 2-IV-C of the VCCS Policy Manual.

[a] While general education courses other than those designed for transfer may be used to meet portions of these requirements, SACS criteria require that general education courses be general in nature and not "... narrowly focused on those skills, techniques, and procedures peculiar to a particular occupation or profession."

[b] Only six semester hours of social/behavioral sciences are required for engineering majors who plan to transfer to a baccalaureate degree engineering program that requires six or fewer hours in this category, provided that the college/university publishes such requirements in its transfer guide.

[c] Only three semester hours of mathematics are required for the general studies major.

[d] Health, physical education, or recreation courses which promote physical and emotional well being.

[e] AAA/AAS degree students should plan to take at least 30 hours in the major; the remaining hours will be appropriate to the major.

[f] Credit range for programs in the health technologies is 65-72 semester hour credits; for nursing the credit range is 65-69 semester hour credits.

[g] All college-level course prerequisites must be included in the total credits required for each program.

Approved Electives

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

Approved Humanities Transfer Electives

ART 100	Art Appreciation
ART 101-102	History and Appreciation of Art I and II
ART 111-112	Introduction to the Arts I and II
ART 283-284	Computer Graphics I and II
ENG 241-242	Survey of American Literature I and II
ENG 243-244	Survey of English Literature I and II

ENG 251-252	Survey of World Literature I and II
ENG 255	Major Writers in World Literature
ENG 295	Studies in American Literature
FRE 101-102	Beginning French I and II
FRE 201-202	Intermediate French I and II
GER 101-102	Beginning German I and II
GER 201-202	Intermediate German I and II
HUM	All courses with this prefix
HIS 295	Studies in United States History
ITA	All courses with this prefix
MUS 121-122	Music Appreciation I and II
PHI	All courses with this prefix
REL	All courses with this prefix
SPA 101-102	Beginning Spanish I and II
SPA 201-202	Intermediate Spanish I and II

Approved Social Science Transfer Electives

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

Courses Requiring Reading Prerequisites

The courses listed below all require a reading level prerequisite. Students' placement test scores may indicate the need to satisfactorily complete developmental reading instruction before enrolling in these courses.

ART 101-102
ART 211-212
BIO 101, 102, 141, 142, 150

| CHM | All courses with this prefix |

CSC 201, 202, 205, 206

| ECO | All courses with this prefix |

ENG 112
FIN 215
GOL 105, 106

HIS	All courses with this prefix
HUM	All courses with this prefix
ITD	All courses with this prefix
ITE	All courses with this prefix
ITN	All courses with this prefix
ITP	All courses with this prefix

PHI	All courses with this prefix
PHY	All courses with this prefix
PLS	All courses with this prefix
PSY	All courses with this prefix
REL	All courses with this prefix
SOC	All courses with this prefix

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 CSC 155 - Computer Concepts and Applications, ITE 115 - Basic Computer Literacy or equivalent. In lieu of completing a basic computer proficiency course, students may demonstrate proficiency in the core computer competencies. Students who successfully demonstrate proficiency in using a Windows-based operating system along with word processing, spreadsheet, database, presentation, and communications applications may then select an appropriate elective to complete the required credit hours for their degree.

Computer Competency Testing
The College provides a set of computer competency exams in its Testing Center. Students wishing to demonstrate proficiency in the required core computer competencies may take these exams. In order to demonstrate proficiency, a student must pass (with a 60 percent or better) six separate exams. The six exams are set up to test the following:
- Computer management (use of a Windows-based operating system to manage computer settings and files)
- Internet/Web sites (ability to access information using a Web browser)
- Word processing
- Electronic spreadsheets
- Database management software
- Presentation graphics
  (Note: A detailed list of the skills tested is available in the College's Testing Center.)

It is recommended that the student allocate a minimum of two and a half hours to complete the exams. To schedule an appointment to take the exams, visit the Testing Center's Web page at http://www.lfcc.edu/testingCenter/.

Classification of Programs

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

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

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

The programs of study offered at LFCC are as follows:

College Transfer Two-Year Degree Programs:
Associate of Arts and Sciences Degree in Business Administration
Associate of Arts and Sciences Degree in Education
Associate of Arts and Sciences Degree in General Studies
Associate of Arts and Sciences Degree in Liberal Arts
Associate of Arts and Sciences Degree in Liberal Arts: Communication Specialization
Associate of Arts and Sciences Degree in Liberal Arts: Fine Arts Specialization
Associate of Arts and Sciences Degree in Liberal Arts: Philosophy and Religion Specialization
Associate of Arts and Sciences Degree in Science

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

Information Systems Technology Degrees and Certificates
Associate of Applied Science Degree in Information Systems Technology
Associate of Applied Science Degree in Information Systems Technology: Database
    Administration Specialization
Associate of Applied Science Degree in Information Systems Technology: Network
    Engineering Specialization
Associate of Applied Science Degree in Information Systems Technology: Web Applications
    Development Specialization
Career Studies Certificate: Database Administration Professional
Career Studies Certificate: Database Administration Specialist
Career Studies Certificate: Information and Network Security
Career Studies Certificate: Networking Engineering Professional

Career Studies Certificate: Networking Specialist
Career Studies Certificate: Web Applications Development Professional
Career Studies Certificate: Web Design Specialist

Engineering, Construction and Industrial Degrees and Certificates
Associate of Applied Science Degree in General Engineering Technology: Mechanical Engineering Technology
Associate of Applied Science Degree in General Engineering Technology: Civil Engineering Technology Specialization
Associate of Applied Science Degree in General Engineering Technology: Computer-Aided Drafting Specialization
Associate of Applied Science Degree in General Engineering Technology: Industrial Electricity and Controls Technology Specialization
Career Studies Certificate: Construction Technology
Career Studies Certificate: Drafting
Career Studies Certificate: Electrical Technician
Career Studies Certificate: HVAC
Career Studies Certificate: Industrial Design
Career Studies Certificate: Industrial Maintenance Mechanic

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

Health Professions Degrees and Certificates
Associate of Applied Science Degree in Nursing
Associate of Applied Science Degree in LPN Transition Program
Associate of Applied Science Degree in Dental Hygiene (VWCC)
Certificate in Medical Billing/Coding
Certificate in Medical Secretary/Transcription
Certificate in Practical Nursing
Certificate in Surgical Technology (PVCC)
Career Studies Certificate: Emergency Medical Technician – Intermediate
Career Studies Certificate: Emergency Medical Technician – Enhanced
Career Studies Certificate: Nursing Assistant
Career Studies Certificate: Psychological Services Aide-Basic

Fine Arts Degrees and Certificates

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

Other Career Certificates

Career Studies Certificate: Early Childhood Education
Career Studies Certificate: Horse Science
Career Studies Certificate: Interior Design
Career Studies Certificate: Kitchen and Bath Design
Career Studies Certificate: Police Science
Career Studies Certificate: Primary Instructional Assistant
Career Studies Certificate: Residential Services Assistant
Career Studies Certificate: School-Age Child Care
Career Studies Certificate: Secondary Instructional Assistant
Career Studies Certificate: Sign Communications
Career Studies Certificate: Veterinary Assisting

College Transfer Two-Year Degree Programs

AREA: Business Administration

DEGREE: Associate of Arts and Sciences Degree

LENGTH: Four semesters (two-year) program

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

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

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

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

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

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

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

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

[3] Students may select humanities electives from the approved list located in this catalog.

[4] ITE 115 or CSC 155 will satisfy this requirement. Students are required to 1) complete a computer course such as CSC 155, ITE 115, or equivalent or 2) demonstrate proficiency in using a Windows-based operating system along with word processing, spreadsheet, database management, presentation and communication software by passing a LFCC computer competency exam. Students eligible for option two may select any appropriate elective. Please consult your academic advisor.

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

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

[7] A one-year sequence of literature is required.

AREA: Education

DEGREE: Associate of Arts and Sciences Degree

LENGTH: Four semesters (two-year) program

PURPOSE: With the rapid development and emphasis on education and the human services professions in Virginia, the demand is growing for qualified specialists to help provide leadership and service for the schools and other human services locations. The associate of arts and sciences degree program in education provide freshman and sophomore level course work toward the completion of a bachelor's degree in education, human services, physical education or social work.

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

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

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

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

Course#	Title	Credits
First Semester		
ENG 111	College Composition I	3
HIS	Approved history elective[1]	3
MTH	Approved math elective[2]	3
PSY 200	Principles of Psychology	3
SDV 100	College Success Skills	1
	Science with laboratory[3]	4
	Total	**17**
Second Semester		
ENG 112	College Composition II	3
HIS	Approved history elective[1]	3
MTH 240	Statistics I	3
GEO	Approved geography elective[4]	3
	Science with laboratory[3]	4
	Total	**16**
Third Semester		
ENG	Literature elective[5] (ENG 241, 242, 243, 244 or 255)	3
PSY 230	Developmental Psychology	3
	Approved elective[6]	3
PED	Physical education elective	2
	Approved humanities elective[7]	3-4
	Total	**15**
Fourth Semester		
EDU 200	Introduction to Teaching as a Profession	3
ENG	Literature elective[5] (ENG 241, 242, 243, 244 or 255)	3
	Elective	3
SPD 100/110	Principles of Public Speaking	3
	Approved humanities elective[7]	3-4
	Total	**16**
	Program Total	**62-64**

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

[2] To be selected from the following: MTH 151, MTH 152, MTH 163, MTH 173, MTH 271.

[3] Depending on the requirements of four-year institutions, two one-semester courses in different sciences may be appropriate. It is recommended that students take BIO 101, BIO 102, CHM 101, CHM 102. Contact your advisor and four-year institution representative.

[4] To be selected from the following: GEO 210

[5] Depending on the requirements of four-year institutions, two one-semester courses in American, English or world literature may be appropriate. Contact your advisor and four-year institution representative (may be taken out of sequence).

[6] ITE 115 or CSC 155 will satisfy this requirement. Students are required to 1) complete a computer course such as CSC 155, ITE 115, or equivalent or 2) demonstrate proficiency in using a Windows-based operating system along with word processing, spreadsheet, database management, presentation and communication software by passing a LFCC computer competency exam. Students eligible for option two may select any appropriate elective. Please consult your academic advisor.

[7] Depending on the requirements of four-year institutions, six to eight credit hours of a single foreign language may be appropriate. Spanish is strongly recommended. Contact your LFCC advisor and four-year institution representative.

AREA: General Studies

DEGREE: Associate of Arts and Sciences Degree

LENGTH: Four semesters (two-year) program

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

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

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

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

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

Course#	Title	Credits
First Semester		
ENG 111	College Composition I	3
HIS 111	History of World Civilization I (or HIS 121)[1]	3
MTH 151	Mathematics for the Liberal Arts I (or MTH 163 or 271)[2]	3
SDV 100	College Success Skills	1
	Science with laboratory[3]	4
	Approved elective[4]	3
	Total	**17**
Second Semester		
ENG 112	College Composition II	3
HIS 112	History of World Civilization II (or HIS 122)[1]	3
MTH 152	Mathematics for the Liberal Arts II (or MTH 164 or 271 or 272)[2]	3
	Science with laboratory[3]	4
	Elective	3
	Total	**16**
Third Semester		
ENG	Literature I[5] (ENG 241, 243 or 251)	3
	Approved social science elective[6]	3
PED/HLT	Physical education (or health)[7]	2
	Approved humanities electives[8]	6
	Total	**14**
Fourth Semester		
ENG	Literature II[5] (ENG 242, 244 or 252)	3
	Approved social science elective[6]	3
SPD 100/110	Principles of Public Speaking	3
	Approved humanities electives[8]	6
	Total	**15**
	Program Total	**62**

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

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

[3] 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.

[4] ITE 115 or CSC 155 will satisfy this requirement. Students are required to 1) complete a computer course such as CSC 155, ITE 115, or equivalent or 2) demonstrate proficiency in using a Windows-based operating system along with word processing, spreadsheet, database management, presentation and communication software by passing a LFCC computer competency exam. Students eligible for option two may select any appropriate elective and should consult academic advisors.

[5] A one-year sequence of literature is recommended.

[6] Students may select social science electives from the approved list located in this catalog.

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

[8] Students may select humanities electives from the approved list located in this catalog.

AREA: Liberal Arts

DEGREE: Associate of Arts and Sciences Degree

LENGTH: Four semesters (two-year) program

PURPOSE: The associate of arts and sciences degree program in liberal arts is designed for students who plan to transfer to a four-year college or university to complete a baccalaureate degree program, usually the bachelor of arts degree, in the liberal arts or social sciences. Students in the program may wish to major in the following fields: American studies, anthropology, art, communication, economics, English, geography, government, history, humanities, journalism, library science, literature, music, philosophy, pre-law, psychology, religion, sociology or theatre arts.

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

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

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

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

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

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

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

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

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

[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] Students may select social science electives from the approved list located in this catalog.

[7] ITE 115 or CSC 155 will satisfy this requirement. Students are required to 1) complete a computer course such as CSC 155, ITE 115 or equivalent or 2) demonstrate proficiency in using a Windows-based operating system along with word processing, spreadsheet, database management, presentation and communication software by passing a LFCC computer competency exam. Students eligible for option two may select any appropriate elective. Please consult your academic advisor.

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

AREA: Liberal Arts:
Communication Specialization

DEGREE: Associate of Arts and Sciences Degree

LENGTH: Four semesters (two-year) program

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

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

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

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

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

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

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

[2] Students may select humanities electives from the approved list.

[3] To be selected from the following: ENG 121-122; ENG 211-212; any course with SPD prefix including: SPD 116; SPD 130; SPD 131-132; SPD 136; SPD 233-234.

[4] Students may select social science electives from the approved list located in this catalog.

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

[6] ITE 115 or CSC 155 will satisfy this requirement. Students are required to 1) complete a computer course such as CSC 155, ITE 115 or equivalent or 2) demonstrate proficiency in using a Windows-based operating system along with word processing, spreadsheet, database management, presentation and communication software by passing a LFCC computer competency exam. Students eligible for option two may select any appropriate elective. Please consult your academic advisor.

[7] A one-year sequence of literature is recommended.

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

AREA: Liberal Arts:
Fine Arts Specialization

DEGREE: Associate of Arts and Sciences Degree

LENGTH: Four semesters (two-year) program

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

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

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

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

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

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

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

[1] Prerequisite: ART 121

[2] Students may select social science electives from the approved list located in this catalog.

[3] 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.

[4] Prerequisite: ART 131

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

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

[7] ITE 115 or CSC 155 will satisfy this requirement. Students are required to 1) complete a computer course such as CSC 155, ITE 115, or equivalent or 2) demonstrate proficiency in using a Windows-based operating system along with word processing, spreadsheet, database management, presentation and communication software by passing a LFCC computer competency exam. Students eligible for option two may select any appropriate elective. Please consult your academic advisor. Students are encouraged to determine, with their advisor's help, transferability of health courses to specific four-year institutions.

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

AREA: Liberal Arts:
Philosophy and Religion Specialization

DEGREE: Associate of Arts and Sciences Degree

LENGTH: Four semesters (two-year) program

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

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

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

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

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

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

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

[2] Students may select humanities electives from the approved list located in this catalog.

[3] ITE 115 or CSC 155 will satisfy this requirement. Students are required to 1) complete a computer course, such as CSC 155, ITE 115 or equivalent, or 2) demonstrate proficiency in using a Windows-based operating system along with word processing, spreadsheet, database management, presentation and communication software by passing a LFCC Computer Competency exam. Students eligible for option two (2) may select any appropriate elective. Please consult your academic advisor.

[4] Student may select social science electives from the approved list located in this catalog.

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

[6] A one-year sequence of literature is recommended.

AREA: Science

DEGREE: Associate of Arts and Sciences Degree

LENGTH:
Four semesters (two-year) program

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

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

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

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

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

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

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

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

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

[4] ITE 115 or CSC 155 will satisfy this requirement. Students are required to 1) complete a computer course such as CSC 155, ITE 115, or equivalent or 2) demonstrate proficiency in using a Windows-based operating system along with word processing, spreadsheet, database management, presentation and communication software by passing a LFCC computer competency exam. Students

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

[5] Students may select social science electives from the approved list located in this
catalog.

[6] Students may select humanities electives from the approved list located in this
catalog.

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

Business Degrees and Certificates

AREA: Business Administration

DEGREE: Associate of Arts and Sciences Degree

LENGTH: Four semesters (two-year) program

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

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

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

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

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

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

[1] A full-year sequence of History of World Civilization or U.S. History is required.
[2] A one-year sequence of biology, chemistry, geology or physics is recommended; however, depending on the requirements of the four-year college two one-semester courses in different sciences may be substituted with advisor approval.
[3] Students may select humanities electives from the approved list located in this catalog.
[4] ITE 115 or CSC 155 will satisfy this requirement. Students are required to 1) complete a computer course such as CSC 155, ITE 115, or equivalent or 2) demonstrate proficiency in using a Windows-based operating system along with word processing, spreadsheet, database management, presentation and communication software by passing a LFCC computer competency exam. Students eligible for option two may select any appropriate elective. Please consult your academic advisor.
[5] Business administration students are advised to take MTH 240. Approved math sequences are MTH 163-271, MTH 271-272 or MTH 271-240.
[6] Students are encouraged to determine, with advisor help, transferability of health courses to specific four-year colleges.
[7] A one-year sequence of literature is required.

AREA: Accounting

DEGREE: Associate of Applied Science Degree

LENGTH: Four semesters (two-year) program

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

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

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

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

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

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

AREA: Management

DEGREE: Associate of Applied Science Degree

LENGTH: Four semesters (two-year) program

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

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

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

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

TECH PREP STUDENTS: Tech Prep students may be eligible to earn credit for work completed in high school under existing articulation agreements. Students are encouraged to work with their advisors to avoid duplication of course work completed in high school. Students wishing to graduate with all Tech Prep competencies should select MKT 228 as a technical elective. Students planning to transfer to a baccalaureate program are urged to consider the Business Administration Program to earn an associate of arts and sciences degree.

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

[1] Students may select humanities electives from the approved list located in this catalog.

AREA: Management:
Business Information Technology Specialization

DEGREE: Associate of Applied Science Degree

LENGTH: Four semesters (two-year) program

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

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

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

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

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

[1] Students may select humanities electives from the approved list located in this catalog.
[2] Students may select from ITD, ITE, ITN and ITP courses.

AREA: Management:
Marketing Specialization

DEGREE: Associate of Applied Science

LENGTH: Four semesters (two-year) program

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

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

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

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

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

[1] Students may select humanities electives from the approved list located in this catalog.

AREA: Electronic Commerce Certificate

LENGTH: Two semesters (one-year) program

PURPOSE: This certificate is designed to provide students with skills in integrating and supporting e-commerce solutions in their organizations. Individuals who seek employment in the field of electronic commerce and entrepreneurs who want to move their business to the Internet will also benefit from this certificate. Organizations taking advantage of new Internet technologies must have qualified employees to fill positions in this field.

OCCUPATIONAL OBJECTIVES: e-business account manager, e-business analyst, e-channel management specialist, Web sales support staff or Web site development and maintenance specialist

PROGRAM REQUIREMENTS: The curriculum is designed to integrate courses in information systems technology, marketing and business. This program provides the student the skills and knowledge needed to develop, support and maintain an e-commerce Web site for their organization. The program may be completed on a part-time basis since courses are offered during the day, evening or online. Upon satisfactory completion of the program, the graduate will receive a certificate in electronic commerce.

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

AST	101	Keyboarding I	3
CSC	155	Computer Concepts and Applications	3
ITE	115	Intro to Computer Apps & Concepts	3

Course#		Title	Credits
First Semester			
BUS	100	Introduction to Business	3
BUS	200	Principles of Management	3
ENG	115	Technical Writing	3
ITD	110	Web Page Design I	3
MKT	100	Principles of Marketing	3
SDV	100	College Success Skills	1
		Total	**16**
Second Semester			
ITD	210	Web Page Design II	3
ITE	150	Desktop Database Software	3
ITN	260	Network Security Basics	3
MKT	282	Principles of E-Commerce	3
		Approved social science elective[1]	3
		Total	**15**
		Program Total	**31**

Recommendation: Electronic commerce students are also encouraged to take MKT 271 – Consumer Behavior.

[1] Students may select a social science elective from the appropriate list located in this catalog.

AREA: Technical Writing Certificate

LENGTH: Two semesters (one-year) program

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

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

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

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

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

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

[3] Students must have computer competency skills. A bridge course of ITE 115 or CSC 155 may be required to gain those skills.

[4] Students may select social science electives from the approved list located in this catalog.

[5] Prerequisite: AST 253

[6] Prerequisite: ITD 110

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

AREA: General Business

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

PROGRAM REQUIREMENTS:

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

AREA: Real Estate Sales

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

PROGRAM REQUIREMENTS:

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

AREA: Sales Management and Marketing

PURPOSE: To explore various aspects of enhancing business sales and operation through communications, marketing, and analysis of consumer behavior

PROGRAM REQUIREMENTS:

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

AREA: Small Business Management

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

PROGRAM REQUIREMENTS:

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**

AREA: Supervision

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

PROGRAM REQUIREMENTS:

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**

Information Systems Technology Degrees and Certificates

AREA: Information Systems Technology

DEGREE: Associate of Applied Science Degree

LENGTH: Four semesters (two-year) program

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

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

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

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

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

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

AST 101	Keyboarding	3 credits
ITE 115	Intro to Computer Applications and Concepts	3 credits
CSC 155	Computer Concepts and Applications	3 credits

(Note: ITE 115 or CSC 155, not both.)

Course#	Title	Credits
First Semester		
ENG 111	College Composition I	3
ITD 110	Web Page Design I	3
ITD 130	Database Fundamentals	3
ITN 109	Internet and Network Foundations	3
MTH 151/152	Math for Liberal Arts[1] (or MTH 163 or 271)	3
SDV 101	Orientation to the IT Professions	1
	Total	**16**
Second Semester		
ENG 112	College Composition II	3
	Approved IT elective[2]	3
ITN 106	Microcomputer Operating Systems	3
ITP 100	Software Design	3
MTH 151/152	Math for Liberals Arts[1] (or MTH 271 or 272)	3
	Approved social science elective[3]	3
	Total	**18**
Third Semester		
ECO 201/202	Principles of Macro/Microeconomics	3
ENG 115	Technical Writing	3
	Approved IT elective[4]	3
	Approved IT elective[5]	3
PED/HLT	Physical Education (or Health)	2
	Approved ITP/CSC course[6]	4
	Total	**18**
Fourth Semester		
	Approved IT elective[8]	3
	Approved IT elective[9]	3
	Approved IT elective[10]	3
ITP 251	Systems Analysis and Design	4
	Approved humanities elective[7]	3
	Total	**16**
	Program Total	**68**

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

[2] Students may select ITD 210 (Web), ITD 132 (Database) or ITN 107 (Networking).

[3] Students may select social science elective from the approved list located in this catalog.

[4] Students may select ITD 112 (Web), ITD 134 (Database) or ITN 200 (Networking).

[5] Students may select ITD 220 (Web), ITD 250 (Database) or ITN 260 (Networking).

[6] Students must complete a one-semester programming language course (CSC 201, ITP 112, ITP 120, or ITP 132). Students planning to transfer to a four-year college are encouraged to take CSC 201 or ITP 120.

[7] Students may select humanities elective from the approved list located in this catalog.

[8] Students may select ITD 132 (Web), ITD 252 (Database) or ITN 120 (Networking).

[9] Students may select ITN 224 (Web), ITD 254 (Database) or ITN 170 (Networking)

[10] Students may select ITP 225 (Web), ITD 258 (Database) or ITN 201 (Networking).

Associate of Applied Science Degree in Information Systems Technology: Database Administration Specialization

AREA: Information Systems Technology: Database Administration Specialization

DEGREE: Associate of Applied Science Degree

LENGTH: Four semesters (two-year) program

PURPOSE: This curriculum is designed to provide skills to students in designing, implementing, troubleshooting, and maintaining databases.

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

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

RELATED CERTIFICATIONS: In addition to providing a foundation in database design, implementation, troubleshooting, backup and repair, this degree prepares students to obtain entry-level certifications such as Oracle database administrator certified associate and/or Oracle database administrator certified professional certifications.

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

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

AST 101	Keyboarding I	3 credits
ITE 115	Intro to Computer Applications and Concepts	3 credits
CSC 155	Computer Concepts and Applications	3 credits

(Note: ITE 115 or CSC 155, not both.)

Course#	Title	Credits

First Semester

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

Second Semester

ENG	112	College Composition II	3
		Approved IT elective[2]	3
ITN	106	Microcomputer Operating Systems	3
ITP	100	Software Design	3
MTH	151/152	Math for Liberal Arts[1] (or MTH 271 or 272)	3
		Approved social science elective[3]	3
		Total	**18**

Third Semester

ECO	201/202	Principles of Macro/Microeconomics	3
ENG	115	Technical Writing	3
ITD	134	PL/SQL Programming	3
ITD	250	Database Architecture and Admin.	3
PED/HLT		Physical Education (or Health)	2
		Approved ITP/CSC course[4]	4
		Total	**18**

Fourth Semester

ITD	252	Database Backup and Recovery	3
ITD	254	Database Network Administration	3
ITD	258	Database Performance and Tuning	3
ITP	251	Systems Analysis and Design	4
		Approved humanities elective[5]	3
		Total	**16**

	Program Total	**68**

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

[2] Students may select ITD 132 (Database), ITD 210 (Web) or ITN 107 (Networking). Students should choose the course which maps to their chosen specialization (e.g. Web Applications Development, Database Administration, Network Engineering).

[3] Students may select social science elective from the approved list found in this catalog.

[4] Students must complete a one-semester programming language course (CSC 201, ITP 112, ITP 120 or ITP 132). Students planning to transfer to a four-year college are encouraged to take CSC 201 or ITP 120.

[5] Students may select humanities elective from the approved list found in catalog.

AREA: Information Systems Technology: Network Engineering Specialization

DEGREE: Associate of Applied Science Degree

LENGTH: Four semesters (two-year) program

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

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

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

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

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

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

AST 101	Keyboarding I	3 credits
ITE 115	Intro to Computer	
	Applications and Concepts	3 credits
CSC 155	Computer Concepts	
	and Applications	3 credits

(Note: ITE 115 or CSC 155, not both.)

Course#	Title	Credits
First Semester		
ENG 111	College Composition I	3
ITD 110	Web Page Design	3
ITD 130	Database Fundamentals	3
ITN 109	Internet and Network Foundations	3
MTH 151/152	Math for Liberal Arts[1]	3
	(or MTH 163 or 271)	
SDV 101	Orientation to the IT Professions	1
	Total	**16**
Second Semester		
ENG 112	College Composition II	3
	Approved IT elective[2]	3
ITN 106	Microcomputer Operating Systems	3
ITP 100	Software Design	3
MTH 151/152	Math for Liberal Arts[1]	3
	(or MTH 271 or 272)	
	Approved social science elective[3]	3
	Total	**18**
Third Semester		
ECO 201/202	Principles of Macro/Microeconomics	3
ENG 115	Technical Writing	3
ITN 200	Admin of Network Resources	3
ITN 260	Network Security Basics	3
PED/HLT	Physical Education (or Health)	2
	Approved ITP/CSC course[4]	4
	Total	**18**
Fourth Semester		
ITN 120	Wireless Network Administration	3
ITN 170	Linux System Administration	3
ITN 201	Admin and Management of Network	
	Infrastructures	3
ITP 251	Systems Analysis and Design	4
	Approved humanities elective[5]	3
	Total	**16**
	Program Total	**68**

[1] Students planning to transfer to a four-year college are encouraged to take MTH 163 or MTH 271/272.
[2] Students may select ITD 132 (Database), ITD 210 (Web) or ITN 107

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(Networking). Students should choose the course which maps to their chosen specialization (e.g. Web Applications Development, Database Administration or Network Engineering).

[3] Students may select social science elective from the approved list located in this catalog.

[4] Students must complete a one-semester programming language course (CSC 201, ITP 112, ITP 120 or ITP 132). Students planning to transfer to a four-year college are encouraged to take CSC 201 or ITP 120.

[5] Students may select humanities elective from the approved list located in this catalog.

AREA: Information Systems Technology:
Web Applications Development Specialization

DEGREE: Associate of Applied Science Degree

LENGTH: Four semesters (two-year) program

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

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

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

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

PROGRAM REQUIREMENTS: A Web applications developer must possess detailed knowledge of markup languages and different Web scripting languages, knowledge of graphics art packages, good written and verbal communications skills, familiarity with database operation, strong analytical and problem-solving skills and good interpersonal skills. These skills are an integral part of the information systems technology (IST) curriculum. The curriculum includes technical courses in information technology, business-related areas, general education and electives. Instruction is centered on theoretical concepts and practical, hands-on applications key to success in the Web application development field. Students are strongly encouraged to consult with their faculty advisor in planning their programs and selecting electives. Upon satisfactory completion of the program the graduate will be awarded the associate of applied science degree with a major in information system

technology with a Web applications development specialization.

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

AST 101	Keyboarding	3 credits
ITE 115	Intro to Computer Applications and Concepts	3 credits
CSC 155	Computer Concepts and Applications	3 credits

(Note: ITE 115 or CSC 155, not both.)

Course#	Title	Credits
First Semester		
ENG 111	College Composition I	3
ITD 110	Web Page Design I	3
ITD 130	Database Fundamentals	3
ITN 109	Internet and Network Foundations	3
MTH 151/152	Math for Liberal Arts[1] (or MTH 163 or 271)	3
SDV 101	Orientation to the IT Professions	1
	Total	**16**
Second Semester		
ENG 112	College Composition II	3
	Approved IT elective[2]	3
ITN 106	Microcomputer Operating Systems	3
ITP 100	Software Design	3
MTH 151/152	Math for Liberals Arts[1] (or MTH 271 or 272)	3
	Approved social science elective[3]	3
	Total	**18**
Third Semester		
ECO 201/202	Principles of Macro/Microeconomics	3
ENG 115	Technical Writing	3
ITD 112	Designing Web Page Graphics	3
ITD 220	e-Commerce Administration	3
PED/HLT	Physical Education (or Health)	2
	Approved ITP/CSC course[4]	4
	Total	**18**
Fourth Semester		
ITD 132	Structured Query Language	3
ITN 224	Web Server Management	3
ITP 225	Web Scripting Languages	3
ITP 251	Systems Analysis and Design	4
	Approved humanities elective[5]	3
	Total	**16**
	Program Total	**68**

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

[2] Students may select ITD 132 (Database), ITD 210 (Web) or ITN 107 (Networking). Students should choose the course which maps to their chosen specialization (e.g. Web Applications Development, Database Administration or Network Engineering).

[3] Students may select Social Science elective from the approved list located in this catalog.

[4] Students must complete a one-semester programming language course (CSC 201, ITP 112, ITP 120 or ITP 132). Students planning to transfer to a four-year college are encouraged to take CSC 201 or ITP 120.

[5] Students may select a humanities elective from the approved list located in this catalog.

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

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

Before entering a career studies program, students should have a strong foundation in using computer applications (reference the CSC 155 and/or ITE 115 course description in the back of this catalog). Students should also have a strong foundation in computer concepts to include database fundamentals, Internet and networking fundamentals, operating systems, software design and computer hardware troubleshooting prior to beginning the program. This foundation can be obtained by completing the core IT courses which include ITD 110, ITD 130, ITN 109, ITP 100 and ITN 106 (reference the course descriptions in the back of this catalog).

Database Administration Professional

ITD	252	Database Backup and Recovery	3
ITP	254	Database Network Administration	3
ITP	258	Database Performance and Tuning	3
		Total	**9**

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

Database Administration Specialist

ITD	130	Database Fundamentals	3
ITD	132	Structured Query Language	3
ITD	134	PL/SQL Programming	3
ITD	250	Database Architecture and Administration	3
ITP	100	Software Design	3
		Total	**15**

Information and Network Security

ITN	260	Network Security Basics	3
ITN	261	Network Attacks, Computer Crime and Hacking	4
ITN	262	Network Communication, Security and Authentication	4
ITN	263	Internet/Intranet Firewalls and E-Commerce Security	4
		Total	**15**

NOTE: Students must have a networking background in order to enter into this career studies certificate program.

Networking Engineering Professional

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

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

Networking Specialist

ITN	106	Microcomputer Operating Systems	3
ITN	107	Personal Computer Hardware and Troubleshooting	3
ITN	109	Internet and Network Foundations	3
ITN	200	Administration of Network Resources	3
ITN	260	Network Security Basics	3
		Total	**15**

Web Applications Development Professional

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

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

Web Design Specialist

ITD	110	Web Page Design I	3
ITD	112	Designing Web Page Graphics	3
ITD	130	Database Fundamentals	3
ITD	210	Web Page Design II	3
ITN	109	Internet and Network Foundations	3
		Total	**15**

Engineering, Construction and Industrial Degrees and Certificates

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

AREA: General Engineering Technology: Mechanical Engineering Technology

DEGREE: Associate of Applied Science Degree

LENGTH: Four semesters (two-year) program

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

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

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

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

TECH PREP STUDENTS: Tech Prep students may be eligible to earn credit for work completed in high school under existing articulation agreements. Students are encouraged to work with their advisors to avoid duplication of course work completed in high school. Students planning to transfer to a baccalaureate program should work with their advisors to select appropriate calculus courses.

Course#		Title	Credits
First Semester			
EGR	110	Engineering Graphics	3
ENG	111	College Composition I	3
MEC	113	Materials and Processes of Industry	3
MTH		Approved math elective[1]	3
PED/HLT		Physical education (or health)	2
SDV	100	College Success Skills	1
		Approved social science elective[2]	3
		Total	**18**
Second Semester			
DRF	241	Parametric Solid Modeling I	3
ENG	115	Technical Writing	3
ETR	113	D.C. and A.C. Fundamentals I	3
MTH		Approved math elective[1]	3
		Approved programming/computer elective[3]	3
		Approved social science elective[2]	3
		Total	**18**
Third Semester			
DRF	242	Parametric Solid Modeling II	3
EGR	135	Statics for Engineering Technology	3
MEC	116	Jig and Fixture Design	3
PHY	201	General College Physics I	4
		Approved technical elective[3]	3
		Total	**16**
Fourth Semester			
EGR	136	Strength of Materials	3
EGR	216	Computer Methods in Engineering and Technology	3
EGR	247	Materials Lab	1
PHY	202	General College Physics II	4
		Approved technical elective[3]	3
		Approved humanities elective[4]	3
		Total	**17**
		Program Total	**69**

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

[2] Students may select social science electives from the approved list located in this catalog.

[3] Requires approval of program advisor.

[4] Students may select humanities electives from the approved list located in this catalog.

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

AREA: General Engineering Technology: Civil Engineering Technology Specialization

DEGREE: Associate of Applied Science Degree

LENGTH: Four semesters (two-year) program

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

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

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

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

TECH PREP STUDENTS:
Tech Prep students may be eligible to earn credit for work completed in high school under existing articulation agreements. Students are encouraged to work with their advisors to avoid duplication of course work completed in high school. Students wishing to graduate with all Tech Prep competencies should select ARC 121 and ARC 122 as technical electives. Students planning to transfer to a baccalaureate program should work with their advisors to select appropriate calculus courses.

Course#		Title	Credits
First Semester			
ARC	130	Materials and Methods of Construction	3
EGR	110	Engineering Graphics	3
ENG	111	College Composition I	3
MTH		Approved math elective[1]	3
PED/HLT		Physical education (or health)	2
SDV	100	College Success Skills	1
		Approved social science elective[2]	3
		Total	**18**
Second Semester			
ARC	121	Architectural Drafting I	3
CIV	225	Soil Mechanics	2
CIV	226	Soil Mechanics Lab	1
ENG	115	Technical Writing	3
MTH		Approved math elective[1]	3
		Approved programming/computer elective[3]	3
		Approved social science elective[2]	3
		Total	**18**
Third Semester			
CIV	171	Surveying I	3
EGR	135	Statics for Engineering Technology	3
EGR	206	Engineering Economics	3
PHY	201	General College Physics I	4
		Approved technical elective[3]	3
		Total	**16**
Fourth Semester			
CIV	172	Surveying II	3
EGR	136	Strength of Materials	3
EGR	247	Materials Lab	1
PHY	202	General College Physics II	4
		Approved humanities elective[4]	3
		Approved technical elective[3]	3
		Total	**17**
		Program Total	**69**

[1] Approved math electives: MTH 115 and 116, or MTH 163 and MTH 164, or MTH 213 and MTH 214 will fulfill the math requirements for the program. Developmental math courses may be required for students to build their math skills before taking any of the approved math electives. Students must take a math placement test to determine their math skill level.
[2] Students may select social science electives from the approved list located in this catalog.
[3] Requires approval of program advisor.
[4] Students may select humanities electives from the approved list located in this catalog.

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

AREA: General Engineering Technology: Computer-Aided Drafting Specialization

DEGREE: Associate of Applied Science Degree

LENGTH: Four semesters (two-year) program

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

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

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

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

TECH PREP STUDENTS: Tech Prep students may be eligible to earn credit for work completed in high school under existing articulation agreements. Students are encouraged to work with their advisors to avoid duplication of course work completed in high school. Students wishing to graduate with all Tech Prep competencies should select

RC 121 and ARC 122 as technical electives. Students planning to transfer to a baccalaureate program should work with their advisors to select appropriate calculus courses.

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

[1] Approved math electives: MTH 115 and MTH 116, or MTH 163 and MTH 164, or MTH 213 and MTH 214 will fulfill the math requirements for the program. Developmental math courses may be required for students to build their math skills before taking any of the approved math electives. Students must take a math placement test to determine their math skill level.
[2] Requires approval of program advisor.
[3] Students may select social science electives from the approved list located in this catalog.
[4] Students may select humanities electives from the approved list located in this catalog.

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

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

DEGREE: Associate of Applied Science Degree

LENGTH: Four semesters (two-year) program

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

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

PROGRAM REQUIREMENTS: This program is designed to integrate basic industrial electricity courses, basic machinery control courses, basic engineering technology courses and general education courses. Students entering the program should have basic arithmetic skills and must be willing to advance their math skills through required math courses. Most students should start with MTH 103 (Applied Technical 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.

TECH PREP STUDENTS: Tech Prep students may be eligible to earn credit for work completed in high school under existing articulation agreements. Students are encouraged to work with their advisors to avoid duplicating work completed in high school or vocational school.

Course#		Title	Credits
First Semester			
EGR	110	Engineering Graphics	3
ELE	133	Practical Electricity I	3
ENG	111	English Composition I	3
MEC	113	Materials and Processes of Industry	3
MTH		Approved math elective[1]	3
SDV	100	College Success Skills	1
		Total	**16**
Second Semester			
DRF	232	Computer-Aided Drafting II	3
ELE	134	Practical Electricity II	3
ELE	159	Electrical Motors	3
ENG	115	Technical Writing	3
MTH		Approved math elective[1]	3
		Total	**15**
Third Semester			
EGR	206	Engineering Economics	3
ELE	156	Electrical Control Systems	3
		Approved programming/computer elective[2]	3
		Approved social science elective[3]	3
		Approved technical electives[2]	6
		Total	**18**
Fourth Semester			
ELE	137	National Electric Code	3
ETR	113	D.C. and A.C. Fundamentals I	3
PED/HLT		Physical education (or health)	2
		Approved humanities elective[4]	3
		Approved social science elective[3]	3
		Approved technical elective[2]	3
		Total	**17**
		Program Total	**66**

[1] Approved math electives: MTH 103 and 104, or MTH 115 and 116, or MTH 163 and 164, or MTH 213 and 214 will fulfill the math requirements for the program. Developmental math courses may be required for students who need to build their math skills before taking any of the approved math electives. Students must take a math placement test to determine their math skill level. Most students will probably want to start with MTH 103.
[2] Requires approval of program advisor.
[3] Students should select social science electives from the list located in this catalog.
[4] Students should select humanities electives from the list located in this catalog.

AREA: Construction Technology

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

PROGRAM REQUIREMENTS:

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

[1] Prerequisites for BLD 231 are DRF 165 and ARC 130.

AREA: Drafting

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

PROGRAM REQUIREMENTS:

Course#		Title	Credits
ARC	121	Architectural Drafting I	3
ARC	122	Architectural Drafting II	3
DRF	225	Machine Drawing and Design	3
DRF	232	Computer-Aided Drafting II	3
DRF	233	Computer-Aided Drafting III	3
EGR	110	Engineering Graphics[1]	3
MEC	113	Materials and Processing of Industry	3
		Total	**21**

[1] Prerequisite for ARC 121, DRF 225 and DRF 232.

AREA: Electrical Technician

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

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

PROGRAM REQUIREMENTS:

Course#	Title	Credits
DRF 175	Schematics	2
ELE 133	Practical Electricity I	3
ELE 134	Practical Electricity II	3
ELE 135	National Electrical Code Industrial	3
or		
ELE 136	National Electrical Code Commercial	3
or		
ELE 137	National Electrical Code Residential	3
ELE 156	Electrical Control Systems	3
ELE 159	Electrical Motors	3
ELE 239	Programmable Logic Controllers	3
MTH 103	Applied Tech Math	3
	Total	**23**

AREA: HVAC

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

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

PROGRAM REQUIREMENTS:

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

AREA: Industrial Design

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

PROGRAM REQUIREMENTS:

Course#		Title	Credits
EGR	135	Statics for Engineering Technology[1]	3
EGR	136	Strength of Materials for Engineering Technology[1]	3
EGR	247	Mechanics Laboratory[1]	1
MEC	113	Materials and Processes of Industry	3
MEC	120	Principles of Machine Technology	3
MTH	115	Technical Mathematics I	3
MTH	116	Technical Mathematics II	3
		Total	**19**

[1] Prerequisite for EGR 135 is MTH 115. Prerequisites for EGR 136 are EGR 135 and MTH 116. Prerequisite for EGR 247 is EGR 136. Prerequisites for MEC 120 are EGR 136 and MEC 113.

AREA: Industrial Maintenance

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

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

PROGRAM REQUIREMENTS:

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

Administrative Support Technology Degrees and Certificates

AREA: Administrative Support Technology

DEGREE: Associate of Applied Science Degree

LENGTH: Four semesters (two-year) program

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

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

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

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

TEACHER CERTIFICATION/BUSINESS EDUCATION TRANSFER INFORMATION
Students planning to transfer into a business education specialization are encouraged to enroll in MTH 151 and MTH 152. In addition, these courses may be required: AST 102 (Keyboarding II); AST 141 (Word Processing I); AST 243 (Business Administration) or AST 135 (Simulation in Office Procedures); and AST 236 (Specialized Software Applications) or AST 232 (Microcomputer Office Applications). Contact the program advisor for additional information regarding elementary/secondary teacher education transfer requirements.

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

[1] Students who have completed prior training in keyboarding may petition for AST course substitution or articulation credit.
[2] Prerequisite: AST 102 or equivalent skill
[3] Students may select social science electives from the approved list located in this catalog.
[4] Approved AST electives include: AST 230, AST 253, AST 257, AST 260.
[5] Prerequisite: AST 141 or equivalent skill
[6] Prerequisite: AST 243 or instructor approval

AREA: Administrative Support Technology: Administrative Assistant Specialization

DEGREE: Associate of Applied Science Degree

LENGTH: Four semesters (two-year) program

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

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

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

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

[1] Students who have completed prior training in keyboarding may petition for course substitution or articulation credit.
[2] Students must have keyboarding skills. Bridge courses of AST 101 or AST 102 may be required to gain keyboarding skills required.
[3] Approved AST electives: AST 205, AST 253, AST 257, AST 260
[4] Prerequisite: AST 102 or equivalent skill
[5] Students may select social science electives from the approved list located in this catalog.
[6] Prerequisite: AST 141 or equivalent skill
[7] Prerequisite: AST 243 or instructor approval

AREA: Administrative Support Technology: Desktop Publishing Specialization

DEGREE: Associate of Applied Science Degree

LENGTH: Four semesters (two-year) program

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

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

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

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

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

[1] Students must have keyboarding skills. Bridge courses of AST 101 or AST 102 may be required to gain keyboarding skill levels required.
[2] Prerequisite: AST 141 or equivalent skill.
[3] Prerequisite: AST 243 or instructor approval
[4] Prerequisite: AST 253 or equivalent skills
[5] Students may select social science electives from the approved list located in this catalog.
[6] Approved AST electives: AST 102, AST 205, AST 206, AST 230, AST 234

AREA: Graphic Design Office Assistant
Certificate

LENGTH: Two semesters (one-year) program

PURPOSE: Commercial and industrial expansion in Virginia is steadily increasing the demand for qualified office assistants in desktop publishing and graphic design. The in-house publishing needs of small- and medium-sized businesses require office workers skilled in using the PC platform for both graphic design and desktop publishing. The graphic design office assistant certificate is designed to prepare persons for full-time employment in a variety of office positions requiring these skills.

OCCUPATIONAL OBJECTIVES: graphic design assistant, office publishing specialist, special projects assistant or other specialized office publishing careers

PROGRAM REQUIREMENTS: This program prepares the student to fill general office desktop publishing and graphic design positions in small- and medium-sized businesses. The curriculum includes courses in graphic design, math and desktop publishing. Upon satisfactory completion of the program, the graduate will receive the certificate in graphic design office assistant.

Course#		Title	Credits
First Semester			
ART	283	Computer Graphics I	3
AST	253	Advanced Desktop Publishing I[1]	3
AST	257	WP Desktop Publishing I[2]	3
MTH	120	Introduction to Mathematics	3
SDV	100	College Success Skills	1
		or	
		SDV 101-Orientation to the IT Professions	
		Approved elective[3]	3
		Total	**16**
Second Semester			
ART	284	Computer Graphics II	3
AST	206	Professional Development	3
AST	254	Advanced Desktop Publishing II[4]	3
AST	260	Presentation Software[1]	3
ENG	111	College Composition I	3
		Approved social science elective[5]	3
		Total	**18**
		Program Total	**34**

[1] Keyboarding skill is required. Prerequisite: AST 101 or equivalent skill

[2] Word processing and basic computer skills are required. Prerequisite: AST 141 or ITE 115 or equivalent skill.

[3] Approved electives: AST 107, AST 141, AST 142, AST 230, ENG 115, ENG 211, ITD 110, ITE 115, ITE 140, MKT 100, MKT 228, MKT 282.

[4] Prerequisite: AST 253 or equivalent skill

[5] Students may select a social science elective from the approved list located in this catalog.

AREA: Office Legal Assistant/Paralegal Studies
Certificate

LENGTH: Two semesters (one-year) program

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

OCCUPATIONAL OBJECTIVES: legal assistant or paralegal

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

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

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

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

AREA: Medical Billing/Coding
Certificate

LENGTH: Three semesters (one-year) program

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

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

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

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

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

[1] Keyboarding skill is required. Corequisite: AST 101 or equivalent skill
[2] Prerequisite: AST 102 or equivalent skill
[3] Prerequisite: HIM 111
[4] Prerequisite: HIM 111, PNE 155 and corequisite MDA 206
[5] Prerequisite: HIM 253

AREA: Medical Secretary/Transcription Certificate

LENGTH: Two semesters (one-year) program

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

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

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

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

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

[1] Prerequisite: AST 101 or equivalent skill
[2] Prerequisite: AST 102 or equivalent skill
[3] Prerequisite: HIM 111

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.

Course#		Title	Credits
First Semester			
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	100	College Success Skills	1
		or	
		SDV 101 Orientation to the IT Professions	
		Total	**16**
Second Semester			
AST	141	Word Processing I[2]	3
		(or AST 142[3])	
AST	206	Professional Development	3
MTH	120	Introduction to Mathematics	3
		Approved social science elective[4]	3
		Approved elective[5]	3
		Total	**15**
		Program Total	**31**

[1] Keyboarding skill is required. Prerequisite AST 101 or equivalent skill
[2] Prerequisite: AST 102 or equivalent skill
[3] Prerequisite: AST 141 or equivalent skill
[4] Students may select social science electives from the approved list located in this catalog.
[5] Approved electives: AST 205, AST 230, AST 253, AST 257, AST 260, ITD 110, ITD 210, MKT 282

AREA: Career Studies Certificate
Desktop Publishing Technician

PURPOSE: To provide students with software skills and awareness of the methods used in desktop publishing, as well as criteria for quality publications

PROGRAM REQUIREMENTS:

Course#		Title	Credits
AST	141	Word Processing I[1]	3
AST	142	Word Processing II[2]	3
AST	206	Professional Development	3
AST	253	Advanced Desktop Publishing I[3]	3
AST	254	Advanced Desktop Publishing II[4]	3
AST	257	WP Desktop Publishing[5]	3
AST	260	Presentation Software[6]	3
		Total	**21**

[1] Keyboarding skill is required. Prerequisite: AST 101 or equivalent skill
[2] Prerequisite AST 141 or equivalent skill
[3] Prerequisite: AST 101 or ITE 115 or equivalent
[4] Prerequisite: AST 253
[5] Prerequisite: AST 141 or equivalent skill
[6] Keyboarding skill and computer knowledge are required. Prerequisite: AST 101 and ITE 115 or equivalent skill

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

AREA: Career Studies Certificate
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

PROGRAM REQUIREMENTS:

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

[1] Keyboarding skill is required. Corequisite: AST 101 or equivalent skill
[2] Keyboarding skill and computer knowledge are required. Prerequisite: AST 101 or equivalent skill
[3] Prerequisite: AST 141 or equivalent skill

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

Health Professions Degrees and Certificates

AREA: Nursing

DEGREE: Associate of Applied Science Degree

LENGTH: Five semesters program

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

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

OCCUPATIONAL OBJECTIVES: registered nurse employed in civil service, clinics, community health services, day-care centers, health departments, home health, hospitals, industry, long-term-care facilities, military service, primary care offices or private duty

ADMISSION REQUIREMENTS: Requirements for admissions to the ADN Program are specific and admission is selective and competitive. All admission requirements must be completed in order to be considered in the selection process. In all cases, the recommendation of the selection committee is the final determinant for admission to the nursing program. Nursing program admission criteria are under review at the time of catalog publication. Current information may be obtained from the Division of Science and Health Professions.

1. Completion of LFCC application for admission

2. High school diploma or GED – Official transcripts must be forwarded to the Division of Science and Health Professions.

3. Completion of LFCC placement tests in mathematics, reading and writing skills (if required) and any recommended developmental course work

4. Completion of:

   • High school biology or BIO 101 with a minimum grade of C
   • High school chemistry or CHM 110 (or CHM 101) with a minimum grade of C
   • High school algebra or MTH 03 or MTH 126 with a minimum grade of C

5. Completion of application for admission to the Associate Degree Nursing Program

6. Completion of the required admission examination

7. Official transcripts of all postsecondary courses attempted or completed forwarded to the Admissions and Records Office if credits are to be considered for degree completion.

8. Evidence of computer competency

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

1. Physical history and examination – upon admission to the ADN Program. All applicants must be free of any physical and/or mental condition which might adversely affect their performance as nurses.

2. Completion of all required immunizations

3. Current Certification in CPR (American Heart Association Health Care Provider Course)

4. Professional nursing student liability insurance

5. Completion of criminal background search, fingerprinting and drug screen as required and to the satisfaction of affiliating clinical agencies

6. Completion of 69 credits with a minimum grade of C in all general education and nursing courses including a required preceptorship during NUR 222

7. Transportation to and from the College and agencies used for clinical experiences

8. All fees charged for required testing, liability insurance, uniforms, books and criminal background search/drug screen

9. Strict adherence to attendance and performance policies for classroom and clinical courses

10. Sign an agreement which releases all clinical agencies and their employees, LFCC, the VCCS and the Commonwealth of Virginia from any liability for any injury or death to the student or damage to her/his property arising out of agreement of use of facilities associated with the CNA Program

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

Course#		Title	Credits
First Semester			
BIO	141	Anatomy and Physiology I	4
ENG	111	College Composition I	3
NUR	100	Introduction to Nursing and Health[1]	2
NUR	105	Nursing Skills[1]	3
PSY	230	Developmental Psychology	3
SDV	101	Orientation to the Health Professions[2]	1
		Total	**16**
Second Semester			
BIO	142	Anatomy and Physiology II	4
HLT	130	Nutrition and Diet Therapy	1
NUR	108	Nursing Principles and Concepts I	5
NUR	136	Principles of Pharmacology	1
SOC	200	Principles of Sociology	3
SPD	100	Principles of Public Speaking[3]	3
		Total	**17**
Third Semester			
BIO	150	Introduction to Microbiology	4
NUR	180	Essentials of Maternal/Newborn Nursing	3
NUR	203	Introduction to Mental Health Nursing	2
PHI	220	Ethics	3
		Total	**12**
Fourth Semester			
NUR	221	Second Level Nursing Principles & Concepts I	9
NUR	226	Health Assessment	2
PED		Elective	1
		Total	**12**
Fifth Semester			
NUR	222	Second Level Nursing Principles & Concepts II	9
NUR	254	Dimensions of Professional Nursing	1
NUR	255	Nursing Organizations and Management	2
		Total	**12**
		Program Total	**69**

[1] Upon successful completion of requirements, certified nurse aides may substitute NUR 110 Introduction to Nursing and Health (2 credits) for partial fulfillment of NUR 100 and NUR 105.
[2] SDV 100 College Success Skills may be substituted for SDV 101.
[3] SPD 110 will substitute for SPD 100.

Note: The following courses may be completed prior to acceptance into the CNA Program: SDV 101, ENG 111, BIO 141/142, PSY 230, HLT 130, SOC 200, SPD 100, BIO 150, PHI 220 and a PED elective.

SPECIAL STATUS STUDENTS: Transitional programs have been developed to provide students with prior earned credit in the health professions an opportunity to enter the CNA Program with advanced standing.

CERTIFIED NURSE AIDE (CNA): Students who are CNAs in the Commonwealth of Virginia, and who completed their CNA education at LFCC (NUR 27) will need to take two additional credits: NUR 110 (Introduction to Nursing and Health). Upon successful completion of this requirement, the CNA may substitute these credits for partial fulfillment of NUR 105 (Nursing Skills).

Students who are CNAs in the Commonwealth of Virginia who did not complete their CNA education at LFCC will be required to successfully complete a written and practical examination provided by LFCC in order to demonstrate knowledge and skill proficiency in addition to certification. Following successful completion of this requirement, the credit substitution described above may be approved.

ENROLLMENT: When enrollments must be limited for any curriculum (because the number of applicants exceeds available space), priority will be given to qualified applicants who are residents of the LFCC service region as designated by the VCCS. This includes the counties of Clarke, Fauquier, Frederick, Page, Rappahannock, Shenandoah and Warren and the city of Winchester.

TRANSFER STUDENTS: Students who wish to transfer into the LFCC Associate Degree Nursing Program are considered on a space-available basis. The following requirements must be satisfied in order for a student to be eligible for transfer into the program:

- Student must be in good standing with the current nursing program, eligible to continue during the next academic semester without any open issues of clinical competency, academic performance or student conduct.
- LFCC ADN Program entrance requirements must be satisfied.
- LFCC ADN Program general education requirements must be satisfied to the point of the curriculum at which the student requests transfers (e.g., third semester, fourth semester, etc.).
- Transfer and substitutions of nursing courses are subject to faculty evaluation of course syllabi and approval by the program leader; a minimum of 80 percent content overlap is required. The student must then validate knowledge retention with a grade of 80 percent or better on a faculty constructed comprehensive exam, and clinical competencies via laboratory and/or clinical experience.

Curriculum changes were under review at the time of printing. Students are advised to see advisor for possible changes.

AREA: Nursing

DEGREE: Associate of Applied Science Degree :
        LPN Transition

LENGTH: Two semesters following completion of all prerequisite courses (*non-LFCC graduates will be required to take a licensed practical nurse (LPN) transition course in addition to the established two semesters of study).

PURPOSE: The LPN to ADN Transition is designed to prepare LPNs, with a current unrestricted license in the Commonwealth of Virginia, the opportunity to pursue a curriculum which will provide them with an associate of applied science degree and eligibility to take the National Council Licensure Examination (NCLEX-RN).

The LPN to ADN Transition is an academically challenging program. The program is open to men and women who provide evidence of interest, motivation and aptitude in the area of health care. Students shall be selected on the basis of established criteria and without regard to race, sex, color, national origin, religion, sexual orientation, age, veteran status, political affiliation or disability. Students with disabilities who meet admission requirements, pass the physical/mental exam, submit the physical examination and are able to perform as student nurses in the clinical setting are eligible for admission. It is the responsibility of the student to meet the physical/mental requirements for state licensure. Satisfactory background search, drug screen and fingerprinting are also required.

OCCUPATIONAL OBJECTIVES: registered nurse employed in civil service, clinics, community health services, day-care centers, health departments, home health, hospitals, industry, long-term-care facilities, military service, primary care offices or private duty.

ADMISSION REQUIREMENTS: Requirements for admissions to the LPN to ADN Transition are specific and admission is selective and competitive. All admission requirements must be completed in order to be considered in the selection process. In all cases, the recommendation of the selection committee is the final determinant for admission to the nursing program. Nursing program admission criteria are under review at the time of catalog publication. Current information may be obtained from the Division of Science and Health Professions.

1. Application to LFCC

2. High school diploma or GED – Official transcripts must be forwarded to the Division of Science and Health Professions

3. Completion of LFCC placement tests in mathematics, reading and writing skills (if required) and any recommended developmental course work

4. Completion of:

    - High school algebra, MTH 03 or MTH 126 with a minimum grade of C
    - High school chemistry and biology with a minimum grade of C

5. Completion of application for admission to the Associate Degree Nursing Program

6. Completion of required admission examination

7. Official transcripts documenting graduation from an approved practical nursing program and evidence of a current unrestricted license in the Commonwealth of Virginia

8. Completion of all prerequisite courses with a grade of C or better by the end of the summer semester preceding NUR 221

9. Evidence of Computer Competency.

PREREQUISITE COURSES

Course#		Title	Credits
*SDV	101	College Success Skills for Health Professions	1
ENG	111	College Composition	3
SPD	100	Principles of Public Speaking	3
PSY	230	Developmental Psychology	3
SOC	200	Principles of Sociology	3
PHI	220	Ethics	3
BIO	141	Anatomy & Physiology I	4
BIO	142	Anatomy & Physiology II	4
BIO	150	Microbiology	4

*Students who did not receive practical nursing education from LFCC must also enroll in NUR 115 (LPN Transition) during the summer semester prior to enrolling in NUR 221. NUR 115 will substitute for SDV 101 for students who did not attend the LFCC Practical Nursing Program.

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

1. Physical history and examination – upon admission to the ADN Program. All applicants must be free of any physical and/or mental condition which might adversely affect their performance as nurses.

2. Completion of all required immunizations.

3. Current certification in CPR (American Heart Association Health Care Provider Course)

4. Professional nursing student liability insurance as an LPN and as an RN student

5. Completion of criminal background search, fingerprinting and drug screen as required and to the satisfaction of affiliating clinical agencies

6. Completion of all program requirements with a minimum grade of C in all general education and nursing courses including a required preceptorship during NUR 222

7. Transportation to and from the College and agencies used for clinical experiences

8. All fees charged for required testing, liability insurance, uniforms, books and criminal background search and drug screen

9. Strict adherence to attendance and performance policies for classroom and clinical courses

10. Sign an agreement which releases all clinical agencies and their employees, LFCC, the VCCS and the Commonwealth of Virginia from any liability for any injury or death to the student or damage to her/his property arising out of agreement of use of facilities associated with a nursing program

FULL-TIME VERSUS PART-TIME: The LPN to ADN Transition Program may be taken on a part-time basis. Students who must work or manage other responsibilities are encouraged to consider this option. All students have a total of two years to complete the program, which begins from the date of curricular enrollment. All part-time students must be enrolled in one course per semester to remain part time.

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

Course#		Title	Credits
Fourth Semester			
NUR	221	Second Level Nursing Principles & Concepts I	9
NUR	226	Health Assessment	2
PED		Physical Education Elective	1
		Total	**12**
Fifth Semester			
NUR	222	Second Level Nursing Principles & Concepts II	9
NUR	254	Dimensions of Professional Nursing	1
NUR	255	Nursing Organization & Management	2
		Total	**12**
		Program Total	**24**

Curriculum changes were under review at the time of printing. Students are advised to see advisor for possible changes.

AREA: Dental Hygiene

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

LENGTH: Five semesters program

PURPOSE: LFCC is a cooperating institution in the Virginia Western Community College (VWCC) two-year associate degree program in dental hygiene (DNH). Potential students are encouraged to apply to LFCC and enroll in related course work (or developmental studies courses as needed) prior to beginning dental hygiene studies. A student may complete this associate of applied science degree without moving from the LFCC area. After a student is accepted by VWCC into the program, core courses in DNH are offered at LFCC via distance learning technology, while clinical experiences are conducted on the Middletown Campus. The contact person at VWCC is Pam Woody, health information specialist. To request a package of detailed information about this program, please call Pam Woody at 540-857-7307 or the dental hygiene office at LFCC at 1-800-906-5322. Information can also be obtained from the VWCC's Web site at http://www.vw.vccs.edu/health/denthome.htm.

1. **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 804-662-9906.

2. **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.

3. **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 organizations/managed care organizations

4. **VWCC Policy on infectious disease status:** Applicants who believe they are at risk of contracting an infectious disease should seek testing and counseling prior to making application to the dental hygiene program. Students engaged in patient care activities are encouraged to know their HIV and HBV status. Applicants who are HIV or HBV positive may wish to reconsider their career goals. They must consider:
   1. The possibility they may become disabled during their dental education or early in their career;

   2. The infectious hazards that certain aspects of dental practice may pose;

   3. The possibility of barriers to training in certain invasive clinical activities that may be imposed while in dental hygiene school because of possible hazards to patients;

   4. The cost of dental education given personal health and career uncertainties.

CURRICULAR ADMISSIONS STANDARDS
Applicants to the Dental Hygiene Program must have completed the following:

Four units of high school English

One unit each of high school or college biology and chemistry

Algebra II or college equivalent

**A grade of C or better is necessary in required high school/college units of math and science.*

The applicant's high school or college (if applicable) cumulative GPA must be at least 2.5 and is based on 12 credit hours of college credit in a 12-month timeframe. The GPA is determined at the end of the fall semester. Priority consideration will be given to applicants with a cumulative high school and/or college GPA of 3.0 or above. Applicants who are currently enrolled in high school must submit SAT or ACT scores. Priority consideration will be given to applicants with a combined (total) score of 900 on the SAT or a composite score of 18 or above on the ACT. Applicants who graduated from high school more than five years prior to date of application who have not attempted any college work will not be required to submit SAT/ACT scores. All applicants must take the health occupations basic entrance test (HOBET).

ADMISSION PROCEDURES
The Dental Hygiene Program is open to qualified male or female applicants. Early application is advisable due to the limited number of positions in the program. Admission is

offered to the VWCC-LFCC joint venture distance program site in Middletown on a biennial basis during even-numbered years. Deadline for submitting complete application materials is Feb. 15 for the upcoming academic year. If the number of qualified applicants falls below the maximum enrollment, the application deadline may be extended. Applicants should be aware that meeting the curricular admission standards does not guarantee program admission. Applicants will be notified in writing of the action taken by the dental hygiene admissions committee.

To qualify for consideration by the dental hygiene admissions committee, the applicant must submit a complete application which includes the following: application to the College, Dental Hygiene Program application, official transcripts of all high school and college work, official record showing completion of GED, SAT/ACT scores (if applicable as noted above), results of the HOBET test taken at the student's expense and nonrefundable and two letters of recommendation from employers/former teachers using the format provided by VWCC. It is mandatory that applicants submit official high school transcripts, GED and all official college transcripts in one envelope to the VWCC Health Technology Information Office with the VWCC application. The dental hygiene admissions advising form will be completed upon receipt of the completed academic file by letter or office visit. Qualified applicants must be interviewed by the dental hygiene faculty.

It is strongly recommended that applicants with no dental assisting experience observe a dental hygienist for a minimum of one full workday to obtain a realistic view of the profession.

ESSENTIAL DENTAL HYGIENE FUNCTIONS
To successfully complete the clinical component of the program, the student must be able to perform all of the essential functions of a dental hygienist:

1. Communicate satisfactorily with clients, physicians, peers, family members and the health care team.

2. See and hear adequately to note slight changes in the client's condition.

3. Hear adequately to perceive and interpret various equipment signals.

4. Demonstrate adequate eye/hand coordination for dexterity in manipulation of hand instruments and other equipment used in clinical practice.

5. Use hands for fine manipulation.

6. Manage the care of a client in a sudden emergency, including one-man CPR when necessary.

7. Possess the visual acuity to correctly read handwritten orders, medication records, chart contents and provide safety for clients.

8. Read, comprehend and apply knowledge from complex science and dental science texts.

Despite the foregoing, a qualified person with a disability who can perform these essential functions with reasonable accommodation will be considered for admission along with other qualified applicants.

CLINICAL ENVIRONMENT: The applicants should realize that student dental hygienists are, by nature of the profession, exposed regularly to highly stressful and demanding situations, difficult clients, and organizational and time pressures in a variety of client care settings. In addition, student and practicing dental hygienists are routinely exposed to blood and body fluids.

ACADEMIC ENVIRONMENT: The academic environment is focused heavily on the sciences. Extensive reading is required in all classes, and courses are science based and academically challenging. Ability to apply knowledge and concepts across courses and the curriculum is necessary to master material. The ability to read and understand complex/scientific material is crucial to success, as is the ability to analyze written matter and express yourself coherently in written form. Applicants with weaknesses in reading, vocabulary, written expression and conceptualization are strongly urged to strengthen these areas prior to seeking admission. It is recommended that a medical terminology course be taken prior to admission.

STUDENT RESPONSIBILITIES AFTER ACCEPTANCE INTO THE PROGRAM:
1. Admission is contingent upon a satisfactory medical and dental 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 strongly recommended. All documentation must be submitted to the head of the Dental Hygiene Program no later than Aug. 1 or the student will be dropped from the program at that time.

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 Aug. 1 or the student will be dropped from the program at that time.

3. All students admitted to the Dental Hygiene Program must attend dental hygiene orientation, register for all classes and pay their tuition prior to Aug. 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 Aug. 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. Drug and alcohol screening is required prior to rotating through certain clinical enrichment sites. Positive screenings may jeopardize continuance in the program. Costs of the tests are the responsibility of the student.

POLICY FOR ACADEMIC RETENTION:
Continuation in the program: Satisfactory progress is demonstrated by achieving a grade of C or better in required dental hygiene and natural science courses. Students must satisfactorily complete BIO 141, 142 and 150 with a grade of C or above before progressing to the second year of the program. Students must complete required dental hygiene courses in sequence. Should a student receive a grade of D in any dental hygiene educational course, a didactic component of a clinical or laboratory course, or the laboratory component of a preclinical or didactic course, the student will be dismissed from the program and must reapply for admission. Should a student receive a grade of D in the clinical component of DNH 142, 190, 244 or 245 due to failure to meet minimum clinical requirements for the semester, the student may progress to the next semester of the program with faculty approval and will have additional patient requirements for graduation added. Two consecutive Ds in these clinical courses may result in the student being dismissed from the program.

Readmission to the program will be based upon academic performance and adherence to the program policies regarding attendance and professionalism and will be contingent upon available laboratory/clinical space. Readmission is not guaranteed. Students who have been dropped must submit a written application for readmission to the program head no later than Jan. 1 for the following fall semester, no later than May 15 for the following spring semester and no later than Aug. 15 for the following summer session. The program head will present the readmission request to the faculty for consideration. Students applying for readmission will be notified of their admission status in writing.

Students readmitted to the program are eligible to repeat a course only once, and a dental hygiene course must be repeated during the semester in which it is offered. The student may not continue with other required dental hygiene courses until the course is repeated. Students earning a grade of F in any dental hygiene course will be dropped from the program and are ineligible for readmission unless there are extenuating circumstances (serious illness or death of an immediate family member).

Course#		Title	Credits
First Semester			
BIO	141	Human Anatomy and Physiology I[1]	4
DNH	111	Oral Anatomy	2
DNH	115	Histology/Head and Neck Anatomy	3
DNH	120	Management of Emergencies	2
DNH	141	Dental Hygiene I	5
SDV	108	College Success Skills (or SDV 100)	1
		Total	**17**
Second Semester			
BIO	142	Human Anatomy and Physiology II[2]	4
DNH	216	Pharmacology	2
DNH	142	Dental Hygiene II	5
DNH	145	General and Oral Pathology	2
DNH	146	Periodontics for the Dental Hygienist	2
ENG	111	College Composition	3
		Total	**18**
Third Semester			
BIO	150	Microbiology	4
DNH	130	Oral Radiography for the Dental Hygienist	2
DNH	190	Coordinated Practice	3
DNH	150	Nutrition[3]	2
		Total	**11**

Fourth Semester

DNH	214	Practical Materials for Dental Hygiene[4]	2
DNH	226	Public Health Dental Hygiene I	2
DHN	235	Management of Pain and Anxiety Control in the Dental Office	2
DNH	244	Dental Hygiene IV	5
PSY	230	Developmental Psychology[5]	3
		Total	**14**

Fifth Semester

DNH	227	Public Health Dental Hygiene II	1
DNH	230	Office Practice and Ethics	1
DNH	245	Dental Hygiene V	5
		Humanities/fine arts elective[6]	3
		Total	**10**

		Program Total	**70**

[1] NAS 161 – Health Science I may be substituted for BIO 141.

[2] NAS 162 – Health Science II may be substituted for BIO 142.

[3] Health and Wellness are emphasized throughout the dental hygiene program but specifically in DNH 150 nutrition.

[4] Includes instruction in fundamental mathematical skills.

[5] PSY 231 and PSY 232 may be substituted for PSY 230.

[6] Humanities/Fine Arts elective must be chosen from the "Approved List of Humanities Transfer Courses" starting on page 45.

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

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

Certificate in Medical Billing/Coding

AREA: Medical Billing/Coding
Certificate

LENGTH: Three semesters (one-year) program

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

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

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

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

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

[1] Keyboarding skill is required. Corequisite: AST 101 or equivalent skill
[2] Prerequisite: AST 102 or equivalent skill
[3] Prerequisite: HIM 111
[4] Prerequisite: HIM 111, PNE 155 and corequisite MDA 206
[5] Prerequisite: HIM 253

AREA: Medical Secretary/Transcription
    Certificate

LENGTH: Two semesters (one-year) program

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

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

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

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

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

[1] Prerequisite: AST 101 or equivalent skill
[2] Prerequisite: AST 102 or equivalent skill
[3] Prerequisite: HIM 111

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. Upon completion of the program, graduates are eligible to apply to take the National Council Licensure Examination (NCLEX-PN).

OCCUPATIONAL OBJECTIVES: licensed practical nurse (LPN) employed in civil service, clinics, community health services, day-care centers, health departments, home health, industry, military service, nursing homes, primary care offices, private duty or rehabilitation facilities.

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 race, sex, color, national origin, religion, sexual orientation, age, veteran status, political affiliation or disability. Students with disabilities, who meet the admission requirements, pass the physical/mental exam and submit the physical form signed by the physician stating that they are able to perform as practical nurses in the clinical setting are eligible for admission. It is the responsibility of the student to meet the physical/mental requirements for state licensure.

ADMISSION REQUIREMENTS:
 In addition to the general admission requirements established for the College, entry into the Practical Nursing program requires:

1. Completion of specific Practical Nursing Program admission requirements.

2. High School diploma or GED- official transcripts must be forwarded to the Admissions and Records Office.

3. Completion of appropriate placement tests in reading, writing, and mathematics (if needed) offered by the College, and any recommended developmental course work.

4. Completion of the required admission examination.

5. Evidence of computer competency.

All admission requirements must be completed prior to the selection process. In all cases, the recommendation of the admissions committee is the final determinant for admission to the Practical Nursing Program. Nursing program admission criteria are under review at the time of catalog publication. Current information may be obtained from the Division of Science and Health Professions.

The nursing law of Virginia addresses criteria for application for licensure. The Virginia Board of Nursing has the power to deny opportunity to procure license through testing if the applicant has willfully committed a felony/misdemeanor under the laws of the Commonwealth of Virginia or of the United States. Any student entering the nursing program who has committed any illegal offenses other than minor traffic violations is encouraged to discuss these matters with the Virginia Board of Nursing for clarification prior to admission. Some heath care facilities may not employ individuals who have committed certain criminal acts and may conduct criminal background checks before hiring potential employees.

PROGRAM REQUIREMENTS:
1. Completion of a physical examination and all required immunizations. Applicants must be free of any physical and/or mental condition which might adversely affect their performance as nurses.

2. Current certification in CPR (American Heart Association Health Care Provider Course).

3. Purchase student professional liability insurance.

4. Completion of criminal background search, fingerprinting and drug screen as required and to the satisfaction of affiliating clinical agencies.

5. Complete a minimum of 50 credits with a C average or better in all courses.

6. Demonstrate satisfactory attendance and performance in the nursing clinical areas.

7. Be responsible for transportation to classes and to agencies used for clinical experience.

8. All fees charged for required testing, liability insurance, uniforms, books and criminal background search and drug screen.

9. Sign an agreement which releases all clinical agencies and their employees, LFCC, the VCCS and the Commonwealth of Virginia from any liability for any injury or death to the student or damage to her/his property arising out of agreement or use of facilities associated with the Practical Nursing Program.

SPECIAL ACCREDITATION STATUS

The Practical Nursing program is approved by the VCCS and the Virginia Board of Nursing.

Course#		Title	Credits
First Semester			
BIO	100	Basic Human Biology	3
ENG	111	College Composition I	3
PNE	161	Nursing in Health Changes I	6
PNE	174	Applied Pharmacology for Nurses	2
PSY	230	Developmental Psychology	3
SDV	101	Orientation to Health Professions[1]	1
		Total	**18**
Second Semester			
HLT	130	Nutrition and Diet Therapy	1
PED		PED Elective	1
PNE	135	Maternal/Child Health Nursing	5
PNE	162	Nursing in Health Changes II	11
		Total	**18**
Third Semester			
PNE	145	Trends in Practical Nursing	1
PNE	158	Mental Health/Psychiatric Nursing	1
PNE	164	Nursing in Health Changes IV	11
PNE	175	Introduction to Supervision & Management for Practical Nurses	1
		Total	**14**
		Program Total	**50**

[1] SDV 100 College Success Skills may be substituted for SDV 101.

*The following courses may be completed prior to acceptance into the Practical Nursing Program: SDV 101, ENG 111, PNE 155, PSY 230, HLT 130, and a PED elective.

Special Status Students
Certified Nurse Aide (CNA) to Practical Nursing Transition Program
A transitional program has been developed to provide students with prior earned credit in the health professions an opportunity to enter the Practical Nursing Program with advanced standing.

Students who are CNAs in the Commonwealth of Virginia, and who completed their CNA education at LFCC (NUR 27) will need to take five additional credits: PNE 141 Nursing Skills I (3 credits) and PNE 142 Nursing Skills II (2 credits). Upon successful completion of this requirement, the CNA may substitute these credits for partial fulfillment of PNE 161 Nursing in Health Changes I (6 credits).

Students who are CNAs in the Commonwealth of Virginia who did not complete their CNA education at LFCC will be required to successfully complete a written and practical examination provided by LFCC in order to demonstrate knowledge and skill proficiency in addition to certification.

Following successful completion of this requirement, the credit substitution described above may be approved.

ONGOING COMPETENCY DOCUMENTATION
Students who do not progress directly from one semester of the program to the next will be required to demonstrate retention of prerequisite competencies. Students must contact the program leader at least six weeks prior to resuming nursing course work. In the event that remediation is required, students will enroll in PNE 143 (1 credit).

TRANSFER STUDENTS
Students who wish to transfer into the LFCC Practical Nursing Program are considered on a space-available basis. The following requirements must be satisfied in order for a student to be eligible for transfer into the program:

- Student must be in good standing with the current nursing program, eligible to continue during the next academic semester without any open issues of clinical competency, academic performance or student conduct.
- LFCC Practical Nursing Program entrance requirements must be satisfied.
- LFCC Practical Nursing general education requirements must be satisfied to the point of the curriculum at which the student requests transfers (e.g., second semester, third semester, etc.).
- Transfer and substitutions of nursing courses are subject to faculty evaluation of course syllabi and approval by the program leader; a minimum of 80 percent content overlap is required. The student must then validate knowledge retention with a grade of 80 percent or better on a faculty constructed comprehensive exam, and clinical competencies via laboratory and/or clinical experiences.

AREA: Surgical Technology Certificate

LENGTH: Three semesters (one year)

PURPOSE:
The Surgical Technology Program of LFCC is provided through a partnership with Piedmont Virginia Community College (PVCC) in cooperation with Winchester Medical Center and other area hospitals. The 12-month certificate program is academically rigorous and offers educational components in the classroom and clinical laboratory environment.

Surgical technologists are integral members of the surgical team who work closely with surgeons, anesthesiologists, registered nurses and other personnel delivering patient care before, during and after surgery. Upon completion of the Surgical Technology Program, the graduate will demonstrate the following entry-level competencies:

• Exhibit professional behaviors and skills in the surgical environment.

• Utilize effective verbal and written communication.

• Exhibit caring interventions to the client and members of the health care team.

• Participate in collaborative care.

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

1. Completion of both LFCC and PVCC application for admission.

2. High school diploma or GED – Official transcripts must be forwarded to the Admissions and Records Office at PVCC.

3. Completion of LFCC placement tests in mathematics, reading and writing (if required), and any recommended developmental course work.

4. Completion of high school chemistry, or CHM 101, with a grade of C or better.

5. Completion of a PVCC Surgical Technology Program application.

6. Completion of an operating room observational experience as scheduled by the Surgical Technology Program leader.

Admission to the Surgical Technology Program is on a selective basis. Selection of students is based upon:
1. Completion of all admission requirements listed above.

2. Consideration of the following factors in order of priority:

For applicants with previous college experience:

a. Surgical technology curricular GPA (applicants with curricular GPA below 2.0 will not be considered)

b. Science GPA (BIO 141, BIO 142, BIO 150–applicants with curricular GPA below 2.0 will not be considered)

c. Number of curricular courses (including science courses) completed.

For applicants with no previous college experience, high school graduates:

a. GPA (applicants with a high school GPA below 2.0 will not be considered)

b. Science GPA (applicants with a high school GPA below 2.0 will not be considered)

For applicants with no previous college experience, GED holders:

a. Overall GED test score (applicants with an overall score of less than 58 will not be considered)

b. Science GED test score (applicants with a science score of less than 58 will not be considered)

Applicants with high school GPAs below 2.0, or GED test scores below 58, are encouraged to enroll in the curricular general education courses to demonstrate ability to satisfactorily complete college-level work. These applicants will then be evaluated as "applicants with previous college work."

All admission requirements must be completed prior to the selection process. In all cases, the recommendation of the admission committee is the final determinant for admission to the Surgical Technology Program.

PROGRAM REQUIREMENTS:
1. Completion of a physical examination for surgical technology students, including an eye examination and required immunizations. Students must be free of any physical and/or mental condition that might adversely affect their performance as surgical technologists. (Forms are mailed with letter of acceptance.)

2. Students must have current certification in Cardiopulmonary Resuscitation (American Heart Association Health Care Provider Course). A copy of the CPR card must be provided to program faculty at the start of the fall term.

3. Demonstrate satisfactory attendance and performance in the classroom and clinical areas.

4. Be responsible for transportation to classes and to agencies used for clinical experience.

5. Completion of all course requirements with a C average or better.

6. Courses are to be completed sequentially.

7. Signed release and receipt forms as required throughout the program.

ACCREDITATION STATUS: The Surgical Technology Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP).

Course#		Title	Credits
First Semester			
HIM	111	Medical Terminology	3
BIO	141	Anatomy & Physiology I	4
SUR	140	Introduction to Surgical Care	4
SUR	145	Fundamentals of Surgical Care I	4
HLT	105	Cardiopulmonary Resuscitation	1
		Total	**16**
Second Semester			
BIO	142	Anatomy & Physiology II	4
SUR	250	Surgical Pharmacology	2
SUR	210	Surgical Procedures	8
SDV	101	Orientation for Health Professions[1]	1
		Total	**15**
Third Semester			
ENG	111	College Composition I	3
BIO	150	Microbiology	4
SUR	254	Professional Issues in Surgical Technology	1
SUR	260	Surgical Technology Clinical Practicum	5
		Total	**13**
		Program Total	**44**

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

AREA: Emergency Medical Technician – Intermediate

EMT certificate courses must be taken in the prescribed sequence. Interested students should apply to the Division of Science and Health Professions at the Middletown Campus at least six weeks before classes start in order to complete required background screening, health forms and program applications. Seating is limited, and priority seating is given to residents of the LFCC service region.

Course#		Title	Credits
First Semester			
EMS	151	Introduction to Advanced Life Support	4
EMS	170	ALS Internship	1
		Total	**5**
Second Semester			
EMS	153	Basic ECG Recognition	2
EMS	155	ALS – Medical Care	4
		Total	**6**
Third Semester			
EMS	157	ALS – Trauma Care	3
EMS	159	ALS – Special Populations	2
EMS	172	ALS Clinical Internship II	2
EMS	173	ALS Field Internship II	1
		Total	**8**
		Program Total	**19**

AREA: Emergency Medical Technician – Enhanced

EMT certificate courses must be taken in the prescribed sequence, which begins only in the spring semesters. Interested students should apply to the Division of Science and Health Professions at the Middletown Campus at least six weeks before classes start in order to complete required background screening, health forms and program applications. Seating is limited; priority seating is given to residents of the LFCC service region.

Course#		Title	Credits
EMS	111	Emergency Medical Technician Basic	6
EMS	120	EMT – Basic Clinical	1
EMS	151	Introduction to Advanced Life Support	4
EMS	170	ALS Internship I	1
		Total	**12**

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 to Nurse Aide Competency Evaluation Examination (NACEP).

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

AREA: Psychological Services Aide – Basic

PURPOSE: To prepare students to work in educational aide positions requiring conflict management

PROGRAM REQUIREMENTS:

Course#	Title	Credits
HMS 121	Basic Counseling Skills	3
MEN 110	Introduction to Abnormal Psychology	3
PSY 205	Personal Conflict & Crisis Management	3
HMS 297	Cooperative Education in Human Services	3
	Total	**12**

Fine Arts
Degrees and Certificates

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

AREA: Liberal Arts:
Fine Arts Specialization

DEGREE: Associate of Arts and Sciences Degree

LENGTH: Four semesters (two-year) program

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

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

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

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

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

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

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

[1] Prerequisite: ART 121

[2] Students may select social science electives from the approved list located in this catalog.

[3] 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.

[4] Prerequisite: ART 131

[5] Approved art electives: ART 111, ART 125, ART 153, ART 231, ART 243, ART 283 and ART 284

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

[7] ITE 115 or CSC 155 will satisfy this requirement. Students are required to 1) complete a computer course such as CSC 155, ITE 115, or equivalent or 2) demonstrate proficiency in using a Windows-based operating system along with word processing, spreadsheet, database management, presentation and communication software by passing a LFCC computer competency exam. Students eligible for option two may select any appropriate elective. Please consult your academic advisor. Students are encouraged to determine, with their advisor's help, transferability of health courses to specific four-year institutions.

AREA: Fine Arts Certificate

LENGTH: Two semesters (one-year) program

PURPOSE: The growing trend among four-year colleges and art institutes is to offer a foundation of art curriculum to first year students to prepare them for a concentrated three-year studio art experience. Students wishing to transfer are encouraged to take the equivalent foundation of art curriculum courses and transfer upon successful completion of that program. The courses in this certificate program are designed to replicate the courses offered in a foundation of art program. This certificate specifically serves students who wish to satisfy the requirements of a foundation of art curriculum in pursuit of a four-year degree in fine arts.

TRANSFER GUIDELINES: The certificate of fine arts offered by LFCC is designed to provide freshman level course work toward the completion of a bachelor of fine arts degree. The certificate requires the student to take the equivalent courses offered by the four-year college in their foundation of art program. This fundamental curriculum prepares students for a three-year visual arts program at a four-year college. In addition to the successful completion of the required course work, all students wishing to transfer must prepare a portfolio of their work in visual art. This portfolio should showcase their skills and their potential as art students.

Course#		Title	Credits
First Semester			
ART	101	History and Appreciation of Art I	3
ART	111	Introduction to the Arts I	3
ART	121	Drawing I	3
ART	131	Fundamentals of Design I (includes one credit lab)	4
ENG	111	College Composition I	3
SDV	101	Orientation to the Visual Arts	1
		Total	**17**
Second Semester			
ART	102	History and Appreciation of Art II	3
ART	112	Introduction to the Arts II	3
ART	122	Drawing II	3
ART	132	Fundamentals of Design II (includes one credit lab)	4
ART	287	Portfolio and Resume Preparation	1
		Approved social science elective[1]	3
		Total	**17**
		Program Total	**34**

[1] Students may select social science electives from the approved list located in this catalog.

AREA: Ceramic Arts

PURPOSE: To introduce students to the skills used to create ceramics including: hand building, wheel throwing, glaze chemistry, kiln firing and studio maintenance

OCCUPATIONAL OBJECTIVES: Graduates will have the knowledge and experience to set up their own studios to pursue their interests

PROGRAM REQUIREMENTS:

Course#		Title	Credits
ART	153	Ceramics I	3
ART	154	Ceramics II	3
ART	235	Functional Ceramics	3
ART	236	Sculptural Ceramics	3
ART	237	Ceramic Decoration	3
		Ceramic or Crafts elective	3
		Total	**18**

AREA: Fine Arts

PURPOSE: To introduce students to foundation drawing and painting skills for personal enrichment and preparation for future study

OCCUPATIONAL OBJECTIVES: portfolio enhancement and personal enrichment

PROGRAM REQUIREMENTS:

Course#		Title	Credits
ART	121	Drawing I	3
ART	122	Drawing II	3
ART	131	Fundamentals of Design I	3
ART	241	Painting I[1]	3
ART	242	Painting II[2]	3
ART		Approved elective[3]	3
		Total	**18**

[1] Prerequisite for ART 241 is ART 122 or instructor approval.
[2] Prerequisite for ART 242 is ART 122 or instructor approval.
[3] Approved electives: ART 132 Fundamentals of Design II; ART 138 Figure Drawing; and ART 153 Ceramics I

AREA: Nature and Outdoor Photography

PURPOSE: To introduce students to the skills and camera techniques appropriate for photographing nature and wildlife

OCCUPATIONAL OBJECTIVES: photographer's assistant and/or portfolio enhancement

PROGRAM REQUIREMENTS:

Course#		Title	Credits
PHT	107	Nature Photography	3
PHT	216	Wildlife Photography[1]	3
PHT	227	Photographic Careers	3
		Approved electives[2]	6
		Total	**15**

[1] Prerequisite for PHT 216 is PHT 107 or professor's approval.
[2] Approved electives from courses with ART, BIO, FOR or PHT prefixes

AREA: Photography

PURPOSE: To prepare students to become successful in taking and developing pictures and in learning camera techniques

OCCUPATIONAL OBJECTIVES: photographer's assistant

PROGRAM REQUIREMENTS:

Course#	Title	Credits
PHT 101	Photography I	3
PHT 102	Photography II	3
	Photography electives	6
	Total	**12**

Career Certificates

AREA: Early Childhood Education

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

OCCUPATIONAL OBJECTIVES: instructional assistant or preschool and child care worker

PROGRAM REQUIREMENTS:

Course#	Title	Credits
CHD 120	Introduction to Early Childhood Education	3
CHD 205	Guiding the Behavior of Children	3
EDU 235	Health, Safety, and Nutrition Education	3
CHD 297	Coordinated Internship in Childhood Education	3
	Electives	6
	Total	**18**

AREA: Horse Science

PURPOSE: To introduce students to knowledge for working in an equine environment

OCCUPATIONAL OBJECTIVES: entry-level positions in the equine environments, such as stables, breeders, or racing venues

PROGRAM REQUIREMENTS:

Course#	Title	Credits
AGR 126	Horse Genetics and Reproduction	3
AGR 157	Horse Nutrition and Feeding	2
AGR 158	Preventive Health Care for the Horse	2
AGR 219	Advanced Horse Management	2
EQU 110	Fundamentals of Horse Management	3
	Electives	4
	Total	**16**

AREA: Interior Design

PURPOSE: To expose students to basic interior design principles

OCCUPATIONAL OBJECTIVES: To prepare students for entry-level positions in an interior design environment such as furniture stores and other retail stores

PROGRAM REQUIREMENTS:

Course#	Title	Credits
IDS 100	Theory and Techniques or Interior Design	3
IDS 116	Period Residential Design	4
IDS 121	Styles of Furniture and Interiors I	3
IDS 122	Styles of Furniture and Interiors II	3
IDS 205	Materials and Sources	3
IDS 206	Lighting and Furnishings	3
IDS 225	Business Procedures	3
	Elective – BUS, AST, IST, IDS, ART, MKT	3
	Total	**25**

AREA: Kitchen and Bath Design

PURPOSE: To prepare students to work in home building and home improvement positions

OCCUPATIONAL OBJECTIVES: To prepare students for entry-level employment in kitchen and bath design and installation

PROGRAM REQUIREMENTS:

Course#	Title	Credits
ARC 133	Construction Methodology & Procedure I	3
IDS 105	Architectural Drafting for Interior Design	3
IDS 106	Three Dimensional Drawings & Rendering	3
IDS 205	Materials and Sources	3
IDS 206	Lightings and Furnishings	3
IDS 217	Advanced Rendering and Presentation	3
IDS 245	Kitchen CAD Studio	3
IDS 225	Business Procedures	3
IDS 297	Internship	3
IDS 195	Lab	2
	Total	**29**

AREA: Police Science

PURPOSE: To expose students to principles of law enforcement and correction, probation and private investigation

OCCUPATIONAL OBJECTIVES: To prepare students for entry-level employment in law enforcement

PROGRAM REQUIREMENTS:

Course#	Title	Credits
ADJ 107	Survey of Criminology	3
ADJ 211	Criminal Law, Evidence & Procedures I	3
ADJ 212	Criminal Law, Evidence & Procedures II	3
ADJ 236	Principles of Criminology Investigation	3
ADJ 237	Advanced Criminal Investigation	3
	Electives – ADJ, PSY, or SOC	3
	Total	**18**

AREA: Primary Instructional Assistant

PURPOSE: To prepare students to work in day cares, preschool or other educational settings

OCCUPATIONAL OBJECTIVES: instructional aide in preschool or day care facilities

PROGRAM REQUIREMENTS:

Course#	Title	Credits
CHD 118	Methods & Materials in Language Arts for Children	3
CHD 121	Childhood Educational Development	3
CHD 126	Methods & Materials for Developing Science & Mathematical Concepts	3
CHD 205	Guiding the Behavior of Children	3
CHD 210	Introduction to Exceptional Children	3
	Total	**15**

AREA: Residential Services Assistant

PURPOSE: To prepare students to work in educational, residential facilities for special need students

OCCUPATIONAL OBJECTIVES: instructional, residential or special education aides

PROGRAM REQUIREMENTS:

Course#	Title	Credits
CHD 230	Behavior Management for School-Age Child Care	3
HMS 100	Introduction to Human Services	3
HMS 121	Basic Counseling Skills	3
MEN 110	Introduction to Abnormal Psychology	3
PSY 236	Adolescent Psychology	3
SOC 200	Principles of Sociology	3
	Total	**18**

AREA: School-Age Child Care

PURPOSE: To prepare students to work in day cares, preschool or other educational settings

OCCUPATIONAL OBJECTIVES: instructional aide or child care worker

PROGRAM REQUIREMENTS:

Course#	Title	Credits
CHD 205	Guiding the Behavior of Children	3
CHD 220	Introduction to School-Age Child Care	3
CHD 235	Health & Recreation for School-Age Child Care	3
EDU 235	Health, Safety and Nutrition Education	3
	Approved electives	3
	Total	**15**

AREA: Secondary Instructional Assistant

PURPOSE: To prepare students to be successful in behavior management, positive techniques for exceptional children and developing appropriate learning activities

OCCUPATIONAL OBJECTIVES: instructional aid in secondary schools

PROGRAM REQUIREMENTS:

Course#	Title	Credits
CHD121	Childhood Educational Development I	3
CHD 122	Childhood Educational Development II	3
CHD 126	Science & Math Concepts for Children	3
CHD 210	Introduction to Exceptional Children	3
CHD 230	Behavior Management for School-Age Child Care	3
PSY 236	Adolescent Psychology	3
	Total	**18**

AREA: Veterinary Assisting

PURPOSE: To introduce students to knowledge for working in a small-animal care environment

OCCUPATIONAL OBJECTIVES: entry-level positions in veterinary offices or clinics, kennels or shelters, or pet sales

PROGRAM REQUIREMENTS:

Course#	Title	Credits
VET 100	Introduction to Animal Science	3
VET 105	Introduction to Veterinary Terminology	3
VET 101	Introduction to Veterinary Assisting	3
VET 116	Animal Breeds and Behavior	3
VET 236	Companion Animal Behavior	3
VET 198	Seminar and Project	3
	Total	**18**

AREA: Sign Communication

PURPOSE: To introduce students to sign language: basic vocabulary, finger spelling and an understanding of deaf culture

OCCUPATIONAL OBJECTIVES: Provides introductory knowledge in preparation for ASL degree programs and career paths providing services for the deaf in a variety of educational and work settings

PROGRAM REQUIREMENTS:

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	Elective	6
	Total	**15**

Course Descriptions

All Lord Fairfax Community College course descriptions are a part of the Virginia Community College System Master Course file (http://www.sp.cc.va.us/mcf/alphabet/htm), 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 Learning or the Learning Departments.

Course Numbering System

The following is a description of Lord Fairfax Community College's system for logically and meaningfully numbering of its 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 Learning, 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 115 Applied Accounting (3 Cr.)
Presents practical accounting procedures for retail stores, professional individuals in firms and personal service occupations. Covers the accounting cycle, journals, ledgers, preparation of financial statements and payrolls and checking account management. A laboratory corequisite (ACC 117) may be required as identified by the college. Lecture 3 hours per week.

ACC 211 Principles of Accounting I (3 Cr.)
Presents accounting principles and their application to various businesses. Covers the accounting cycle, income determination and financial reporting. Studies services, merchandising and includes internal controls. A laboratory corequisite (ACC 213) may be required as identified by the college. Lecture 3 hours per week.

ACC 212 Principles of Accounting II (3 Cr.)
Continues Principles of Accounting I (ACC 211) with emphasis on the application to partnerships, corporations and the study of financial analysis. Includes an introduction to cost and managerial accounting. A laboratory corequisite (ACC 214) may be required as identified by the college. Lecture 3 hours per week.

ACC 215 Computerized Accounting (3 Cr.)
Introduces the computer in solving accounting problems. Focuses on operation of computers. Presents the accounting cycle and financial statement preparation in a computerized system and other applications for financial and managerial accounting. Prerequisite or corequisite: ACC 212 or equivalent. Lecture 3 hours per week.

ACC 221 Intermediate Accounting I (3 Cr.)
Covers accounting principles and theory, including a review of the accounting cycle and accounting for current assets, current liabilities and investments. Introduces various accounting approaches and demonstrates the effect of these approaches on the financial statement users. Prerequisite: ACC 212 or equivalent. Lecture 3 hours per week.

ACC 222 Intermediate Accounting II (3 Cr.)
Continues accounting principles and theory with emphasis on accounting for fixed assets, intangibles, corporate capital structure, long-term liabilities and investments. Prerequisite: ACC 221 or equivalent. Lecture 3 hours per week.

ACC 225 Managerial Accounting (3 Cr.)
Presents the preparation, analysis and interpretation of accounting data for managerial decision-making. Includes cost control, capital budgeting and pricing decisions. Prerequisite: ACC 212 or equivalent. Lecture 3 hours per week.

ACC 231 Cost Accounting I (3 Cr.)
Studies cost accounting and reporting as applied to job order, process and standard cost accounting systems. Includes cost control and other topics. Prerequisite: ACC 212 or equivalent. Lecture 3 hours per week.

ACC 232 Cost Accounting II (3 Cr.)
Studies profit analysis and other topics. Prerequisite: ACC 231 or equivalent. Lecture 3 hours per week.

ACC 241 Auditing I (3 Cr.)
Presents techniques of investigating, interpreting and appraising accounting records and assertions. Studies internal control design and evaluation, evidence-gathering techniques and other topics. Prerequisite or corequisite: ACC 222 or equivalent. Lecture 3 hours per week.

ACC 242 Auditing II (3 Cr.)
Studies advanced sampling concepts, audit reports, controls, evidence, auditing standards, ethics and legal liability. Prerequisite or corequisite: ACC 241 or equivalent. Lecture 3 hours per week.

ACC 261 Principles of Federal Taxation I (3 Cr.)
Presents the study of federal taxation as it relates to individuals and related entities. Includes tax planning, compliance and reporting. Lecture 3 hours per week.

ACC 262 Principles of Federal Taxation II (3 Cr.)
Presents the study of federal taxation as it is related to partnerships, corporations and other tax entities. Includes tax planning, compliance and reporting. Lecture 3 hours per week.

Administration of Justice

ADJ 107 Survey of Criminology (3 Cr.)
Surveys the volume and scope of crime; considers a variety of theories developed to explain the causation of crime and criminality. Lecture 3 hours per week.

ADJ 116 Special Enforcement Topics (3 Cr.)
Considers contemporary issues, problems and controversies in modern law enforcement. Lecture 3 hours per week.

ADJ 118 Crisis Intervention and Critical Issues (3 Cr.)
Addresses basic problems involved in crisis intervention and current critical issues in law enforcement and the administration of justice; emphasizes practical approaches to discover and implement solutions. Lecture 3 hours per week.

ADJ 133 Ethics and the Criminal Justice Professional (3 Cr.)
Examines ethical dilemmas pertaining to the criminal justice system, including those in policing, courts and corrections. Focuses on some of the specific ethical choices that must be made by the criminal justice professional. Lecture 3 hours per week.

ADJ 138 Defensive Tactics (2 Cr.)
Surveys and demonstrates the various types of non-lethal force tools and tactics for use by criminal justice personnel in self-defense, arrest, search, restraint and transport of those in custody. Lecture 2 hours per week.

ADJ 140 Introduction to Corrections (3 Cr.)
Focuses on societal responses to the offender. Traces the evolution of practices based on philosophies of retribution, deterrence and rehabilitation. Reviews contemporary correctional activities and their relationships to other aspects of the criminal justice system. Lecture 3 hours per week.

ADJ 201 Criminology (3 Cr.)
Studies current and historical data pertaining to criminal and other deviant behavior. Examines theories that explain crime and criminal behavior in human society. Lecture 3 hours per week.

ADJ 211-212 Criminal Law, Evidence and Procedures I-II (3 Cr.) (3 Cr.)
Teaches the elements of proof for major and common crimes and the legal classification of offenses. Studies the kinds, degrees and admissibility of evidence and its presentation in criminal proceedings with emphasis on legal guidelines for methods and techniques of evidence acquisition. Surveys the procedural requirements from arrest to final disposition in the various American court systems with focus on the Virginia jurisdiction. Lecture 3 hours per week.

ADJ 227 Constitutional Law for Justice Personnel (3 Cr.)
Surveys the basic guarantees of liberty described in the U.S. Constitution and the historical development of these restrictions on government power, primarily through U.S. Supreme Court decisions. Review rights of free speech, press, assembly, as well as criminal procedure guarantees (to counsel, jury trial, habeas corpus, etc.) as they apply to the activities of those in the criminal justice system. Lecture 3 hours per week.

ADJ 236 Principles of Criminal Investigation (3 Cr.)
Surveys the fundamentals of criminal investigation procedures and techniques. Examines crime scene search, collecting, handling and preserving of evidence. Lecture 3 hours per week.

ADJ 237 Advanced Criminal Investigation (3 Cr.)
Introduces specialized tools and scientific aids used in criminal investigation. Applies investigative techniques to specific situations and preparation of trial evidence. Prerequisite: ADJ 236 or divisional approval. Lecture 3 hours per week.

Administrative Support Technology

AST 100 Office Skills Review (3 Cr.)
Reviews office skills such as keyboarding, shorthand, machine transcription and other selected office topics based on individual needs. Lecture 3 hours per week.

AST 101 Keyboarding I (3 Cr.)
Teaches the alpha/numeric keyboard with emphasis on correct techniques, speed and accuracy. Teaches formatting of basic personal and business correspondence, reports and tabulation. A laboratory corequisite (AST 103) may be required. Lecture 3 hours per week.

AST 102 Keyboarding II (3 Cr.)
Develops keyboarding and document production skills with emphasis on preparation of specialized business documents. Continues skill building for speed and accuracy. Prerequisite: AST 101. A laboratory corequisite (AST 104) may be required. Lecture 3 hours per week.

AST 107 Editing/Proofreading Skills (3 Cr.)
Develops skills essential to creating and editing business documents. Covers grammar, spelling, diction, punctuation, capitalization and other usage problems. Corequisite: AST 101. Lecture 3 hours per week.

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.

AST 130 Office Procedures (3 Cr.)
Introduces general functions and duties performed in the office. Prerequisite AST 101. Lecture 3 hours per week.

AST 135 Simulation in Office Procedures (3 Cr.)
Integrates office skills and procedures in a simulated business setting. Lecture 3 hours per week.

AST 136 Office Record Keeping (3 Cr.)
Introduces types of record keeping duties performed in the office, such as financial, tax, payroll and inventory. Utilizes specialized software where applicable. Lecture 3 hours per week.

AST 141 Word Processing I (3 Cr.)
Teaches creating and editing documents, including line and page layouts, columns, fonts, search/replace, cut/paste, spell/thesaurus and advanced editing and formatting features of word processing software. Prerequisite: AST 101 or equivalent. A laboratory corequisite (AST 144) may be required. Lecture 3 hours per week.

AST 142 Word Processing II (3 Cr.)
Teaches advanced software applications. Prerequisite: AST 141 or equivalent. A laboratory corequisite (AST 145) may be required. Lecture 3 hours per week.

AST 175 Communication Strategies for the Medical Profession (3 Cr.)
Develops skills in verbal and written communication techniques for medical office personnel. Covers principles of communicating effectively with patients, their families and healthcare professionals. Stresses use of standard English and medical terminology in preparation of correspondence, reports and chart notes as required in the medical office. Emphasizes ethical considerations, confidentiality and security of patient information. Lecture 3 hours per week.

AST 176 Medical Office/Unit Management (3 Cr.)
Develops administrative and support skills for a medical setting including effective communications, ethical and legal issues, research techniques and insurance claims processing. Lecture 3 hours per week.

AST 205 Business Communications (3 Cr.)
Teaches techniques of oral and written communications. Emphasizes writing and presenting business-related materials. Lecture 3 hours per week.

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. Lecture 3 hours per week.

AST 213 Legal Keyboarding (3 Cr.)
Develops decision-making skills, speed and accuracy in preparation of legal documents with emphasis on meeting office requirements. Prerequisite AST 102. A laboratory corequisite (AST 214) may be required. Lecture 3 hours per week.

AST 215 Medical Keyboarding (3 Cr.)
Develops decision-making skills, speed and accuracy in preparation of medical documents with emphasis on meeting office requirements. Prerequisite AST 102. A laboratory corequisite (AST 216) may be required. Lecture 3 hours per week.

AST 230 Introduction to Office Technology (3 Cr.)
Introduces principles, methods and techniques involved in office technology. Emphasizes word processing, microcomputer equipment and software. A laboratory corequisite (AST 231) may be required. Lecture 3 hours per week.

AST 232 Microcomputer Office Applications (3 Cr.)
Teaches production of business documents using word processing, databases and spreadsheets. Emphasizes document production to meet business and industry standards. Prerequisite: AST 101 or equivalent. A laboratory corequisite (AST 233) may be required. Lecture 3 hours per week.

AST 234 Records and Database Management (3 Cr.)
Teaches filing and records management procedures using microcomputer database software. Incorporates both manual and electronic methods for managing information. Prerequisite: AST 101 or equivalent. Lecture 3 hours per week.

AST 236 Specialized Software Applications (3 Cr.)
Teaches specialized integrated software applications on the microcomputer. Emphasizes document production to meet business and industry standards. Prerequisite: AST 101 or equivalent. A laboratory corequisite (AST 237) may be required. Lecture 3 hours per week.

AST 243 Office Administration I (3 Cr.)
Develops an understanding of the administrative support role and the skills necessary to provide organizational and technical support in a contemporary office setting. Emphasizes the development of critical-thinking, problem-solving and job performance skills in a business office environment. Prerequisite: AST 101. Lecture 3 hours per week.

AST 244 Office Administration II (3 Cr.)
Enhances skills necessary to provide organizational and technical support in a contemporary office setting. Emphasizes administrative and supervisory role of the office professional. Includes travel and meeting planning, office budgeting and financial procedures, international issues and career development. Prerequisite: AST 243 or equivalent. Lecture 3 hours per week.

AST 245 Medical Machine Transcription (3 Cr.)
Develops machine transcription skills, integrating operation of transcribing equipment with understanding of medical terminology. Emphasizes dictation techniques and accurate transcription of medical documents in prescribed formats. Prerequisite: AST 102 or equivalent. A laboratory corequisite (AST 246) may be required. Lecture 3 hours per week.

AST 247 Legal Machine Transcription (3 Cr.)
Develops machine transcription skills, integrating operation of transcribing equipment with understanding of legal terminology. Emphasizes dictation techniques and accurate transcription of legal documents in prescribed formats. A laboratory corequisite (AST 248) may be required. Prerequisite AST 102 or equivalent. Lecture 3 hours per week.

AST 253 Advanced Desktop Publishing I (3 Cr.)
Introduces specific desktop publishing software. Teaches document layout and design, fonts, typestyles, style sheets and graphics. Prerequisite: AST 101 or equivalent and proficiency in the use of a word processing package. A laboratory corequisite (AST 255) may be required. Lecture 3 hours per week.

AST 254 Advanced Desktop Publishing II (3 Cr.)
Presents advanced features of desktop publishing software, culminating in the layout and design of complex multi-page documents. Prerequisite: AST 253 or equivalent. A laboratory corequisite (AST 256) may be required. Lecture 3 hours per week.

AST 257 WP Desktop Publishing (3 Cr.)
Uses word processing software to teach advanced document preparation. Prerequisite AST 101 or equivalent and experience in using the specified word processing software. Prerequisite: AST 141 or equivalent. A laboratory corequisite (AST 258) may be required. Lecture 3 hours per week.

AST 260 Presentation Software (3 Cr.)
Teaches creation of slides including use of text, clip art and graphs. Includes techniques for enhancing presentations with on-screen slide shows as well as printing to transparencies and handouts. Incorporates use of sound and video clips. A laboratory corequisite (AST 261) may be required. Prerequisite: AST 101 or equivalent. Lecture 3 hours per week.

AST 265 Legal Office Procedures I (3 Cr.)
Introduces general office procedures used in law offices and courts. Corequisite AST 102 or equivalent. Lecture 3 hours per week.

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. Prerequisite AST 265 or equivalent. Lecture 3 hours per week.

AST 271 Medical Office Procedures I (3 Cr.)
Covers medical office procedures, records management, preparation of medical reports and other medical documents. Corequisite AST 102 or equivalent. Lecture 3 hours per week.

AST 272 Medical Office Procedures II (3 Cr.)
Develops skills in the performance of administrative and support services in a medical setting. Covers professional ethics, medical legal issues and interaction with patients. Prerequisite AST 271 or equivalent. Lecture 3 hours per week.

Air Conditioning and Refrigeration

AIR 121 Air Conditioning and Refrigeration I (3 Cr.)
Studies refrigeration theory, tools and equipment, soldering, brazing, refrigeration systems, system components, compressors, evaporators, metering devices. Provides laboratory application of refrigerators and freezers. Lecture 2 hours per week. Laboratory 2 hours per week. Total 4 hours per week.

AIR 122 Air Conditioning and Refrigeration II (3 Cr.)
Studies refrigeration theory, tools and equipment, soldering, brazing, refrigeration systems, system components, compressors, evaporators, metering devices. Provides laboratory application of refrigerators and freezers. Lecture 2 hours per week. Laboratory 2 hours per week. Total 4 hours per week. Prerequisite AIR 121

AIR 134 Circuit and Controls I (3 Cr.)
Presents circuit diagrams for air conditioning units, reading and drawing of circuit diagrams, types of electrical controls. Includes analysis of air conditioning circuits, components, analysis and characteristics of circuits and controls, testing and servicing, introduces electricity for air conditioning which includes circuit elements, direct current circuits and motors, single and three-phase circuits and motors, power distribution systems and protective devices. Studies the electron and its behavior in passive and active circuits and components. Demonstrates electronic components and circuits as applied to air conditioning system. Lecture 2-3 hours per week. Laboratory 2-6 hours per week. Total 4-9 hours per week.

AIR 154 Heating Systems I (3 Cr.)
Introduces types of fuels and their characteristics of combustion; types, components and characteristics of burners and burner efficiency analyzers. Studies forced air heating systems including troubleshooting, preventive maintenance and servicing. Lecture 2-3 hours per week. Laboratory 2-6 hours per week. Total 4-8 hours per week. Prerequisite AIR 121

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. Lecture 2-3 hours per week. Laboratory 2-6 hours per week. Total 4-8 hours per week. Prerequisite AIR 154

Architecture

ARC 121-122 Architectural Drafting I-II (3 Cr.) (3 Cr.)
Introduces techniques of architectural drafting, including lettering, dimensioning and symbols. Requires production of plans, sections and elevations of a simple building. Studies use of common reference material and the organization of architectural working drawings. Requires development of a limited set of working drawings, including a site plan, related details and pictorial drawings. Lecture 2 hours per week. Laboratory 2 hours per week. Total 4 hours per week.

ARC 130 Introduction to Materials and Methods of Construction (3 Cr.)
Introduces the physical properties and characteristics of building materials and methods of construction. Includes review of residential and light commercial wood-frame construction techniques and an introduction to steel and concrete structural systems. Lecture 3 hours per week.

ARC 133-134 Construction Methodology & Procedures I & II (3 Cr.) (3 Cr.)
Studies materials used in construction of buildings, covering foundations to structural framing systems. Includes appropriate use of materials for various construction types. Includes specifications of materials and installation procedures; types of specifications and writing procedures; bidding procedures and contract documents. Lecture 3 hours per week.

ARC 140 Principles of Construction Safety (2 Cr.)
Covers construction industry operations and hazards control. Includes principles and practices of accident prevention, cost analysis, investigation techniques, reporting, first aid, protection equipment and general safety principles. Lecture 2 hours per week.

Art

ART 101-102 History and Appreciation of Art I-II (3 Cr.) (3 Cr.)
Presents the history and interpretation of architecture, sculpture and painting. Begins with prehistoric art and follows the development of western civilization to the present. Reading prerequisite required. Lecture 3 hours per week.

ART 111-112 Introduction to the Arts I-II (3 Cr.) (3 Cr.)
Parallels studio classes and provides a general survey of the arts. Emphasizes perception, using major monuments of painting, sculpture and architecture as examples. Lecture 3 hours per week.

ART 121-122 Drawing I-II (3 Cr.) (3 Cr.)
Develops basic drawing skills and understanding of visual language through studio instruction/lecture. Introduces concepts such as proportion, space, perspective, tone and composition as applied to still life, landscape and the figure. Uses drawing media such as pencil, charcoal, ink wash and color media. Includes field trips and gallery assignments as appropriate. ART 121 is a prerequisite for ART 122. Lecture 2 hours per week. Studio instruction 3 hours per week. Total 5 hours per week.

ART 131-132 Fundamentals of Design I-II (4 Cr.) (4 Cr.)
Explores the concepts of two- and three-dimensional design and color. May include field trips as required. Art 131 is a prerequisite for ART 132. Lecture 2 hours per week. Studio instruction 4 hours per week. Total 6 hours per week.

ART 138 Figure Drawing (3 Cr.)
Develops drawing skills for the beginning and experienced students. Explores a broad range of drawing problems dealing with the human figure in costume using various media and techniques. Prerequisite: ART 121 or divisional approval. Lecture 2 hours per week. Studio instruction 3 hours per week. Total 5 hours per week.

ART 153-154 Ceramics I-II (3 Cr.) (3 Cr.)
Presents problems in the design and production of functional and non-functional ceramic works. Includes hand building the potter's wheel and clays and glazes. Lecture 2 hours per week. Studio instruction 4 hours per week. Total 6 hours per week.

ART 235 Functional Ceramics (3 Cr.)
Explores the design and production of functional ceramics, including hand building and use of the wheel. Prerequisite: ART 153 or instructor approval. Lecture 2 hours per week. Studio instruction 4 hours per week. Total 6 hours per week.

ART 236 Sculptural Ceramics (3 Cr.)
Explores the design and production of sculptural ceramics, including hand building and use of the wheel. Prerequisite: ART 153 or instructor approval. Lecture 2 hours per week. Studio instruction 4 hours per week. Total 6 hours per week.

ART 241-242 Painting I-II (3 Cr.) (3 Cr.)
Introduces abstract and representational painting in acrylic and/or oil with emphasis on color composition and value. Prerequisite: ART 122 or instructor approval. Lecture 2 hours per week. Studio instruction 3 hours per week. Total 5 hours per week.

ART 243-244 Watercolor I-II (3 Cr.) (3 Cr.)
Presents abstract and representational painting in watercolor with emphasis on design, color, composition, technique and value. Prerequisite: ART 121 or instructor approval. Lecture 2 hours per week. Studio instruction 3 hours per week. Total 5 hours per week.

ART 271-272 Printmaking I-II (3 Cr.) (3 Cr.)
 Introduces the student to the full range of printmaking techniques. Includes woodcut, silkscreen, etching and lithography. Provides historical perspective on printmaking. Lecture 2 hours per week. Studio instruction 3 hours per week. Total 5 hours per week.

ART 283-284 Computer Graphics I-II (3 Cr.) (3 Cr.)
Utilizes microcomputers and software to produce computer graphics. Employs techniques learned to solve studio projects which reinforce instruction and are appropriate for portfolio use. Lecture 1 hour per week. Studio instruction 3 hours per week. Total 4 hours per week. Prerequisite: Reading requirement.

ART 287 Portfolio and Resume Preparation (1 Cr.)
Focuses on portfolio preparation, resume writing and job interviewing for students. Requires instructor's approval. Lecture 1 hour.

American Sign Language
(Replaces Sign Communications)

ASL 101-102 American Sign Language I-II (3 Cr.) (3 Cr.)
Introduces the fundamentals of American Sign Language (ASL) used by the Deaf Community, including basic vocabulary, syntax, finger spelling and grammatical non manual signals. Focuses on communicative competence. Develops gestural skills as a foundation for ASL enhancement. Introduces cultural knowledge and increases understanding of the Deaf Community.

ASL 115 Finger Spelling and Number Use in ASL (2 Cr.)
Provides intensive practice in comprehension and production of finger spelled words and numbers with emphasis on clarity and accuracy. Focuses on lexicalized finger spelling and numeral incorporation as used by native users of American Sign Language. Prerequisite ASL 101 or permission of instructor. Lecture 2 hours per week.

ASL 125 History and Culture of the Deaf Community I (3 Cr.)
Presents an overview of various aspects of deaf culture, including educational and legal issues. Lecture 3 hours per week.

ASL 201-202 American Sign Language III-IV (3 Cr.) (3 Cr.)
Develops vocabulary, conversational competence and grammatical knowledge with a total immersion approach. Introduces increasingly complex grammatical aspects including those unique to ASL. Discusses culture and literature. Contact with the deaf community is encouraged to enhance linguistic and cultural knowledge. Lecture 3-4 hours per week. Laboratory 0-2 hours per week. Total 3-5 hours per week.

INT 105-106 Interpreter Education (3Cr.) (3Cr.)
Develops fundamental skills of interpreting, including cognitive processes and intralingual language development in English and ASL. Reviews models of interpreting and uses one to analyze interpretations. Develops feedback skills essential to the team interpreting process. Lecture 3 hours per week.

INT 130 Interpreting: An Introduction to the Profession (3 Cr.)
Introduces basic principles and practices of interpreting, focusing on the history of the profession, logistics of interpreting situations, regulatory and legislative issues, resources and the code of ethics. Describes the state quality assurance screening and national certification exam systems, including test procedures. Lecture 3 hours per week.

Biology

BIO 100 Basic Human Biology (3 Cr.)
Presents basic principles of human anatomy and physiology. Discusses cells, tissues, and selected human systems. Lecture 3 hours per week.

BIO 101-102 General Biology I-II (4 Cr.) (4 Cr.)
Explores fundamental characteristics of living matter from the molecular level to the ecological community with emphasis on general biological principles. Introduces the diversity of living organisms, their structure, function and evolution. Reading prerequisite required. Lecture 3 hours per week. Recitation and laboratory 3 hours per week. Total 6 hours per week.

BIO 106 Life Science (4 Cr.)
Provides a topical approach to basic biological principles. Includes the scientific process, characteristics of living organisms, molecular aspects of cells, bioenergetics, cellular and organismal reproduction genetics, evolution and ecology. Lecture 3 hours per week. Laboratory 3 hours per week. Total 6 hours per week.

BIO 107 Biology of the Environment (4 Cr.)
Presents the basic concepts of environmental science through a topical approach. Includes the scientific method, population growth and migration, use of natural resources and waste management, ecosystem simplification recovery, evolution, biogeochemical cycles, photosynthesis and global warming, geological formations, atmosphere and climate and ozone depletion and acid deposition. Lecture 3 hours per week. Laboratory 3 hours per week. Total 6 hours per week.

BIO 110 General Botany (4 Cr.)
Emphasizes plant life cycles, anatomy, morphology, taxonomy and evolution. Considers the principles of genetics, ecology and physiology. Lecture 3 hours per week. Laboratory 3 hours per week. Total 6 hours per week.

BIO 115 Wild Mushroom Identification (2 Cr.)
Provides familiarity with the potential value of wild mushrooms as a nutritional source and as a food delicacy. Includes positive identification of the several deadly mushrooms, recognition of various toxic and hallucinogenic species and of the edible mushrooms found in this area. Includes field trips. Lecture 1 hour per week. Laboratory 2 hours per week. Total 3 hours per week.

BIO 141-142 Human Anatomy and Physiology I-II (4 Cr.) (4 Cr.)
Integrates anatomy and physiology of cells, tissues, organs and systems of the human body. Integrates concepts of chemistry, physics and pathology. Reading prerequisite required. Lecture 3 hours per week. Laboratory 3 hours per week. Total 6 hours per week.

BIO 150 Introductory Microbiology (4 Cr.)
Studies the general characteristics of microorganisms. Emphasizes their relationships to individual and community health. Reading prerequisite required. Lecture 3 hours per week. Recitation and laboratory 3 hours per week. Total 6 hours per week.

BIO 161-162 Field Biology of Animals I-II (4 Cr.)
Studies natural history, life cycles, population dynamics, taxonomy and general morphology of animals with emphasis upon identification, collection and preservation methods. Lecture 3 hours per week. Recitation and laboratory 3 hours per week. Total 6 hours per week.

BIO 206 Cell Biology (4 Cr.)
Introduces the ultra-structure and functions of cells. Emphasizes cell metabolism, cell division and control of gene expression. Prerequisite: one year of college biology or one year of college chemistry. Lecture 3 hours per week. Recitation and laboratory 3 hours per week. Total 6 hours per week.

BIO 270 General Ecology (4 Cr.)
Studies interrelationships between organisms and their natural and cultural environments with emphasis on populations, communities and ecosystems. Prerequisite: BIO 101–102 or instructor approval. Lecture 3 hours per week. Laboratory 3 hours per week. Total 6 hours per week.

Building

BLD 111 Blueprint Reading and the Building Code (3 Cr.)
Introduces reading and interpreting various kinds of blueprints and working drawings with reference to local, state and national building codes. Lecture 2 hours per week. Laboratory 2 hours per week. Total 4 hours per week.

BLD 231 Construction Estimating I (3 Cr.)
Focuses on materials take-off and computing quantities from working drawings and specifications. Includes methods for computing quantities of concrete, steel, masonry, roofing and excavation. Deals with pricing building components, materials and processes, as well as transportation and handling costs, mark-up discount procedures, equipment cost and labor rates. Lecture 3 hours per week.

Business Management and Administration

BUS 100 Introduction to Business (3 Cr.)
Presents a broad introduction to the functioning of business enterprise within the U.S. economic framework. Introduces economic systems, essential elements of business organization, production, human resource management, marketing, finance and risk management. Lecture 3 hours per week.

BUS 111 Principles of Supervision I (3 Cr.)
Teaches the fundamentals of supervision, including the primary responsibilities of the supervisor. Introduces factors relating to the work of supervisors and subordinates. Covers aspects of leadership, job management, work improvement, training and orientation, performance evaluation and effective employee/supervisor relationships. Lecture 3 hours per week.

BUS 116 Entrepreneurship (3 Cr.)
Presents the various steps considered necessary when going into business. Includes areas such as product-service analysis, market research evaluation, setting up books, ways to finance startup, operations of the business, development of business plans, buyouts versus starting from scratch and franchising. Uses problems and cases to demonstrate implementation of these techniques. Lecture 3 hours per week.

BUS 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.

BUS 200 Principles of Management (3 Cr.)
Teaches management and the management functions of planning, organizing, leading and controlling. Focuses on application of management principles to realistic situations managers encounter as they attempt to achieve organizational objectives. Lecture 3 hours per week.

BUS 205 Human Resource Management (3 Cr.)
Introduces employment, selection and placement of personnel, usage levels and methods, job descriptions, training methods and programs and employee evaluation systems. Includes procedures for management of human resources and uses case studies and problems to demonstrate implementation of these techniques. Lecture 3 hours per week.

BUS 220 Introduction to Business Statistics (3 Cr.)
Introduces statistics as a tool in decision-making. Emphasizes ability to collect, present and analyze data. Employs measures of central tendency and dispersion, statistical inference, index numbers, probability theory and time series analysis. Lecture 3 hours per week.

BUS 236 Communication in Management (3 Cr.)
Introduces the functions of communication in management with emphasis on gathering, organizing and transmitting facts and ideas. Teaches the basic techniques of effective oral and written communication. Lecture 3 hours per week.

BUS 241 Business Law I (3 Cr.)
Presents a broad introduction to the legal environment of U.S. business. Develops a basic understanding of contract law and agency and government regulation. Lecture 3 hours per week.

BUS 242 Business Law II (3 Cr.)
Develops a basic understanding of the Uniform Commercial Code, business organization bankruptcy and personal and real property. Lecture 3 hours per week.

BUS 285 Current Issues in Management (3 Cr.)
Designed as a capstone for management majors, the course is designed to provide an integrated perspective of current issues and trends in business management. Contemporary issues will be explored in a highly participatory class environment. Lecture 3 hours per week.

Chemistry

CHM 101-102 General Chemistry I-II (4 Cr.) (4 Cr.)
Emphasizes experimental and theoretical aspects of inorganic, organic and biological chemistry. Discusses general chemistry concepts as they apply to issues within our society and environment. Designed for the non-science major. Reading prerequisite required. Prerequisite for CHM 101 is MTH 03. Lecture 3 hours per week. Laboratory 3 hours per week. Total 6 hours per week.

CHM 110 Survey of Chemistry (3 Cr.)
Introduces the basic concepts of general, organic and biochemistry with emphasis on their applications to other disciplines. No previous chemistry background required. Lecture 3 hours per week.

CHM 111-112 College Chemistry I-II (4 Cr.) (4 Cr.)
Explores the fundamental laws, theories and mathematical concepts of chemistry. Designed primarily for science and engineering majors. Requires a strong background in mathematics. Reading prerequisite required. Prerequisite for CHM 111 is MTH 04. Lecture 3 hours per week. Laboratory 3 hours per week. Total 6 hours per week.

CHM 241-242 Organic Chemistry I-II (3 Cr.) (3 Cr.)
Introduces fundamental chemistry of carbon compounds, including structures, physical properties, syntheses and typical reactions. Emphasizes reaction mechanisms. Prerequisite: CHM 111-112. Recommended corequisite: CHM 243-244. Lecture 3 hours per week.

CHM 245-246 Organic Chemistry Laboratory 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 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.

Childhood Development

CHD 118 Language Arts for Young Children (3 Cr.)
Presents techniques and methods for encouraging the development of language and perception skills in young children. Stresses improvement of vocabulary, speech and methods to stimulate discussion. Surveys children's literature, examines elements of quality story telling and story reading and stresses the use of audiovisual materials. Lecture 2 hours per week. Laboratory 2 hours per week. Total 4 hours per week.

CHD 120 Introduction to Early Childhood Education (3 Cr.)
Introduces early childhood development through activities and experiences in nursery, pre-kindergarten, kindergarten and primary programs. Investigates classroom organization and procedures and use of classroom time and materials, approaches to education for young children, professionalism and curricular procedures. Lecture 3 hours per week.

CHD 121-122 Childhood Educational Development I-II (3 Cr.) (3 Cr.)
Focuses attention on the observable characteristics of children from birth through adolescence. Concentrates on cognitive, physical, social and emotional changes that occur. Emphasizes the relationship between development and a child's interactions with parents, siblings, peers and teachers. Lecture 3 hours per week.

CHD 125 Creative Activities for Children (3 Cr.)
Prepares individuals to work with young children in the arts and other creative age-appropriate activities. Investigates affective classroom experiences and open-ended activities. Lecture 2 hours per week. Laboratory 2 hours per week. Total 4 hours per week.

CHD 126 Science and Math Concepts for Children (3 Cr.)
Teaches selecting developmentally appropriate learning activities using materials to develop logical thinking skills in the child. Lecture 3 hours per week.

CHD 145 Teaching Art, Music and Movement to Children (3 Cr.)
Provides experiences in developing the content, methods and materials for directing children in art, music and movement activities. Lecture 2 hours per week. Laboratory 2 hours per week. Total 4 hours per week.

CHD 205 Guiding the Behavior of the Children (3 Cr.)
Explores positive ways to build self-esteem in children and help them develop self-control. Presents practical ideas for encouraging pro-social behavior in children and emphasizes basic skills and techniques in classroom management. Lecture 3 hours per week.

CHD 210 Introduction to Exceptional Children (3 Cr.)
Reviews the history of education for exceptional children. Studies the characteristics associated with exceptional children. Explores positive techniques for managing behavior and adapting materials for classroom use. Lecture 3 hours per week.

CHD 220 Introduction to School-Age Child Care (3 Cr.)
Examines the purposes of school-age child care in today's society, the role of adults within school-age child care and the state of the profession of school-age child care. Lecture 3 hours per week.

CHD 230 Behavior Management for School-Age Child Care (3 Cr.)
Discusses the development of social skills that school-age children need for self-management, including self-discipline, self-esteem and coping with stress and anger. Explores way to effectively guide and discipline school-age children, focusing on how adults can facilitate positive pro-social and self-management skills. Lecture 3 hours per week.

CHD 235 Health and Recreation for School-Age Child Care (3 Cr.)
Examines the physical growth of school-age children and the role of health and recreation in school-age child development. Explores the use of medication, misuse of drugs, health issues of children and the availability of community resources. Lecture 3 hours per week.

Civil Engineering Technology

CIV 171 Surveying I (3 Cr.)
Introduces surveying equipment, procedures and computations including adjustment of instruments, distance measurement, leveling, angle measurement, traversing, traverse adjustments, area computations and introduction to topography. Lecture 2 hours per week. Laboratory 3 hours per week. Total 5 hours per week.

CIV 172 Surveying II (3 Cr.)
Introduces surveys for transportation systems including the preparation and analysis of topographic maps, horizontal and vertical curves, earthwork and other topics related to transportation construction. Prerequisite: CIV 171. Lecture 2 hours per week. Laboratory 3 hours per week. Total 5 hours per week.

CIV 220 Structural Analysis (3 Cr.)
Focuses on the analysis of statically determinate and indeterminate structures based on principles of statics, strength of materials and geometric conditions. Prerequisite: EGR 136 or equivalent. Lecture 3 hours per week.

CIV 225 Soil Mechanics (2 Cr.)
Focuses on soil and its relationship to engineering construction. Includes soil composition and structure, weight-volume relationships, sampling procedures, classification systems, water in soil, stresses, strains, bearing capacity, settlement and expansion, compaction, stabilization and introduction to foundations and retaining walls. Lecture 2 hours per week.

CIV 226 Soil Mechanics Laboratory (1 Cr.)
Introduces practical soil sampling; classification of unified, ASTM and AASHTO specifications; laboratory testing of soils to predict engineering performance. Laboratory 2 hours per week.

Computer Science

CSC 155 Computer Concepts and Applications (3 Cr.)
Introduces basic hardware and software concepts of computer usage and the computer's impact on society. Includes applications of various types of software to illustrate how computers are used in sciences, social sciences, humanities and education. Covers the use of an operating system, word processing, spreadsheets, e-mail, library access, database access and retrieval and the Internet. Prerequisite: AST 117 or AST 101 or equivalent highly recommended.

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.

CSC 202 Computer Science II (4 Cr.)
Examines data structures and algorithm analysis. 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 file structures. Prerequisite CSC 201.

Dental Hygiene

DNH 111 Oral Anatomy (2 Cr.)
Studies the morphology and function of the oral structures with emphasis on the primary and permanent dentition, eruption sequence, occlusion and intra-arch relationships. Lecture 2 hours per week.

DNH 115 Histology/Head and Neck Anatomy (3 Cr.)
Presents a study of the microscopic and macroscopic anatomy and physiology of the head, neck and oral tissues. Includes embryologic development and histologic components of the head, neck, teeth and periodontium. Lecture 3 hours per week.

DNH 120 Management of Emergencies (2 Cr.)
Studies the various medical emergencies and techniques for managing emergencies in the dental setting. Additional practical applications and simulations of emergencies may be conducted to enhance basic knowledge from the one-hour lecture component. Lecture 1-2 hours per week.

DNH 130 Oral Radiography for the Dental Hygienist (2 Cr.)
Studies radiation physics, biology, safety and exposure techniques for intra- and extra-oral radiographic surveys. Laboratory provides practice in exposure, processing methods, mounting and interpretation of normal findings. Lecture 1-2 hours per week. Laboratory 3 hours per week. Total 4-5 hours per week.

DNH 141 Dental Hygiene I (5 Cr.)
Introduces clinical knowledge and skills for the performance of dental hygiene services; basic skill components, lab manikins and client practice. Lecture 3 hours per week. Clinic 6 hours per week. Total 9 hours per week.

DNH 142 Dental Hygiene II (5 Cr.)
Exposes students to instrument sharpening, time management and client education techniques and methods. Provides supervised clinical practice in the dental hygiene clinic with emphasis on developing client treatment and instrument skills. Prerequisite: DNH 141. Lecture 1-2 hours per week. Clinical 9-12 hours per week. Total 11-13 hours per week.

DNH 145 General and Oral Pathology (2 Cr.)
Introduces general pathology with consideration of the common diseases affecting the human body. Particular emphasis is given to the study of pathological conditions of the mouth, teeth and their supporting structures. Prerequisite: DNH 113, 114, or 115. Lecture 2 hours per week.

DNH 146 Periodontics for the Dental Hygienist (2 Cr.)
Introduces the theoretical and practical study of various concepts and methods used in describing, preventing and controlling periodontal disease. Presents etiology, microbiology, diagnosis, treatment and prognosis of diseases. Lecture 2 hours per week.

DNH 150 Nutrition (2 Cr.)
Studies nutrition as it relates to dentistry and general health. Emphasizes the principles of nutrition as applied to the clinical practice of dental hygiene. Lecture 2 hours per week.

DNH 214 Practical Materials for Dental Hygiene (2 Cr.)
Studies the current technologic advances, expanded functions and clinical/laboratory materials used in dental hygiene practice. Provides laboratory experience for developing skills in the utilization and applications of these technologies and functions. Lecture 1 hour per week. Laboratory 2 hours per week. Total 3 hours per week.

DNH 216 Pharmacology (2 Cr.)
Studies the chemical and therapeutic agents used in dentistry, including their preparation, effectiveness and specific application. Lecture 2 hours per week.

DNH 226 Public Health Dental Hygiene I (2 Cr.)
Studies and compares concepts of delivery of health care, applying the public health delivery model. Utilizes epidemiologic methods, research and biostatistics as applied to oral health program planning, implementation and evaluation. Incorporates and applies current health issues and trends. Lecture 2 hours per week.

DNH 227 Public Health Dental Hygiene II (1 Cr.)
Applies concepts of public health program planning through student directed community projects with an emphasis on preventative oral health education. Includes development of table clinics, bulletin board and volunteer service in the community. Prerequisite: DNH 226. Laboratory 3 hours per week.

DNH 230 Office Practice and Ethics (1 Cr.)
Studies the principles of dental ethics and economics as they relate to the dental hygienist. The course also includes a study of jurisprudence and office procedures. Lecture 1 hour per week.

DNH 244 Dental Hygiene IV (5 Cr.)
Introduces advanced skills and the dental hygienist's role in dental specialties. Includes supervised clinical practice in the dental hygiene clinic and/or off-campus clinical rotations at various community facilities. Emphasizes treatment of clients demonstrating periodontal involvement, stressing application and correlation of knowledge and skills from previous semesters. Prerequisite: DNH 143 or DNH 190. Lecture 1 hour per week. Clinic 12 hours per week. Total 13 hours per week.

DNH 245 Dental Hygiene V (5 Cr.)
Exposes student to current advances in dentistry. Includes supervised clinical practice in the dental hygiene clinic and/or off-campus clinical rotations at various community facilities. Emphasis is placed on synthesis of knowledge from previous semesters, treatment of clients with moderate to advanced periodontal involvement and improving clinical speed while maintaining quality in preparation for practice. Prerequisite: DNH 244. Lecture 1 hour per week. Clinic 12 hours per week. Total 13 hours per week.

Drafting

DRF 160 Machine Blueprint Reading (3 Cr.)
Introduces interpreting of various blueprints and working drawings. Applies basic principles and techniques such as visualization of an object, orthographic projection, technical sketching and drafting terminology. Requires outside preparation. Lecture 3 hours per week.

DRF 161 Blueprint Reading I (1-2 Cr.)
Teaches the application of basic principles, visualization, orthographic projection, detail of drafting shop process and terminology, assembly drawings and exploded views. Considers dimensioning, changes and corrections, classes of fits, tolerances and allowances, sections and convention in blueprint reading. Lecture 1 hour per week. Laboratory 3 hours per week. Total 4 hours per week.

DRF 162 Blueprint Reading II (2 Cr.)
Emphasizes industrial prints, auxiliary views, pictorial drawings, simplified drafting procedures, production drawing, operation sheets, tool drawing, assembly drawings and detailed prints. Prerequisite: DRF 171. Lecture 1 hour per week. Laboratory 3 hours per week. Total 4 hours per week.

DRF 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.

DRF 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.

DRF 211 Advanced Technical Drafting I (3 Cr.)
Teaches use of drafting equipment, with possible CAD applications, emphasizing knowledge and skill required for industrial drawing. May include piping, gearing, geometric and positional tolerances, drawing layout and lettering of all types. Prerequisite: DRF 225. Lecture 2 hours per week. Laboratory 3 hours per week. Total 5 hours per week.

DRF 225 Machine Drawing and Design (3 Cr.)
Teaches design of basic machine elements and the analysis of linear and geometric tolerancing including the preparation of complete design and production drawings. Prerequisite: EGR 110. Lecture 2 hours per week. Laboratory 3 hours per week. Total 5 hours per week.

DRF 231 Computer Aided Drafting I (3 Cr.)
Teaches computer aided drafting concepts and equipment design to develop a general understanding of components and operate a typical CAD system. Lecture 2 hours per week. Laboratory 2 hours per week. Total 4 hours per week.

DRF 232 Computer Aided Drafting II (3 Cr.)
Teaches advanced operation in computer-aided drafting. Lecture 2 hours per week. Laboratory 2 hours per week. Total 4 hours per week.

DRF 233 Computer Aided Drafting III (3 Cr.)
Introduces programming skills and exposes student to geometric modeling. Focuses on proficiency in production drawing using a CAD system. Prerequisite: DRF 232. Lecture 2 hours per week. Laboratory 2 hours per week. Total 4 hours per week.

DRF 280 Design Capstone Project (3 Cr.)
Focuses on design projects developed in independently and in consultation with the Instructor. Topics covered but not limited to, parametric modeling, civil, mechanical piping, architectural applications, structural, electro-mechanical, 3-D Solids, exploration of application software and the integration of CAD/CAM. Prerequisites: DRF 233, MEC 116 and ARC 122, or DRF 211 or 212 and DRF 201 or 199. Lecture 3 hours per week.

Economics

ECO 120 Survey of Economics (3 Cr.)
Presents a broad overview of economic theory, history, development and application. Introduces terms, definitions, policies and philosophies of market economies. Provides some comparison with other economic systems. Includes some degree of exposure to microeconomic and macroeconomic concepts. Prerequisites: Reading and Algebra 1 required. Lecture 3 hours per week.

ECO 201 Principles of Macroeconomics (3 Cr.)
Introduces macroeconomics including the study of Keynesian, classical, monetarist principles and theories, the study of national economic growth, inflation, recession, unemployment, financial markets, money and banking, the role of government spending and taxation, along with international trade and investments. Prerequisites: Reading and Algebra 1 required Lecture 3 hours per week.

ECO 202 Principles of Microeconomics (3 Cr.)
Introduces the basic concepts of microeconomics. Explores the free market concepts with coverage of economic models and graphs, scarcity and choices, supply and demand, elasticities, marginal benefits and costs, profits, and production and distribution. Reading prerequisite required. Lecture 3 hours per week.

ECO 245 Contemporary Economic Issues (3 Cr.)
Presents major contemporary economic issues of the day. May focus on issues such as energy, the environment, the farmer, the national debt, taxes, international trade, consumerism and economic trends. Emphasizes proper analysis of economic problems and formulation of corrective policy. Develops the student's critical faculties by exposure to opinions of eminent economists and may offer open classroom debate. Prerequisite: ECO 201. Reading prerequisite required. Lecture 3 hours per week.

Education

EDU 121 Childhood Educational Development I (3 Cr.)
Focuses attention on the observable characteristics of children from birth through adolescence. Concentrates on cognitive, physical, social and emotional changes that occur. Emphasizes the relationship between development and a child's interactions with parents, siblings, peers and teachers. Lecture 3 hours per week.

EDU 200 Introduction to Teaching as a Profession (3 Cr.)
Provides an orientation to the teaching profession in Virginia, including historical perspectives, current issues and future trends in education on the national and state levels. Emphasizes information about teacher licensure examinations, steps to certification, teacher preparation and induction programs and attention to critical shortage areas in Virginia. Includes supervised field placement (recommended: 40 clock hours) in a K-12 school. Prerequisite: successful completion of 24 credits of transfer courses. Lecture 2 hours per week. Laboratory 2 hours per week. Total 4 hours per week.

EDU 235 Health, Safety and Nutrition Education (3 Cr.)
Focuses on the physical needs of children and explores strategies to meet these needs. Emphasizes positive health routines, hygiene, nutrition, feeding and clothing habits, childhood diseases and safety. Places emphasis on the development of food habits and concerns in food and nutrition. Describe symptoms and reporting procedures for child abuse. Variable lecture/laboratory hours per week.

Electrical Technology

ELE 126 Electricity and Shop Power Distribution (2 Cr.)
Teaches basic electricity and shop power distribution systems to acquaint the industrial machine mechanic with the nature and requirements of electrical power and machinery. Includes the nature of electricity, basic DC and AC circuits, power requirements, protection systems, basic measurements and safety precautions. Lecture 1 hour per week. Laboratory 2 hours per week. Total 3 hours per week.

ELE 133-134 Practical Electricity I-II (3 Cr.) (3 Cr.)
Teaches the fundamentals of electricity, terminology, symbols and diagrams. Includes the principles essential to the understanding of general practices, safety and the practical aspects of residential and non-residential wiring and electrical installation, including fundamentals of motors and controls. Pre/Corequisite: MTH 105 or equivalent. Lecture 2 hours per week. Laboratory 2 hours per week. Total 4 hours per week.

ELE 135 National Electrical Code – Residential (3 Cr.)
Studies purposes and interpretations of the national electrical code that deals with single and multi-family dwellings, including state and local regulations. Prerequisite: ELE 133 or instructor approval. Lecture 2-3 hours per week. Laboratory 2-4 hours per week. Total 4-5 hours per week.

ELE 137 National Electrical Code – Industrial (3 Cr.)
Provides comprehensive study of the purpose and interpretations of the National Electrical Code that deal primarily with industrial wiring methods, including state and local regulations. Prerequisite: ELE 156 or instructor approval. Lecture 2 hours per week. Laboratory 2 hours per week. Total 4 hours per week.

ELE 156 Electrical Control Systems (3 Cr.)
Introduces troubleshooting and servicing electrical controls, electric motors, motor controls, motor starters, relays, overloads, instruments and control circuits. May include preparation of a report as an out-of-class activity. Prerequisite: ELE 159 or instructor approval. Lecture 2 hours per week. Laboratory 2 hours per week. Total 4 hours per week.

ELE 159 Electrical Motors (3 Cr.)
Teaches practical applications and fundamentals of A.C. and D.C. machines. Includes the concepts of magnetism and generators used in electrical motor applications. Prerequisite: ELE 126 or 134 or instructor approval. Lecture 2 hours per week. Laboratory 2 hours per week. Total 4 hours per week.

ELE 239 Programmable Controllers (3 Cr.)
Deals with installation, programming, interfacing and concepts of trouble shooting programmable controllers. Prerequisite: ELE 156 plus demonstrated computer knowledge or instructor approval. Lecture 2 hours per week.

Emergency Medical Services (EMS)

EMS 100 CPR for Health Care Providers (1 Cr.)
Provides instruction in cardiopulmonary resuscitation that meets current Emergency Cardiac Care (ECC) guidelines for cardiopulmonary resuscitation education for health care providers. Equivalent to HLT 105. Lecture 1 hour per week.

EMS 101 EMS First Responder (3 Cr.)
Provides education in the provision of emergency medical care for persons such as police, non-EMS fire personnel, industrial personnel and the general public who are likely to be the first medically trained personnel on the scene of an injury or illness. Meets current Virginia Office of Emergency Medical Services curriculum for first responders. Equivalent to HLT 119. Lecture 3 hours per week.

EMS 110 Emergency Vehicle Operator's Course (EVOC) (1 Cr.)
Prepares the student for certification in the operation of various emergency vehicles. Teaches proper operating procedures in both emergency and nonemergency situations. Lecture 1 hour per week.

Course Descriptions

EMS 112 Emergency Medical Technician - Basic I (3 Cr.)
Prepares student for certification as a Virginia and/or National Registry EMT-Basic. Includes all aspects of prehospital basic life support as defined by the Virginia Office of Emergency Medical Services curriculum for emergency medicine technician basic. Lecture 2 hours per week. Laboratory 2 hours per week. Total 4 hours per week.

EMS 113 Emergency Medical Technician – Basic II (3 Cr.)
Continues preparation of student for certification as a Virginia and/or National Registry EMT-Basic. Includes all aspects of prehospital basic life support as defined by the Virginia Office of Emergency Medical Services curriculum for emergency medicine technician basic. Lecture 2 hours per week. Laboratory 2 hours per week. Total 4 hours per week.

EMS 120 Emergency Medical Technician-Basic Clinical (1 Cr.)
Observes in a program approved clinical/ field setting. Includes topics for both EMS 111 and EMS 113, dependant upon the program in which the student is participating and is a corequisite to both EMS 111 and EMS 113. Lecture 1 hour per week.

EMS 151 Introduction to Advanced Life Support (4 Cr.)
Prepares the student for Virginia Enhanced certification eligibility and begins the sequence for National Registry Intermediate and/or Paramedic certification. Includes the theory and application of the following: foundations, human systems, pharmacology, overview of shock, venous access, airway management, patient assessment, respiratory emergencies, allergic reaction and assessment based management. Conforms at a minimum to the Virginia Office of Emergency Medical Services curriculum. Corequisite: EMS 170. Lecture 3 hours per week. Laboratory 2 hours per week. Total 5 hours per week.

EMS 153 Basic ECG Recognition (2 Cr.)
Focuses on the interpretation of basic electrocardiograms (ECG) and their significance. Includes an overview of anatomy and physiology of the cardiovascular system including structure, function and electrical conduction in the heart. Covers advanced concepts that build on the knowledge and skills of basic dysrhythmia determination and introduction to 12 lead ECG. Lecture 2 hours per week.

EMS 155 ALS – Medical Care (4 Cr.)
Continues the Virginia Office of Emergency Medical Services Intermediate and/or Paramedic curricula. Includes ALS pharmacology, drug and fluid administration with emphasis on patient assessment, differential diagnosis and management of multiple medical complaints. Includes, but are not limited to conditions relating to cardiac, diabetic, neurological, nontraumatic abdominal pain, environmental, behavioral, gynecology and toxicological disease conditions. Prerequisites: current EMT-B certification, EMS 151 and EMS 153. Lecture 3 hours per week. Laboratory 2 hours per week. Total 5 hours per week.

EMS 157 ALS – Trauma Care (3 Cr.)
Continues the Virginia Office of Emergency Medical Services Intermediate and/or Paramedic curricula. Utilizes techniques which will allow the student to utilize the assessment findings to formulate a field impression and implement the treatment plan for the trauma patient. Prerequisites: current EMT-B certification and EMS 151. Lecture 2 hours per week. Laboratory 2 hours per week. Total 4 hours per week.

EMS 159 ALS – Special Populations (2 Cr.)
Continues the Virginia Office of Emergency Medical Services Intermediate and/or Paramedic curricula. Focuses on the assessment and management of specialty patients including obstetrical, neonates, pediatric and geriatrics. Prerequisites: EMS 151 and EMS 153. Pre or Corequisite EMS 155. Lecture 1 hour per week. Laboratory 2 hours per week. Total 3 hours per week.

EMS 161 Basic Trauma Life Support (BTLS) (1 Cr.)
Offers instruction for students in current topics of care for trauma patients and offers certification as a Basic Trauma Life Support Provider (BTLS) as defined by the American College of Emergency Physicians. Prerequisites: current certification/licensure as an EMS provider or other allied health care provider. Lecture 1 hour per week.

EMS 170 ALS Internship I (1-2 Cr.)
Begins the first in a series of clinical experiences providing supervised direct patient contact in appropriate patient care facilities in and out of hospitals. Includes but not limited to patient care units such as the emergency department, critical care units, pediatric, labor and delivery, operating room, trauma centers and various advanced life support units. Laboratory 3-6 hours per week.

EMS 172 ALS Clinical Internship II (1-2 Cr.)
Continues with the second in a series of clinical experiences providing supervised direct patient contact in appropriate patient care facilities in and out of hospitals. Includes but not limited to patient care units such as the emergency department, critical care units, pediatric, labor and delivery, operating room and trauma centers. Corequisite: EMS 151.
Laboratory 3-6 hours per week.

EMS 173 ALS Field Internship II (1 Cr.)
Continues with the second in a series of field experiences providing supervised direct patient care in out-of-hospital advanced life support units. Laboratory 3 hours per week.

Engineering

EGR 110 Engineering Graphics (3 Cr.)
Presents theories and principles of orthographic projection. Studies multi-view, pictorial drawings and sketches, geometric construction, sectioning, lettering, tolerancing, dimensioning and auxiliary projections. Studies the analysis and graphic presentation of space relationships of fundamental geometric elements; points, lines, planes and solids. Preparation of drawings using both manual techniques and Computer Aided Drafting (CAD). Lecture 2 hours per week. Laboratory 2 hours per week. Total 4 hours per week.

EGR 135 Statics for Engineering Technology (3 Cr.)
Introduces Newton's Laws, resultants and equilibrium of force systems, analysis of trusses and frames. Teaches determination of centroids, distributed loads and moments of inertia. Covers dry friction and force systems in space. Prerequisite: MTH 115. Lecture 3 hours per week.

EGR 136 Strength of Materials for Engineering Technology (3 Cr.)
Presents concepts of stress and strain. Focuses on analysis of stresses and deformations in loaded members, connectors, shafts, beams, columns and combined stress. Prerequisite: EGR 135. Lecture 3 hours per week.

EGR 206 Engineering Economics (3 Cr.)
Presents economic analysis of engineering alternatives. Studies economic and cost concepts, calculation of economic equivalence, comparison of alternatives, replacement economy, economic optimization in design and operation, depreciation and after tax analysis. Lecture 3 hours per week.

EGR 245 Engineering Mechanics-Dynamics (3 Cr.)
Presents approach to kinematics of particles and 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: EGR 135. Lecture 3 hours per week.

EGR 247 Mechanics of Materials Laboratory (1 Cr.)
Examines mechanical behavior of bars, rods, shafts, tubes and beams subjected to various types of loading. Introduces experimental stress analysis techniques, such as the use of strain gages and data reduction. Laboratory 2 hours per week.

English

ENG 1 Preparing for College Writing I (3 Cr.)
Helps students discover and develop writing processes needed to bring their proficiency to the level necessary for entrance into their respective curricula. Guides students through the process of starting, composing, revising and editing. Lecture 3 hours per week.

ENG 4 Reading Improvement I (3 Cr.)
Helps students improve their reading processes to increase their understanding of reading materials. Includes word forms and meanings, comprehension techniques and ways to control reading pace. Lecture 3 hours per week .

ENG 111 College Composition I (3 Cr.)
Introduces students to critical thinking and the fundamentals of academic writing. Through the writing process, students refine topics: develop and support ideas; investigate, evaluate and incorporate appropriate resources; edit for effective style and usage; and determine appropriate approaches for a variety of contexts, audiences and purposes. Writing activities will include exposition and argumentation with at least one researched essay. Lecture 3 hours per week.

ENG 112 College Composition II (3 Cr.)
Continues to develop college writing with increased emphasis on critical essays, argumentation and research, developing these competencies through the examination of a range of texts about the human experience. Requires students to locate, evaluate, integrate and document sources and effectively edit for style and usage. Lecture 3 hours per week.

ENG 115 Technical Writing (3 Cr.)
Develops ability in technical writing through extensive practice in composing technical reports and other documents. Guides students in achieving voice, tone, style and content in formatting, editing and graphics. Introduces students to technical discourse through selected reading. Prerequisite: placement testing approval for ENG 111 or instructor approval. Lecture 3 hours per week.

ENG 116 Writing for Business (3 Cr.)
Develops ability in business writing through extensive practice in composing business correspondence and other documents. Guides students in achieving voice, tone, style and content appropriate to a specific audience and purpose. Includes instruction in formatting and editing. Introduces students to business discourse through selected readings. Lecture 3 hours per week.

ENG 120 Survey of Mass Media (3 Cr.)
Examines radio, television, newspapers, magazines, books and motion pictures. Emphasizes the nature of change in and the social implications of, communications media today. Lecture 3 hours per week.

ENG 195 English Honors Seminar (1 Cr.)
Explores works on an annual theme selected by the English faculty. Presents varied faculty and student viewpoints and encourages students to research and present individual aspects of theme. Offered for honors credit. Students may enroll more than once. Instructor approval required.

ENG 205 Technical Editing (3 Cr.)
Prepares business and technical communicators to edit self-generated writings as well as writings prepared by others, including individual or collaborative authors. Teaches students to make editorial content decisions, verify information and copyright compliance, adapt and design formats for audience and purpose and edit the work of several authors into a seamless final product. Covers basic proofreading and editing skills. Prerequisite: ENG 111 or equivalent. Lecture 3 hours per week.

ENG 210 Advanced Composition (3 Cr.)
Helps students refine skills in writing non-fiction prose. Guides development of individual voice and style. Introduces procedures for publication. Prerequisite: ENG 112. Lecture 3 hours per week.

ENG 211-212 Creative Writing I-II (3 Cr.) (3 Cr.)
Introduces the student to the fundamentals of writing imaginatively. Students write in forms to be selected from poetry, fiction, drama and essays. Prerequisite: ENG 112. Lecture 3 hours per week.

ENG 215-216 Creative Writing – Fiction I-II (3 Cr.)
Introduces the fundamentals and techniques of writing short and long fiction. Prerequisite: ENG 112. Lecture 3 hours per week.

ENG 236 Introduction to the Short Story (3 Cr.)
Examines selected short stories emphasizing the history of the genre. Involves critical reading and writing. Prerequisite ENG 112. Lecture 3 hours per week.

ENG 241-242 Survey of American Literature I-II (3 Cr.) (3 Cr.)
Examines American literary works from colonial times to the present, emphasizing the ideas and characteristics of our national literature. Involves critical reading and writing. Prerequisite: ENG 112. Lecture 3 hours per week.

ENG 243-244 Survey of English Literature I-II (3 Cr.) (3 Cr.)
Studies major English works from the Anglo-Saxon period to the present, emphasizing ideas and characteristics of the British literary tradition. Involves critical reading and writing. Prerequisite: ENG 112. Lecture 3 hours per week.

ENG 245 Major English Writers (3 Cr.)
Examines major writers in English literary history. Involves critical reading and writing. Prerequisite ENG 112 or divisional approval. Reading prerequisite required. Lecture 3 hours per week.

ENG 246 Major American Writers (3 Cr.)
Examines major writers of American literary history. Involves critical reading and writing. Prerequisite: ENG 112. Lecture 3 hours per week.

ENG 251-252 Survey of World Literature I-II (3 Cr.) (3 Cr.)
Examines major works of world literature. Involves critical reading and writing. Prerequisite: ENG 112. 3 hours per week.

ENG 255 Major Writers in World Literature (3 Cr.)
Examines major writers selected from a variety of literary traditions. Involves critical reading and writing. Prerequisite ENG 112. Lecture 3 hours per week.

ENG 261-262 Advanced Creative Writing I-II (3 Cr.) (3 Cr.)
Guides the student in imaginative writing in selected genres on an advanced level. Prerequisite: ENG 112 and ENG 211 or 212. Lecture 3 hours per week.

ENG 276 Southern Literature (3 Cr.)
Examines the themes and techniques of selected writers dealing with the American South as a distinctive cultural entity. Involves critical reading and writing. Prerequisite ENG 112. Lecture 3 hours per week.

ENG 278 Appalachian Literature (3 Cr.)
Examines selected works of outstanding authors of the Appalachian region. Involves critical reading and writing. Prerequisite ENG 112. Lecture 3 hours per week.

ENG 280 Writing User Manuals (3 Cr.)
Provides instruction on how to design, write and test a manual. Focuses on the principles used in writing technical manuals, the document process, design and drafting procedures and finally, testing and revising the manual. Prerequisite: ENG 112 or division approval. Lecture 3 hours per week.

ENG 295 Special Studies in Technical Writing (3 Cr.)
Teaches students about three specialized technical writing areas: grant proposals, standard operating procedures and government documents. Grant writing – focuses on grant proposals to develop new programs, support existing programs, and strengthen operating budget; provides hands-on practice producing a grant proposal for a hypothetical or actual grant. Standard operating procedures – covers the procedure-writing process and helps ensure that procedures meet primary audience needs; focuses on design procedures, regulatory requirements, quality standards and common industry practices; includes practice in gathering information and developing an effective procedure format. Government documents – exposes students to a wide range of documents and forms created for county, state and federal agencies and gives them practice in writing and rewriting a wide sampling of government documents with a special emphasis on plain language. Lecture 3 hours per week.

English as a Second Language

ESL 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.

Electronics Technology

ETR 113-114 D.C. and A.C. Fundamentals I-II (3 Cr.)(3 Cr.)
Studies D.C. and A.C. circuits, basic electrical components, instruments, network theorems and techniques used to predict, analyze and measure electrical quantities. Corequisite: ETR 112 or equivalent. Lecture 2 hours per week. Laboratory 2 hours per week. Total 4 hours per week.

Equine Management

AGR 126 Horse Genetics and Reproduction (3 Cr.)
Teaches fundamental principles of equine genetics and selection, equine reproductive anatomy and physiology, management of the broodmare and stallion, applied reproductive management and neonatal care. Lecture 3 hours per week.

AGR 127 Horse Business Management and Marketing (2 Cr.)
Introduces the concepts of horse-related small business management and marketing appropriate to horses as a profit making business. Lecture 2 hours per week.

AGR 155 Theory of Horse Behavior and Training (2 Cr.)
Introduces the theory of horse behavior and response to training methods with an emphasis on various methods of horse training for riding purposes. Teaches concepts useful in daily horse handling and evaluation of training procedures. Lecture 2 hours per week.

AGR 156 Equine Conditioning for Performance (2 Cr.)
Teaches theory and practice of equine sports medicine techniques for conditioning the equine athlete for various types of performance. Lecture 2 hours per week.

AGR 157 Horse Nutrition and Feeding (2 Cr.)
Specific and detailed study of nutritional requirements of the horse, feeds and feeding practices and nutritionally related disorders. Lecture 2 hours per week.

AGR 158 Preventive Health Care for the Horse (2 Cr.)
Introduction to principles of disease causation, spread, prevention and treatment with emphasis on practical methods for the horse owner. Lecture 2 hours per week.

AGR 219 Advanced Horse Management (2 Cr.)
Studies the diseases and unsoundness of the horse, equine nutritional requirements and stable management. Includes equine behavior and training, broodmare and foal management and other relevant topics. Lecture 2 hours per week.

EQU 110 Fundamentals of Horse Management (3 Cr.)
Surveys horse breeds, their functions and uses. Addresses horse conformation facilities and basic feeds and feeding. Includes study of principles of horse nutrition. Lecture 3 hours per week.

Financial Services

FIN 107 Personal Finance (3 Cr.)
Presents a framework of personal money management concepts, including establishing values and goals, determining sources of income, managing income, preparing a budget, developing consumer buying ability, using credit, understanding savings and insurance, providing for adequate retirement and estate planning. Lecture 3 hours per week.

FIN 127 Law and Banking: Applications (3 Cr.)
Introduces the laws pertaining to secured transactions, letters of credit and the bank collection process. Focuses on check losses and a range of legal issues related to collateral and default. (AIB Approved). Lecture 3 hours per week.

FIN 215 Financial Management (3 Cr.)
Introduces basic financial management topics including statement analysis, working capital, capital budgeting, and long-term financing. Focuses on net present value and internal rate of return techniques, lease vs. buy analysis and cost of capital computations. Uses problems and cases to enhance skills in financial planning and decision-making. Reading prerequisite required. Lecture 3 hours per week.

Forestry

FOR 115 Dendrology (4 Cr.)
Studies trees and shrubs botanically and commercially important to the forests of the eastern United States. Emphasizes field characteristics of trees and common shrubs of the eastern United States. Lecture 3 hours per week. Laboratory 3 hours per week. Total 6 hours per week.

FOR 135 Wildlife and Fisheries Management (4 Cr.)
Introduces the principles of wildlife and fisheries management. Emphasizes practices in the eastern United States. Lecture 3 hours per week. Laboratory 3 hours per week. Total 6 hours per week.

FOR 136 Habitat and Food Plant Identification (3 Cr.)
Examines taxonomy, field identification and management of the important habitat and food plants of value to wildlife. Lecture 2 hours per week. Laboratory 2 hours per week. Total 4 hours per week.

French

FRE 101-102 Beginning French I-II (4 Cr.) (4 Cr.)
Introduces understanding, speaking, reading and writing skills and emphasizes basic French sentence structure. Prerequisite: FRE 101 for FRE 102. Lecture 4 hours per week.

FRE 201-202 Intermediate French I-II (3 Cr.) (3 Cr.)
Continues to develop understanding, speaking, reading and writing skills. French used in the classroom. Prerequisite: FRE 102 for FRE 201; FRE 201 for FRE 202. Lecture 3 hours per week.

Geographic Information Systems

GIS 200 Geographical Information Systems I (4 Cr.)
Provides hands-on introduction to a dynamic desktop GIS (Geographic Information System). Introduces the components of a desktop GIS and their functionality. Emphasizes manipulation of data for the purpose of analysis, presentation and decision-making. Prerequisite: ITE 115 or CSC 155 or instructor approval. ITE 130 strongly recommended.

GIS 201 Geographical Information Systems II (4 Cr.)
Provides a continuation of GIS 200, with emphasis on advanced topics in problem solving, decision-making, modeling, programming and data management. Covers map projections and data formats and methods of solving the problems they create. Prerequisite: GIS 200.

Geography

GEO 210 People and the Land: Intro to Cultural Geography (3 Cr.)
Focuses on the relationship between culture and geography. Presents a survey of modern demographics, landscape modification, material and non-material culture, language, race and ethnicity, religion, politics and economic activities. Introduces the student to types and uses of maps. Reading prerequisite required. Lecture 3 hours per week.

Geology

GOL 105 Physical Geology (4 Cr.)
Introduces the composition and structure of the earth and modifying agency and processes. Investigates the formation of minerals and rocks, weathering, erosion, earthquakes and crustal deformation. Reading prerequisite required. Lecture 3 hours per week. Laboratory 3 hours per week. Total 6 hours per week.

GOL 106 Historical Geology (4 Cr.)
Traces the evolution of the earth and life through time. Presents scientific theories of the origin of the earth and life and interprets rock and fossil records. Reading prerequisite. Lecture 3 hours per week. Laboratory 3 hours per week. Total 6 hours per week.

Health

HLT 100 First Aid and Cardiopulmonary Resuscitation (3 Cr.)
Focuses on the principles and techniques of safety, first aid and cardiopulmonary resuscitation. Lecture 3 hours per week.

HLT 105 Cardiopulmonary Resuscitation (1 Cr.)
Provides training in coordinated mouth-to-mouth artificial ventilation and chest compression, choking, life-threatening emergencies and sudden illness. Lecture 1 hour per week.

HLT 106 First Aid Safety (2 Cr.)
Focuses on the principles and techniques of safety and first aid. Lecture 2 hours per week.

HLT 116 Personal Wellness (2 Cr.)
Introduces students to the dimensions of wellness, including nutrition, weight control, stress management and physical conditioning. Includes a personal wellness plan. Lecture 2 hours per week.

HLT 130 Nutrition and Diet Therapy (1 Cr.)
Studies nutrients, sources, functions and requirements with an introduction to diet therapy. Lecture 0-1 hours per week. Laboratory 0-2 hours per week. Total 1-2 hours per week.

HLT 160 Personal Health and Fitness (3 Cr.)
Studies the relationships between health and fitness. Topics include nutrition, disease prevention, weight control, smoking and health, medical care, aerobic and anaerobic conditioning. And the relationship between physical and mental health. Lecture 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 2-3 hours per week.

Health Information Management

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. Lecture 3 hours per week.

HIM 130 Healthcare Information Systems (3 Cr.)
Focuses on microcomputer applications, information systems and applications in the health care environment. Lecture 3 hours per week.

HIM 141-142 Fundamentals of Health Information Systems I-II (3 Cr.) (3 Cr.)
Focuses on health data collection, storage, retrieval and reporting systems, with emphasis on the role of the computer in accomplishing these functions. Lecture 3 hours per week.

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. Lecture 2 hours per week.

HIM 230 Information Systems and Technology in Health Care (3 Cr.)
Explores computer technology and systems application in health care. Introduces the information system life cycle. Lecture 2 hours per week. Laboratory 2 hours per week. Total 4 hours per week.

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. Prerequisite(s): HIM 110 and HIM 111 plus either BIO 141/142 or NAS 150 or permission of instructor. Lecture 4 hours per week.

HIM 253 Health Records Coding (4 Cr.)
Examines the development of coding classification systems. Introduces ICD-9-CM coding classification system, its format and conventions. Stresses basic coding steps and guidelines according to body systems. Provides actual coding exercises in relation to each system covered. Prerequisite: HIM 111 and PNE 155. Corequisite: HIM 122. Lecture 4 hours per week.

HIM 254 Advanced Coding and Reimbursement (4 Cr.)
Stresses advanced coding skills through practical exercises using actual medical records. Introduces CPT-4 coding system and guidelines for out-patient/ambulatory surgery coding. Introduces prospective payment system and its integration with ICD-9-CM coding. Lecture 4 hours per week.

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. Prerequisite(s): HIM 110 and HIM 111 plus either BIO 141/142 or NAS 150 or permission of instructor. Lecture 2 hours per week.

HIM 260 Pharmacology for Health Information Technology (2 Cr.)
Introduces the general study of drug classifications, uses and effects as required to perform health data collection and retrieval tasks. Lecture 2 hours per week.

History

HIS 111-112 History of World Civilization I-II (3 Cr.) (3 Cr.)
Surveys Asian, African, Latin American and European civilizations from the ancient period to the present. Reading prerequisite required. Lecture 3 hours per week.

HIS 121-122 United States History I-II (3 Cr.)
Surveys United States history from its beginning to the present. Reading prerequisite required. Lecture 3 hours per week.

HIS 141-142 African-American History I-II (3 Cr.) (3 Cr.)
Surveys the history of black Americans from their African origins to the present. Lecture 3 hours per week.

HIS 251-252 History of Middle East Civilization I-II (3 Cr.) (3Cr.)
Surveys intellectual, cultural, social, economic and religious patterns in the civilizations of the Middle East. Covers Semitic, Indo-European, and Turkic-speaking peoples from pre-Islamic to the present. Reading prerequisite required. Lecture 3 hours per week.

HIS 267 The Second World War (3 Cr.)
Examines causes and consequences of the Second World War. Includes the rise of totalitarianism, American neutrality, military developments, the home fronts, diplomacy and the decision to use the atomic bomb. Reading prerequisite required. Lecture 3 hours per week.

HIS 276 United States History Since World War II (3 Cr.)
Investigates United States history from 1946 to the present, studying both domestic developments and American involvement in international affairs. Reading prerequisite required. Lecture 3 hours per week.

Human Services

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. Lecture 3 hours per week.

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. Lecture 3 hours per week.

Humanities

HUM 100 Survey of the Humanities (3 Cr.)
Introduces the humanities through art, literature, music and philosophy of various cultures and historical periods. Reading prerequisite required. Lecture 3 hours per week.

HUM 195 Leadership Development (3 Cr.)
This course is designed to provide emerging and existing leaders the opportunity to explore the concept of leadership and to develop and improve their leadership skills. The course integrates readings from the humanities, experiential exercises, films. and contemporary readings on leadership.

HUM 201 Survey of Western Culture I (3 Cr.)
Studies thought, values and arts of Western culture, integrating major developments in art, architecture, literature, music and philosophy. Covers the following periods: Ancient and Classical, Early Christian and Byzantine, Medieval and early Renaissance. Reading prerequisite required. Lecture 3 hours per week.

HUM 202 Survey of Western Culture II (3 Cr.)
Studies thought, values and arts of Western culture, integrating major developments in art, architecture, literature, music and philosophy. Covers the following periods: Renaissance, Baroque, Enlightenment, Romantic and Modern. Reading prerequisite required. Lecture 3 hours per week.

HUM 211-212 Survey of American Culture I-II (3 Cr.) (3 Cr.)
Examines elements of our national culture as they evolved from the first European explorations through colonization and independence to the present day. Reading prerequisite required. Lecture 3 hours per week.

HUM 241-242 Interdisciplinary Principles of the Humanities I-II (3 Cr.) (3 Cr.)
Integrates unifying principles of the humanities and related fields of study. Emphasizes the expansion of student's intellectual perspective and development of concepts enabling the integration of knowledge from diverse fields into a unified whole. Reading prerequisite required. Lecture 3 hours per week.

HUM 260 Survey of Twentieth-Century Culture (3 Cr.)
Explores literature, visual arts, philosophy, music and history of our time from an interdisciplinary perspective. Reading prerequisite required. Lecture 3 hours per week.

HUM 295 Asian Cultures (3 Cr.)
Studies religions, values, and arts of major Asian civilizations, integrating major developments in art, architecture, literature, music, and philosophy. Areas will include, but are not limited to, China, India, Japan, and Vietnam. Reading prerequisite required. Lecture 3 hours per week.

HUM 295 Phi Theta Kappa Honors Seminar (1 Cr.)
Explores honors topic selected annually by Phi Theta Kappa, the national honor society for two-year colleges. Presents varied faculty viewpoints and encourages students to research and present individual aspects of a topic. Offered for honors credit. Students may enroll more than once. Reading prerequisite required. Faculty permission required.

Interior Design

IDS 100 Theory and Techniques of Interior Design (3 Cr.)
Introduces drafting and presentation, color theory and coordination, space planning and arrangement of furnishings.

IDS 105 Architectural Drafting for Interior Design (3 Cr.)
Introduces tools and equipment, lettering, methods of construction, designing and delineation of architecture. Lecture 2 hours per week. Laboratory 3 hours per week. Total 5 hours per week.

IDS 106 Three Dimensional Drawing and Rendering (3 Cr.)
Provides instruction in graphic presentation of three- dimensionally drawn interiors. Presents the use of colored media to render three-dimensional drawings. Lecture 2 hours per week. Laboratory 3 hours per week. Total 5 hours per week.

IDS 116 Period Residential Design (4 Cr.)
Plans a period-inspired interior. May use field trips and visual materials to enhance this project. Presents problem and their solutions found in this kind of project. May require a final visual presentation with all necessary furnishings, materials and color boards with rendered perspectives. Prerequisites: IDS 100 and 121.

IDS 121 Styles of Furniture and Interiors I (3 Cr.)
Introduces students to styles of furniture and interior design from the ancient world to the 18th century and early 19th century and suggests current applications to interior designs. Lecture 3 hours per week.

IDS 122 Designing Commercial Interiors II (3 Cr.)
Presents problems in designing and developing presentation with emphasis on office spaces. Lecture 2 hours per week. Laboratory 4 hours per week. Total 6 hours per week.

IDS 205 Materials and Sources (3 Cr.)
Presents textiles, floor and wall coverings and window treatments. Emphasizes construction, fiber, finish and code applications. May use research and field trips to trade sources representing these elements. Lecture 2 hours per week. Laboratory 3 hours per week. Total 5 hours per week.

IDS 206 Lighting and Furnishings (3 Cr.)
 Provides instruction in lighting terminology and calculations and instructions in techniques of recognizing quality of construction in furnishings and related equipment. Lecture 2 hours per week. Laboratory 3 hours per week. Total 5 hours per week.

IDS 217 Advanced Rendering and Presentation (3 Cr.)
Gives advanced problems in rendering and visual presentation. Teaches methods of presentation and development of completed interior design projects with rendered perspectives and presentation boards of furnishings, fixtures, finishes, schedules and related materials. Prerequisites IDS 105, 106. Lecture 1 hour. Laboratory 4 hours per week. Total 5 hours per week.

IDS 225 Business Procedures (3 Cr.)
Provides instruction in preparation of contracts, purchase orders, specifications and other business forms used in the interior design field. Lecture 3 hours per week.

IDS 245 Computer Aided Drafting for Interior Designers (3 Cr.)
Instructs in the use of the computer for drafting of floor plans, elevations, perspectives, shadowing, lighting and color applications using Auto Cad software and the architecture and engineering software. Lecture 1 hour. Laboratory 4 hours per week. Total 5 hours per week.

Industry

IND 25 Quality Assurance (2 Cr.)
Introduces the basics of quality assurance within industry. Covers concepts, techniques, costs and measurement. Examines hierarchies of quality standards. Lecture 2 hours per week.

IND 118 Total Productive Maintenance (2 Cr.)
Provides an overview of the principles of total productive maintenance and its innovative approach to maintenance through optimization of existing internal resources. Emphasizes a world-class synergistic environment based upon teamwork and consensus building that lends itself to increased capacity, improved efficiency and plant cost reduction through the continuous improvement of the manufacturing process. Lecture 2 hours per week.

IND 150 Industrial Management (3 Cr.)
Studies planning, organizing, directing and controlling industrial activities. May include research, product design, methods and time management, quality assurance, or other functions. Lecture 3 hours per week.

IND 230 Applied Quality Control (3 Cr.)
Studies principles of inspection and quality assurance with emphasis on statistical process control. May include the setting up, maintaining and interpreting of control charts and review of basic metrology. Lecture 2 hours per week. Laboratory 2 hours per week. Total 4 hours per week.

IND 235 Statistical Quality Control (3 Cr.)
Gives overview of the quality control function within industry. May include the organization, cost and techniques of quality control. Emphasizes essentials and applications of statistics in the quality control function. Lecture 3 hours per week.

Information Technology Design and Database

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: ITE 115 or CSC 155 (or equivalent) strongly recommended.

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). Prerequisite: ITD 110 (or equivalent) strongly recommended.

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: ITE 115 or CSC 155 (or equivalent) strongly recommended.

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: ITE 115 or CSC 155 (or equivalent) strongly recommended.

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: ITP 100 and ITD 132.

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). Prerequisite: ITD 110.

ITD 220 e-Commerce Administration (3 Cr.)
Emphasizes techniques to plan and to design a platform-independent commerce Web site. Focuses on web business strategies and the hardware and software tools necessary for Internet commerce, including comparison and selection of commerce architecture, installation and configuration, security considerations and planning of a complete business-to-consumer and a business-to-business site. Prerequisite: ITD 110 (or equivalent) strongly recommended.

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: ITD 130 and ITD 132.

ITD 252 Database Backup and Recovery (3 Cr.)
Concentrates instruction in the key tasks required to plan and implement a database backup and recovery strategy. Includes instruction in multiple strategies to recover from multiple types of failure. Prerequisite: ITD 250.

ITD 254 Database Network Administration (3 Cr.)
Includes detailed information about how to administer databases over networks. Includes introduction to concepts and maintenance of distributed databases. Prerequisite: ITD 250.

ITD 258 Database Performance and Tuning (3 Cr.)
Emphasizes instruction to optimize the performance of a database management system. Includes methods for tuning data access and storage and discussions of resolving data performance problems. Prerequisite: ITD 250.

Information Technology Essentials

ITE 101 Introduction to Microcomputers (1 Cr.)
Examines concepts and terminology related to microcomputers and introduces specific uses of microcomputers.

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. Prerequisite: AST 117 or AST 101 or equivalent highly recommended.

ITE 140 Spreadsheet Software (3 Cr.)
Covers the use spreadsheet software to create spreadsheets with formatted cells and cell ranges, control pages, multiple sheets, charts and macros. Topics will include type and edit text in a cell, enter data on multiple worksheets, work with formulas and functions, create charts, pivot tables and styles, insert headers and footers and filter data. This course covers MOS Excel objectives. Prerequisite: ITE 115 or CSC 155 or equivalent.

ITE 150 Desktop Database Software (3 Cr.)
Incorporates instruction in planning, defining and using a database; performing queries; producing reports; working with multiple files; and concepts of database programming. Course topics include database concepts, principles of table design and table relationships, entering data, creating and using forms, using data from different sources, filtering, creating mailing labels. This course covers MOS Access certification objectives. Prerequisite: ITE 115 or CSC 155 or equivalent.

ITE 215 Advanced Computer Literacy (4 Cr.)
Incorporates advanced computer concepts including the integration of a software suite. Prerequisite: ITE 115 or CSC 155 or equivalent.

Information Technology Networking

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.

ITN 107 Personal Computer Hardware and Troubleshooting (3 Cr.)
Includes specially designed instruction to give students a basic knowledge of hardware and software configurations. It includes the installation of various peripheral devices as well as basic system hardware components. Maps to A+ Hardware Certification.

ITN 109 Internet and Network Foundations (3 Cr.)
Provides a basic comprehension of Internet and network technologies including IT job roles, connection methods, TCP/IP functionality and DNS. Explores web server technologies with security and project management concepts. Introduces network creation, physical and logical topologies including media properties, server types, IP addressing and network security.

ITN 120 Wireless – Network Administration (WNA) (3 Cr.)
Provides instruction in fundamentals of wireless information systems. Course content includes terms, standards, components and operating requirements in the design and implementation of wireless networks. Prerequisite: ITN 109 strongly recommended.

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. Prerequisite: ITN 106.

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: ITN 106 and ITN 109.

ITN 201 Administration & Management of Network Infrastructures (3 Cr.)
Focuses on the administration and management of network infrastructures. Covers network addressing of clients and servers, naming resolution, remote access, security, printing services, and troubleshooting. Uses network operating system as the delivery tools. Prerequisite: ITN 200.

ITN 224 Web Server Management (3 Cr.)
Focuses on the Web Server as a workhorse of the World Wide Web (WWW). Teaches how to set up and maintain a Web server and provides in-depth instruction in Web server operations and provides hands-on experience in installation and maintenance of a Web server. Prerequisites: ITD 110 and ITN 109.

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. Prerequisite: ITN 109. Networking background highly recommended.

ITN 261 Network Attacks, Computer Crime and Hacking (4 Cr.)
Encompasses in-depth exploration of various methods for attacking and defending a network. Course content explores network security concepts from the viewpoint hackers and their attack methodologies. Course content also includes topics about hackers, attacks, Intrusion Detection Systems (IDS) malicious code, computer crime and industrial espionage. Prerequisite: ITN 260. Networking background required.

ITN 262 Network Communication, Security and Authentication (4 Cr.)
Covers an in-depth exploration of various communication protocols with a concentration on TCP/IP. Course content explores communication protocols from the point of view of the hacker in order to highlight protocol weaknesses. Course content includes Internet architecture, routing, addressing, topology, fragmentation and protocol analysis and the use of various utilities to explore TCP/IP. Prerequisites: ITN 106 (or equivalent) and ITN 260. Networking background highly recommended.

ITN 263 Internet/Intranet Firewalls and E-Commerce Security (4 Cr.)
Conveys an in-depth exploration of firewall, Web security and e-commerce security. Course content also explores firewall concepts, types, topology and the firewall's relationship to the TCP/IP protocol. Course content also includes client/server architecture, the Web server, HTML and HTTP in relation to Web Security and digital certification, D.509 and public key infrastructure (PKI). Prerequisites: ITN 106 (or equivalent) and ITN 260. Networking background highly recommended.

Information Technology Programming

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.

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. Prerequisite: ITP 100.

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: ITP 100.

ITP 132 C++ Programming I (4 Cr.)
Centers instruction in fundamentals of object-oriented programming and design using C++. Course content emphasizes program construction, algorithm development, coding, debugging and documentation of C++ applications. Prerequisite: ITP 100.

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. Prerequisite: ITP 112.

ITP 220 Java Programming II (4 Cr.)
Imparts instruction in application of advanced object-oriented techniques to application development using Java. Course content emphasizes database connectivity, inner classes, collection classes, networking and threads. Prerequisite: ITP 120.

ITP 225 Web Scripting Languages (4 Cr.)
Introduces students to the principles, systems and tools used to implement Web applications. Provides students with a comprehensive introduction to the programming tools and skills required to build and maintain interactive Web sites. Students will develop Web applications utilizing client-side and server-side scripting languages along with auxiliary tools needed for complete applications. Prerequisites: ITD 110 and ITP 100. A semester of high-level programming language (e.g., ITP 120) is strongly recommended.

ITP 232 C++ Programming II (4 Cr.)
Presents in-depth instruction of advanced object-oriented techniques for data structures using C++. Prerequisite: ITP 132.

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. Competence in college-level reading and writing is essential.

Legal Administration

LGL 110 Introduction to Law and the Legal Assistant (3 Cr.)
Introduces various areas of law in which a legal assistant may be employed. Includes study of the court system (Virginia and federal) as well as a brief overview of criminal law, torts, domestic relations, evidence, ethics, the role of the legal assistant and other areas of interest. Lecture 3 hours per week.

LGL 115 Real Estate Law for Legal Assistants (3 Cr.)
Studies law of real property and gives in-depth survey of the more common types of real estate transactions and conveyances such as deeds, contracts, leases and deeds of trust. Focuses on drafting these various instruments and studies the system of recording and search of public documents. Lecture 3 hours per week.

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. Lecture 3 hours per week.

LGL 125 Legal Research (3 Cr.)
Provides an understanding of various components of a law library and emphasizes research skills through the use of digests, encyclopedias, reporter systems, codes, Shepard's Citations, ALR and other research tools. May include overview of computer applications and writing projects. Lecture 3 hours per week.

LGL 126 Legal Writing (3 Cr.)
Studies proper preparation of various legal documents, including case and appeal briefs, legal memoranda, letters and pleadings. Involves practical applications. Requires competence in English grammar. Lecture 3 hours per week.

LGL 127 Legal Research and Writing (3 Cr.)
Provides a basic understanding of legal research and the proper preparation of legal documents, including brief writing. Prerequisite ENG 111 or permission of division. Lecture 3 hours per week.

LGL 130 Law Office Administration and Management (3 Cr.)
Introduces management principles and systems applicable to law firms, including record keeping, disbursements, escrow accounts, billing and purchasing. May include accounting methods and software packages applicable to law firms. Lecture 3 hours per week.

LGL 200 Ethics for the Legal Assistant (1 Cr.)
Examines general principles of ethical conduct applicable to legal assistant. Includes the application of rules of ethics to the practicing legal assistant. Lecture 1 hour per week.

LGL 215 Torts (3 Cr.)
Studies fundamental principles of the law of torts, including preparation and use of pleadings and other documents involved in the trial of a civil action. Emphasizes personal injury and medical malpractice cases. Lecture 3 hours per week.

LGL 216 Trial Preparation and Discovery Practice (3 Cr.)
Examines the trial process, including the preparation of a trial notebook, pretrial motions and orders. May include preparation of interrogatories, depositions and other discovery tools used in assembling evidence in preparation for the trial or an administrative hearing. Lecture 3 hours per week.

LGL 217 Trial Practice and the Law of Evidence (3 Cr.)
Introduces civil and criminal evidence; kinds, degrees and admissibility of evidence; and methods and techniques of its acquisition. Emphasizes Virginia and federal rules of evidence. Focuses on elements of a trial and various problems associated with the trial of a civil or criminal case. Lecture 3 hours per week.

LGL 218 Criminal Law (3 Cr.)
Focuses on major crimes, including their classification, elements of proof, intent, conspiracy, responsibility, parties and defenses. Emphasizes Virginia law. May include general principles of applicable constitutional law and criminal procedure. Lecture 3 hours per week.

LGL 219 Basics of Litigation Support (3 Cr.)
Provides a practical understanding and knowledge of litigation support services, including docket control, case management, document production and organization. Examines the use of privileged documents and various court clerks' offices. Focuses on multiple party case management. Lecture 3 hours per week.

LGL 220 Administrative Practice and Procedure (3 Cr.)
Surveys applicable administrative laws, including the Privacy Act, the Administrative Process Act and Freedom of Information Act. Studies practice and procedure involving the ABC Commission, State Corporation Commission, Division of Worker's Compensation, Social Security Administration, the Virginia Employment Commission and other administrative agencies. Lecture 3 hours per week.

LGL 225 Estate Planning and Probate (3 Cr.)
Introduces various devices used to plan an estate, including wills, trust, joint ownership and insurance. Considers various plans in light of family situations and estate objectives. Focuses on practices involving administration of an estate including taxes and preparation of forms. Lecture 3 hours per week.

LGL 226 Real Estate Abstracting (3 Cr.)
Reviews aspects of abstracting title to real estate, recordation of land transactions, liens, grantor-grantee indices, warranties, covenants, restrictions and easements. Lecture 3 hours per week.

LGL 230 Legal Transactions (3 Cr.)
Introduces commercial principles and practices and Uniform Commercial Code. Emphasizes contracts, warrants, title, consideration, performance, parties, subject matter and remedies for breach, torts, sales, negotiable instruments, consumer protection, insurance, wills and inheritance, bankruptcy and statute of limitations. Lecture 3 hours per week.

LGL 234 Intellectual Property Law (3 Cr.)
Presents outline of federal copyright and federal and state trademark law. Examines the functions of legal assistants in preparing registrations as well as infringement litigation. Covers related areas of law including trade secrecy and differences between various types of intellectual property. Examines the basics of patent law. Lecture 3 hours per week.

LGL 235 Legal Aspects of Business Organizations (3 Cr.)
Examines lawyer's role in the formation of business entities, including sole proprietorship, partnerships and corporations and other business vehicles. Studies fundamental principles of law applicable to each and the preparation of the documents necessary for organization and operation. Lecture 3 hours per week.

Machine Technology

MAC 209 Standards, Measurements and Calculations (3 Cr.)
Presents typical mathematical and mechanical problems requiring the use of reference standards such as the Machinery's Handbook for solution. Presents use of the Coordinate Measuring Machine for solution. Prerequisite: MTH 103. Lecture 2-3 hours per week.

Marketing

MKT 100 Principles of Marketing (3 Cr.)
Presents principles, methods and problems involved in the marketing of goods, services and ideas to consumers and organizational buyers. Discusses present-day problems and policies connected with distribution and sale of products, pricing, promotion and buyer motivation. Examines variations of the marketing mix and market research, plus legal, social, ethical and international considerations in marketing. Lecture 3 hours per week.

MKT 210 Sales Management (3 Cr.)
Presents an in-depth examination of managing a sales force. Introduces methods of training, compensating, motivating and evaluating the work force. Explores forecasting techniques and quotas. Lecture 3 hours per week.

MKT 220 Principles of Advertising (3 Cr.)
Emphasizes the role of advertising in the marketing of goods and services. Discusses the different uses of advertising; types of media; how advertising is created; agency functions and legal, social and economic aspects of the industry. Introduces advertising display, copy and artwork preparation, printing and selection of media. Lecture 3 hours per week.

MKT 228 Promotion (3 Cr.)
Presents an overview of promotion activities including advertising, visual merchandising, publicity and sales promotion. Focuses on coordinating these activities into an effective campaign to promote sales for a particular product, business, institution, or industry. Emphasizes budgets, selecting media and analyzing the effectiveness of the campaign. Lecture 3 hours per week.

MKT 229 Marketing Research (3 Cr.)
Introduces the marketing research process to include methodology, data collection, sampling and analysis. Focuses on planning basic research studies and applying the findings to marketing decisions. Lecture 3 hours per week.

MKT 271 Consumer Behavior (3 Cr.)
Examines the various influences affecting consumer buying behavior before, during and after product purchase. Describes personal, societal, cultural, environmental, group and economic determinants on consumer buying. Lecture 3 hours per week.

MKT 282 Principles of E-Commerce (3 Cr.)
Studies online business strategies and the hardware and software tools necessary for Internet commerce. Includes the identification of appropriate target segments, the development of product opportunities, pricing structures, distribution channels and execution of marketing strategies. Lecture 3 hours per week.

Mathematics

MTH 01 Developmental Mathematics (4 Cr.)
Designed to bridge the gap between a weak mathematical foundation and the knowledge necessary for the study of mathematics courses in technical, professional and transfer programs. Topics may include arithmetic, algebra, geometry and trigonometry. Credits not applicable toward graduation. Lecture 4 hours per week.

MTH 02 Arithmetic (4 Cr.)
Covers arithmetic principles and computations including whole numbers, fractions, decimals, percents, measurement, graph interpretation, geometric forms and applications. Develops the mathematical proficiency necessary for selected curriculum entrance. Credits not applicable toward graduation. Lecture 4 hours per week.

MTH 03 Algebra I (4 Cr.)
Covers the topics of Algebra I including real numbers, equations and inequalities, exponents, polynomials, Cartesian coordinate system, rational expressions and applications. Develops the mathematical proficiency necessary for selected curriculum entrance. Credits not applicable toward graduation. Prerequisites: a placement approval for MTH 03 and Arithmetic or equivalent. Lecture 4 hours per week.

MTH 04 Algebra II (4 Cr.)
Expands upon the topics of Algebra I including rational expressions, radicals and exponents, quadratic equations, systems of equations and applications. Develops the mathematical proficiency in intermediate algebra necessary for selected curriculum entrance. Credits not applicable toward graduation. Prerequisites: a placement approval for MTH 04 and Algebra I or equivalent. Lecture 4 hours per week.

MTH 06 Developmental Geometry (4 Cr.)
Covers topics in Euclidean geometry including similarity and congruency, plane and solid figures, right triangles, parallel and perpendicular lines, constructions and applications. Develops the mathematical proficiency necessary for selected curriculum entrance. Credits not applicable toward graduation. Prerequisites: a placement approval for MTH 06 and Algebra I or equivalent. Lecture 4 hours per week.

MTH 103-104 Applied Technical Mathematics I-II (3 Cr.) (3 Cr.)
Presents a review of arithmetic, elements of algebra, geometry and trigonometry. Directs applications to specialty areas.
Prerequisites: a placement recommendation for MTH 103 and one unit of high school mathematics or equivalent. Lecture 3 hours per week.

MTH 115-116 Technical Mathematics I-II (3 Cr.) (3 Cr.)
Presents algebra through exponential and logarithmic functions, trigonometry, vectors, analytic geometry and complex numbers. Prerequisites: a placement approval for MTH 115 and Algebra I and Geometry, or Algebra I and Algebra II, or equivalent. Lecture 3 hours per week.

MTH 120 Introduction to Mathematics (3 Cr.)
Introduces number systems, logic, basic algebra, systems of equations and descriptive statistics. Prerequisites: a placement approval for MTH 120 and one unit of high school mathematics or equivalent. (Intended for occupational/technical programs.) Lecture 3 hours per week.

MTH 126 Mathematics for Allied Health (3 Cr.)
Presents scientific notation, precision and accuracy, decimals and percents, ratio and proportion, variation, simple equations, techniques of graphing, use of charts and tables, logarithms and the metric system. Prerequisites: a placement approval for MTH 126 and one unit of high school mathematics or equivalent. Lecture 3 hours per week.

MTH 147 Elem/Tech Math for Electrical and Mech. Trades (4 Cr.)
Focuses on algebra and trigonometry, including first- and second-degree equations, system of equations, determinants, factoring, functions, graphs, triangles, vectors and the metric system. Emphasizes trade applications. Prerequisites: a placement approval for MTH 147 and Algebra I and Geometry, or Algebra I and Algebra II, or equivalent. Lecture 4 hours per week.

MTH 150 Topics in Geometry (3 Cr.)
Presents the fundamentals of plane and solid geometry and introduces non-Euclidean geometries and current topics. Prerequisites: a placement approval for MTH 150 and Algebra I. Lecture 3 hours per week.

MTH 151 Mathematics for the Liberal Arts I (3 Cr.)
Presents topics in sets, logic, numeration systems, geometric systems and elementary computer concepts. Prerequisites: a placement approval for MTH 151 and Algebra I, Algebra II and Geometry or equivalent. Lecture 3 hours per week.

MTH 152 Mathematics for the Liberal Arts II (3 Cr.)
Presents topics in functions, combinations, probability, statistics and algebraic systems. Prerequisites: a placement approval for MTH 152 and Algebra I, Algebra II and Geometry or equivalent. Lecture 3 hours per week.

MTH 158 College Algebra (3 Cr.)
Covers the structure of complex number systems, polynomials, rational expressions, graphing, systems of equations and inequalities and functions, quadratic and rational equations and inequalities. Lecture 3 hours per week.

MTH 163 Precalculus I (3 Cr.)
Presents college algebra, matrices and algebraic, exponential and logarithmic functions. Prerequisites: a placement approval for MTH 163 and Algebra I, Algebra II and Geometry or equivalent. Lecture 3 hours per week.

MTH 164 Precalculus II (3 Cr.)
Presents trigonometry, analytic geometry and sequences and series. Prerequisite: MTH 163 or equivalent. Lecture 3 hours per week.

MTH 173 Calculus with Analytic Geometry I (5 Cr.)
Presents analytic geometry and the calculus of algebraic and transcendental functions including the study of limits, derivatives, differentials and introduction to integration along with their applications. Designed for mathematical, physical and engineering science programs. Prerequisites: a placement recommendation for MTH 173 and four units of high school mathematics including Algebra I, Algebra II, Geometry and Trigonometry or equivalent. Lecture 5 hours per week.

MTH 174 Calculus with Analytic Geometry II (5 Cr.)
Continues the study of analytic geometry and the calculus of algebraic and transcendental functions including rectangular, polar and parametric graphing, indefinite and definite integrals, methods of integration and power series along with applications. Designed for mathematical, physical and engineering science programs. Prerequisite: MTH 173 or equivalent. Lecture 5 hours per week.

MTH 213-214 Advanced Engineering Technical Mathematics I-II (3 Cr.) (3 Cr.)
Presents limits and differential and integral calculus with applications directed toward the appropriate technical field. Prerequisite: MTH 114 or MTH 116 or equivalent. Lecture 3 hours per week.

MTH 240 Statistics (3 Cr.) Presents an overview of statistics, including descriptive statistics, elementary probability, probability distributions, estimation, hypothesis testing, and correlation and regression. Prerequisites: a placement recommendation for MTH 240 and MTH 163 or MTH 166 or equivalent. (Credit will not be awarded for both MTH 240 and MTH 241.) Lecture 3 hours per week.

MTH 241 Statistics I (3 Cr.)
Covers descriptive statistics, elementary probability, probability distributions, estimation and hypothesis testing. Prerequisites: a placement recommendation for MTH 241 and MTH 163 or MTH 166 or equivalent. Lecture 3 hours per week.

MTH 242 Statistics II (3 Cr.)
Continues the study of estimation and hypothesis testing with emphasis on correlation and regression, analysis of variance, chi-square tests and non-parametric methods. Prerequisite: MTH 241 or equivalent. Lecture 3 hours per week.

MTH 271 Applied Calculus I (3 Cr.)
Presents limits, continuity, differentiation of algebraic and transcendental functions with applications and an introduction to integration. Prerequisite: MTH 163 or MTH 166 or equivalent. Lecture 3 hours per week.

MTH 272 Applied Calculus II (3 Cr.)
Covers techniques of integration; multivariable calculus and an introduction to differential equations. Prerequisite: MTH 271 or equivalent. Lecture 3 hours per week.

MTH 275 Multivariable Calculus and Linear Algebra (4 Cr.)
Presents vector valued functions, partial derivatives, multiple integrals, matrices, vector spaces, determinants, solutions of systems of linear equations, basis and dimension eigenvalues and eigenvectors. Designed for mathematical, physical and engineering science programs. Prerequisite: MTH 174 or equivalent. Lecture 4 hours per week.

MTH 277 Vector Calculus (4 Cr.)
Presents vector valued functions, partial derivatives, multiple integrals and topics from the calculus of vectors. Designed for mathematical, physical and engineering science programs. Prerequisite MTH 174 or equivalent. Lecture 4 hours per week.

MTH 285 Linear Algebra (3 Cr.)
Covers matrices, vector spaces, determinants, solutions of systems of linear equations, eigenvalues and eigenvectors. Prerequisite: MTH 174 or equivalent. Lecture 3 hours per week.

Mechanical Engineering Technology

MEC 113 Materials and Processes of Industry (3 Cr.)
Studies industrial/engineering materials and accompanying industrial processes. Investigates nature of materials structure and properties from a design standpoint, leading to a more intelligent selection of a material to fit the requirements of a part or product. Analyzes the effects of the various processes on materials, as well as the processes themselves to ensure a logical and systematic procedure for selection of materials. Lecture 3 hours per week.

MEC 116 Jig and Fixture Design (3 Cr.)
Focuses on fundamentals of the construction and design of various types of jigs and fixtures, including milling, reaming, tapping and drilling fixtures. Studies preparation of complete working drawings from layouts, for interchangeable manufacture, computation of fits, limit dimensions, tolerances, tool drawing principles and methods and fundamentals of cutting tools and gauges. Lecture 2 hours per week. Laboratory 2 hours per week. Total 4 hours per week.

MEC 120 Principles of Machine Technology (3 Cr.)
Studies fundamental machine operations and practices, including layout, measuring devices, hand tools, drilling, reaming, turning between corners, cutting tapers and threads and milling; fabrication of mechanical parts on drill press, lathe and mill. Lecture 2 hours per week. Laboratory 2 hours per week. Total 4 hours per week.

MEC 136 Advanced Machine Technology (3 Cr.)
Applies machine operations of boring, grinding and gear cutting to build simple machines and make the necessary tools for fabrication. Lecture 2 hours per week. Laboratory 3 hours per week. Total 5 hours per week.

MEC 161 Basic Fluid Mechanics–Hydraulics/Pneumatics (3 Cr.)
Introduces theory, operation and maintenance of hydraulic/pneumatics devices and systems. Emphasizes the properties of fluids, fluid flow, fluid statics and the application of Bernoulli's equation. Lecture 3 hours per week. Laboratory 3 hours per week. Total 6 hours per week.

MEC 165 Applied Hydraulics, Pneumatics and Hydrostatics (3 Cr.)
Teaches fluid power system design, operation, testing, maintenance and repair. Includes reservoirs, pump connecting valves, cylinders, pressure regulating valves, flow control valves, hydraulic motors and an introduction to basic hydrostatic hydraulic systems. Lecture 2 hours per week. Laboratory 3 hours per week. Total 5 hours per week.

MEC 210 Machine Design (3 Cr.)
Studies the design of machine elements for producing and transmitting power. Includes additional material in statics, strength of materials, dynamics, engineering materials and industrial processes, including lubrication and friction. Emphasizes graphical kinematics of mechanisms and discusses analytical design of machine components. Requires preparation of weekly laboratory reports. Lecture 3 hours per week.

MEC 266 Applications of Fluid Mechanics (3 Cr.)
Teaches theory of hydraulic and pneumatic circuits including motors, controls, actuators, valves, plumbing, accumulators, reservoirs, pumps, compressors and filters. Lecture 3 hours per week.

Medical Assisting

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. Lecture 3 hours per week.

MDA 206 Medical Office Bookkeeping and Insurance (4 Cr.)
Instructs the student in the practice of bookkeeping and insurance programs, laws and the processing of claim forms. Lecture 3 hours per week. Laboratory 2 hours per week. Total 5 hours per week.

MDA 207 Medical Law and Ethics (2 Cr.)
Instructs the student in the legal relationships of the physician, patient and medical assistant; professional liabilities, Medical Practice Acts, professional attitudes and behavior and the types of medical practice. Also includes a basic history of medicine. Lecture 2 hours per week.

Mental Health

MEN 110 Introduction to Abnormal Psychology (3 Cr.)
Studies symptoms, causes and treatment of mental deficiency, menrosis, psychosis and character disorders, with specific relationship to work of the mental health technologist. Lecture 3 hours per week.

Music

MUS 121-122 Music Appreciation I-II (3 Cr.) (3 Cr.)
Increases the variety and depth of the student's interest, knowledge and involvement in music and related cultural activities. Acquaints the student with traditional and twentieth century music literature, emphasizing the relationship music has as an art form with man and society. Increases the student's awareness of the composers and performers of all eras through listening and concert experiences. Lecture 3 hours per week.

Natural Science

NAS 120 Introductory Meteorology (3 Cr.)
Studies cloud formation, weather maps, forecasting and wind systems with emphasis on local weather patterns. Lecture 3 hours per week.

NAS 125 Meteorology (4 Cr.)
Presents a non-technical survey of fundamental meteorology. Focuses on the effects of weather and climate on humans and their activities. Serves for endorsement or recertification of earth science teachers. Lecture 3 hours per week. Recitation and laboratory 2 hours per week. Total 5 hours per week.

NAS 130 Elements of Astronomy (4 Cr.)
Covers history of astronomy and its recent developments. Stresses the use of astronomical instruments and measuring techniques and includes the study and observation of the solar system, stars and galaxies. Lecture 3 hours per week. Recitation and laboratory 3 hours per week. Total 6 hours per week.

Nursing

NUR 27 Nurse Aide I (4 Cr.)
Teaches care of older patients with emphasis on the social, emotional and spiritual needs. Covers procedures; communication and interpersonal relations; observations, charting and reporting; safety and infection control; anatomy and physiology; personal care, nutrition and patient feeding; and death and dying. May include laboratory or clinical hours per week. Lecture 2 hours per week. Laboratory 6 hours per week. Total 8 hours per week.

NUR 100 Introduction to Nursing and Health (2 Cr.)
Introduces concepts of nursing and health. Includes historical and cultural aspects, legal and ethical responsibilities and an overview of health and the health care delivery system. Lecture 2 hours per week.

NUR 105 Nursing Skills (3 Cr.)
Develops nursing skills for the basic needs of individuals and introduces related theory. Provides supervised learning experiences in college nursing laboratories and/or cooperating agencies. Lecture 1 hour. Laboratory 6 hours per week. Total 7 hours per week.

NUR 108 Nursing Principles and Concepts I (5 Cr.)
Teaches principles of nursing, health and wellness concepts and the nursing process. Develops nursing needs to meet the multidimensional needs of individuals. Includes math computational skills and basic computer instruction related to the delivery of nursing care. Provides supervised learning experience in college nursing laboratories and/or cooperating agencies. Lecture 3 hours per week. Laboratory 6 hours per week. Total 9 hours per week.

NUR 110 Introduction to Nursing and Health (2 Cr.)
Introduces concepts of nursing and health. Includes historical and cultural aspects, legal and ethical responsibilities and an overview of health and the health care delivery system. Lecture 1 hour per week. Laboratory 3 hours per week. Total 6 hours per week.

NUR 115 LPN Transition (2 Cr.)
Introduces the role of the registered nurse through concepts and skill development in the discipline of professional nursing. This course serves as a bridge course for licensed practical nurses and is based upon individualized articulation agreements, mobility exams or other assessment criteria as they relate to local programs and service areas. Includes math computational skills and basic computer instruction related to the delivery of nursing care. (This course has been approved by the vice chancellor as an exception to the variable credit policy.) Lecture 22 hours per week. Laboratory 23 hours per week. Total 45 hours per week.

NUR 116 Selected Nursing Concepts (1 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 hours per week. Laboratory 3 hours per week. Total 3 hours per week.

NUR 136 Principles of Pharmacology I (1Cr.)
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 1 hour per week.

NUR 180 Essentials of Maternal/Newborn Nursing (3 Cr.)
Utilizes the concepts of the nursing process in caring for families in the antepartum, intrapartum and postpartum periods. Includes math computational skills and basic computer instruction related to the delivery of nursing care. Provides supervised learning experiences in college nursing laboratories and/or cooperating agencies. Prerequisite NUR 136. Prerequisite or corequisite BIO 150. Lecture 2 hours per week. Laboratory 3 hours per week. Total 5 hours per week.

NUR 203 Introduction to Mental Health Nursing (2 Cr.)
Utilizes the concepts of the nursing process in caring for individuals, families and/or groups with mental health needs across the life span. Includes math experiences in college nursing laboratories and/or cooperating agencies. Prerequisites (1st year nursing course work). Lecture 1 hour. Laboratory 3 hours per week. Total 4 hours per week.

NUR 221-222 Second Level Nursing Principles and Concepts I-II (9 Cr.) (9 Cr.)
Focuses on nursing care of individuals, families and/or groups with multidimensional needs in a variety of settings. Uses all components of the nursing process with increasing degrees of skill. Includes math computational skills and basic computer instruction related to the delivery of nursing care. Provides supervised learning experiences in college nursing laboratories and/or cooperating agencies. Prerequisite: for NUR 221 are NUR 180 and NUR 203. Prerequisite: for NUR 222 is NUR 221. Lecture 4 hours per week. Laboratory 15 hours per week. Total 19 hours per week.

NUR 226 Health Assessment (2 Cr.)
Teaches the systematic approach to obtaining a health history and performing a physical assessment. Lecture 1 hour. Laboratory 3 hours per week. Total 4 hours per week.

NUR 254 Dimensions of Professional Nursing (1 Cr.)
Explores the role of the professional nurse. Emphasizes nursing organizations, legal and ethical implications and addresses trends in management and organizational skills. Explores group dynamics, relationships, conflicts and leadership styles. Lecture 1 hour per week.

NUR 255 Nursing Organization and Management (2 Cr.)
Addresses management and organizational skills as they relate to nursing. Emphasizes group dynamics, resolution of conflicts and leadership styles. Lecture 2 hours per week.

Philosophy

PHI 100 Introduction To Philosophy (3 Cr.)
Presents an introduction to philosophical problems and perspectives with emphasis on the systematic questioning of basic assumptions about meaning, knowledge, reality and values. Reading prerequisite required. Lecture 3 hours per week.

PHI 220 Ethics (3 Cr.)
Provides a systematic study of representative ethical systems. Reading prerequisite required. Lecture 3 hours per week.

PHI 227 Bio-Medical Ethics (3 Cr.)
Examines the ethical implications of specific biomedical issues in the context of major ethical systems. Reading prerequisite required. Lecture 3 hours per week.

Photography

PHT 101-102 Photography I-II (3 Cr.) (3 Cr.)
Teaches basic principles of black and white photography and fundamental camera techniques. Students will take their own photographs, develop the film and print the negatives. Requires outside shooting and lab work. Lecture 1 hour per week. Laboratory 4 hours per week. Total 5 hours per week.

PHT 107 Nature Photography (3 Cr.)
Teaches fundamentals of 35mm color-slide / digital photography of natural objects. Emphasizes selection of equipment and film, compositional theory and flash photography formula. Lecture 2 hours per week. Laboratory 2 hours per week. Total 4 hours per week.

PHT 201-202 Advanced Photography I-II (3 Cr.) (3 Cr.)
Provides weekly critique of students' work. Centers on specific problems found in critiques. Includes working procedures and critical skills in looking at photographs. Advanced black and white photography techniques . Prerequisite: PHT 102 or equivalent. Lecture 2 hours per week. Laboratory 3 hours per week. Total 5 hours per week.

PHT 211-212 Color Photography I-II (3 Cr.) (3 Cr.)
Introduces theory, materials and processes of modern color images. Includes additive and subtractive theory, color filtration and negative and positive printing techniques. Prerequisite: PHT 101 or equivalent. Lecture 2 hours per week. Laboratory 3 hours per week. Total 5 hours per week.

PHT 216 Wildlife Photography (3 Cr.)
An advanced course in the photography of natural objects. Emphasis will be placed on critiquing the student's photographic work. Use of natural lighting, flash photography and diffusion techniques will be emphasized. Offers seminars on specific subject areas such as animals, plants, birds, insects and wilderness scenes. Prerequisite PHT 107 or instructor approval. Lecture 2 hours per week. Laboratory 2 hours per week. Total 4 hours per week.

PHT 227 Photographic Careers (3 Cr.)
Teaches the techniques of small photographic business operations. Includes portfolio preparation and presentation and basic marketing techniques. Covers theory of marketing, costing procedures and problems, legal accounting problems, copyright and fundamentals of small photographic business operation. Lecture 3 hours per week.

PHT 264 Digital Photography (3 Cr.)
Teaches theory and practice of digital photography. Emphasizes use of digital cameras in studio and on location. Teaches advanced techniques of image editing. Provides training in digital image transmission from remote locations. Extensive work in Adobe Photoshop. Prerequisites: PHT 101 and ART 283. Lecture 2 hours per week. Laboratory 3 hours per week. Total 5 hours per week.

Physical Education and Recreation

PED 103-104 Aerobic Fitness I-II (2 Cr.) (2 Cr.)
Develops cardiovascular fitness through activities designed to elevate and sustain heart rates appropriate to age and physical condition. Variable hours per week.

PED 107 Exercise and Nutrition (2 Cr.)
Provides the student with a full body workout through flexibility, strength and cardiovascular endurance exercises. Includes fitness evaluation, nutrition analysis and weight control. Lecture 1 hour. Laboratory 1 hour. Total 3 hours per week.

PED 109 Yoga (2 Cr.)
Focuses on the forms of yoga training emphasizing flexibility. Lecture 1-2 hours per week. Laboratory 0-2 hours per week. Total 1-3 hours per week.

PED 111-112 Weight Training I-II (2 Cr.) (2 Cr.)
Focuses on muscular strength and endurance training through individualized workout programs. Teaches appropriate use of weight training equipment. Variable hours per week.

PED 113-114 Lifetime Activities I-II (2 Cr.) (2 Cr.)
Presents lifetime sports and activities. Teaches skills and methods of lifetime sports and activities appropriate to the local season and facilities available. Lecture 1-2 hours per week. Laboratory 0-2 hours per week. Total 1-3 hours per week.

PED 116 Lifetime Fitness and Wellness (1 Cr.)
Provides a study of fitness and wellness and their relationship to a healthy lifestyle. Defines fitness and wellness, evaluates the student's level of fitness and wellness and motivates the student to incorporate physical fitness and wellness into daily living. Lecture 1 hour per week.

PED 117 Fitness Walking (1 Cr.)
Teaches content and skills needed to design, implement and evaluate an individualized program of walking, based upon fitness level. Lecture 2 hours per week.

PED 123-124 Tennis I-II (1-2 Cr.) (1-2 Cr.)
Teaches tennis skills with emphasis on stroke development and strategies for individual and team play. Includes rules, scoring, terminology and etiquette. Variable hours per week.

PED 133-134 Golf I-II (2 Cr.) (2 Cr.)
Teaches basic skills of golf, rules, etiquette, scoring, terminology, equipment selection and use and strategy. Variable hours per week.

PED 135-136 Bowling I-II (2 Cr.) (2 Cr.)
Teaches basic bowling skills and techniques, scoring, rules, etiquette and terminology. Variable hours per week.

PED 187 Backpacking (2 Cr.)
Focuses on the preparation for backpacking trip, equipment and clothing selection, personal and group safety, ecology and physical conditioning. Includes field experience. Variable hours per week.

Physics

PHY 101-102 Introduction to Physics I-II (4 Cr.) (4 Cr.)
Surveys general principles of physics. Includes topics such as force and motion, energy, heat, sound, light, electricity and magnetism and modern physics. Reading prerequisite required. Lecture 3 hours per week. Laboratory 3 hours per week. Total 6 hours per week.

PHY 201-202 General College Physics I-II (4 Cr.) (4 Cr.)
Teaches fundamental principles of physics. Covers mechanics, thermodynamics, wave phenomena, electricity and magnetism and selected topics in modern physics. Prerequisite: MTH 163 or equivalent. Reading prerequisite required. Lecture 3 hours per week. Laboratory 3 hours per week. Total 6 hours per week.

PHY 241-242 University Physics I-II (4 Cr.) (4 Cr.)
Teaches principles of classical and modern physics. Includes mechanics, wave phenomena, heat, electricity, magnetism, relativity and nuclear physics. Prerequisite for PHY 241 is MTH 173 or divisional approval. Prerequisite for PHY 242 is MTH 174 or divisional approval. Reading prerequisite required. Lecture 3 hours per week. Laboratory 3 hours per week. Total 6 hours per week.

PHY 243 Modern Physics (4 Cr.)
Teaches principles of modern physics. Includes in-depth coverage of relativity, quantum physics, solid state and nuclear physics. For major requiring calculus-based physics. Prerequisites: PHY 241-242 or equivalent. Lecture 3 hours per week. Laboratory 2-3 hours per week. Total 5-6 hours per week.

Political Science

PLS 135 American National Politics (3 Cr.)
Teaches political institutions and processes of the national government of the United States, focuses on the Congress, presidency and the courts and on their inter-relationships. Gives attention to public opinion, suffrage, elections, political parties, interest groups, civil rights, domestic policy and foreign relations. Reading prerequisite required. Lecture 3 hours per week.

PLS 211-212 U.S. Government I-II (3 Cr.) (3 Cr.)
Teaches structure, operation and process of national, state and local governments. Includes in-depth study of the three branches of the government and of public policy. Reading prerequisite required. Lecture 3 hours per week.

PLS 241 International Relations I (3 Cr.)
Teaches geographic, demographic, economic, ideological and other factors conditioning the policies of countries and discusses conflicts and their adjustments. Reading prerequisite required. Lecture 3 hours per week.

PLS 242 International Relations II (3 Cr.)
Teaches foreign policies of the major powers in the world community with an emphasis on the role of the United States in international politics. Reading prerequisite required. Lecture 3 hours per week.

Practical Nursing

PNE 135 Maternal and Child Health Nursing (5 Cr.)
Examines pregnancy, childbirth, post-partum and newborn care from a family centered approach. Covers complications related to childbearing. Emphasizes growth and development and exploration of common childhood disorders at various stages. Lecture 4 hours per week. Laboratory 3 hours per week. Total 7 hours per week.

PNE 141-142 Nursing Skills I-II (3 Cr.) (2 Cr.)
Studies principles and procedures essential to the basic nursing care of patients. PNE 141 Lecture 2 hours per week. Laboratory 3 hours per week. Total 5 hours per week. PNE 142 Lecture 1 hour. Laboratory 3 hours per week. Total 4 hours per week.

PNE 143 Applied Nursing Skills (1 Cr.)
Applies principles and procedures essential to the basic nursing care of patients. Laboratory 3 hours per week.

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. Lecture 1 hour per week.

PNE 155 Body Structure and Function (3 Cr.)
Studies the structure and function of the body. Lecture 3 hours per week.

PNE 158 Mental Health and Psychiatric Nursing (1 Cr.)
Recognizes emotional needs of patients. Provides knowledge of the role that emotions play. Enables students to understand their own behavior as well as patient behavior. Lecture 1 hour per week.

PNE 161 Nursing in Health Changes I (6 Cr.)
Focuses on nursing situations and procedures necessary to assist individuals in meeting special needs related to human functions. Lecture 3 hours per week. Laboratory 9 hours per week. Total 12 hours per week.

PNE 162 Nursing in Health Changes II (11 Cr.)
Continues the focus on nursing situations and procedures necessary to assist individuals in meeting special needs related to human functions. Lecture 6 hours per week. Laboratory 15 hours per week. Total 21 hours per week.

PNE 164 Nursing in Health Changes IV (11 Cr.)
Continues the focus on nursing situations and procedures necessary to assist individuals in meeting special needs related to human functions. Lecture 6 hours per week. Laboratory 15 hours per week. Total 21 hours per week.

PNE 174 Applied Pharmacology for Practical Nurses (2 Cr.)
Applies problem-solving skills in preparing and administering medications. Lecture 1 hour per week. Laboratory 3 hours per week. Total 4 hours per week.

PNE 175 Introduction to Supervision and Management for Practical Nurses (1 Cr.)
Addresses skills related to leadership and the management of care of clients in a variety of settings to ensure quality nursing care. Lecture 15 hours per semester.

Psychology

PSY 200 Principles of Psychology (3 Cr.)
Surveys the basic concepts of psychology. Covers the scientific study of behavior, behavioral research methods and analysis and theoretical interpretations. Includes topics that cover physiological mechanisms, sensation/perception, motivation, learning, personality, psychopathology, therapy and social psychology. Reading prerequisite required. Lecture 3 hours per week.

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. Lecture 3 hours per week.

PSY 215 Abnormal Psychology (3 Cr.)
Explores historical views and current perspectives of abnormal behavior. Emphasizes major diagnostic categories and criteria, individual and social factors of maladaptive behavior and types of therapy. Includes methods of clinical assessment and research strategies. Reading prerequisite required. Prerequisite: PSY 200, 201, or 202. Lecture 3 hours per week.

PSY 216 Social Psychology (3 Cr.)
Examines individuals in social contexts, their social roles, group processes and intergroup relations. Includes topics such as small group behavior, social behavior, social cognition, conformity, attitudes and motivation. Prerequisite PSY 200, 201, or 202. Lecture 3 hours per week.

PSY 230 Developmental Psychology (3 Cr.)
Studies the development of the individual from conception to death. Follows a life-span perspective on the development of the person's physical, cognitive and psychosocial growth. Reading prerequisite required. Lecture 3 hours per week.

PSY 235 Child Psychology (3 Cr.)
Studies development of the child from conception to adolescence. Investigates physical, intellectual, social and emotional factors involved in the child's growth. Reading prerequisite required. Lecture 3 hours per week.

PSY 236 Adolescent Psychology (3 Cr.)
Studies development of the adolescent. Investigates physical, intellectual, social and emotional factors of the individual from late childhood to early adulthood. Reading prerequisite required. Lecture 3 hours per week.

Real Estate

REA 100 Principles of Real Estate (4 Cr.)
Examines practical applications of real estate principles. Includes a study of titles, estates, land descriptions, contracts, legal instruments, financing and management of real estate. Lecture 4 hours per week.

Religion

REL 100 Introduction to the Study of Religion (3 Cr.)
Explores various religious perspectives and ways of thinking about religious themes and religious experience. Reading prerequisite required. Lecture 3 hours per week.

REL 215 New Testament and Early Christianity (3 Cr.)
Surveys the history, literature and theology of early Christianity in the light of the New Testament. Reading prerequisite required. Lecture 3 hours per week.

REL 230 Religions of the World (3 Cr.)
Introduces the religions of the world with attention to origin, history and doctrine. Reading prerequisite required. Lecture 3 hours per week.

Sociology

SOC 200 Principles of Sociology (3 Cr.)
Introduces fundamentals of social life. Presents significant research and theory in areas such as culture, social structure, socialization, deviance, social stratification and social institutions. Reading prerequisite required. Lecture 3 hours per week.

SOC 207 Medical Sociology (3 Cr.)
Surveys the social, economic, cultural and individual factors in health and illness. Examines issues of wellness, health-care systems, physician-nurse-patient relationships, medical costs, ethics and policy. Lecture 3 hours per week.

SOC 215 Sociology of the Family (3 Cr.)
Studies topics such as marriage and family in social and cultural context. Addresses the single scene, dating and marriage styles, child rearing, husband and wife interaction, single parent families and alternative lifestyles. Reading prerequisite required. Lecture 3 hours per week.

SOC 266 Minority Group Relations (3 Cr.)
Investigates minorities such as racial and ethnic groups. Addresses social and economic conditions promoting prejudice, racism, discrimination and segregation. Lecture 3 hours per week.

SOC 268 Social Problems (3 Cr.)
Applies sociological concepts and methods to analysis of current social problems. Includes delinquency and crime, mental illness, drug addiction, alcoholism, sexual behavior, population crisis, race relations, family and community disorganization, poverty, automation, wars and disarmament. Reading prerequisite required. Lecture 3 hours per week.

Spanish

SPA 101-102 Beginning Spanish I-II (4 Cr.) (4 Cr.)
Introduces understanding, speaking, reading and writing skills and emphasizes basic Spanish sentence structure. May include an additional hour of oral drill and practice per week. Prerequisite: SPA 101 for SPA 102. Lecture 4 hours per week.

SPA 201-202 Intermediate Spanish I-II (3 Cr.) (3 Cr.)
Continues to develop understanding, speaking, reading and writing skills. May include oral drill and practice. Prerequisite: SPA 102 for SPA 201, SPA 201 for SPA 202. Lecture 3 hours per week.

SPA 271-272 Intro to Latin American Civ. Literature I-II (3 Cr.) (3 Cr.)
Introduces the student to Latin American culture and literature. Readings and discussions conducted in Spanish. Prerequisite SPA 202 or equivalent. Reading prerequisite required. Lecture 3 hours per week.

Speech and Drama

SPD 100 Principles of Public Speaking (3 Cr.)
Applies theory and principles of public address with emphasis on preparation and delivery. Lecture 3 hours per week

SPD 110 Introduction 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. Lecture 3 hours per week.

SPD 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. May be repeated for credit. Variable hours per week.

SPD 130 Introduction 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.

SPD 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.

SPD 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.

Student Development

SDV 100 College Success Skills (1 Cr.)
Assists students in transition to colleges. Provides overviews of college policies, procedures, curricular offerings. Encourages contacts with other students and staff. Assists students toward college success through information regarding effective study habits, career and academic planning and other college resources available to students. May include English and Math placement testing. Strongly recommended for beginning students. Required for graduation. Lecture 1 hour per week.

SDV 101 Orientation to Visual Arts (1 Cr.)
Introduces students to the skills which are necessary to achieve their academic goals, to services offered at the college and to the discipline in which they are enrolled. Covers topics such as services at the college including the learning resources center; counseling and advising; listening, test taking and study skills; and topical areas which are applicable to their particular discipline. Lecture 1 hour per week.

SDV 101 Orientation to Health Professions (1 Cr.)
Introduces students to the skills which are necessary to achieve their academic goals, to services offered at the college and to the discipline in which they are enrolled. Covers topics such as services at the college including the learning resources center; counseling and advising; listening, test taking and study skills; and topical areas which are applicable to their particular discipline. Lecture 1 hour per week.

SDV 101 Orientation to the IT Professions (1 Cr.)
Introduces students to the skills which are necessary to achieve their academic goals, to services offered at the college and to the discipline in which they are enrolled. Covers topics such as services at the college including the learning resources center; counseling and advising; listening, test taking and study skills; and topical areas which are applicable to their particular discipline. Lecture 1 hour per week.

Surgical Tech

SUR 140 Introduction to Surgical Care (4 Cr.)
Introduces the study of the surgical process, including aspects of the operating room environment. Highlights preparing the patient for surgery, including transporting, positioning and special preparation procedures. Presents physical, psychological and spiritual needs of the patient including ethical and legal rights of the patient. Prerequisite: Admission into the program. Corequisite: BIO 141. Lecture 2 hours per week. Laboratory 3-6 hours per week. Total 5-6 hours per week.

SUR 145 Fundamentals of Surgical Care (4 Cr.)
Introduces principles of aseptic technique, sterilization, disinfection and antisepsis including environmental safety and control, CDC and OSHA requirements. Presents packaging, storing and dispensing surgical supplies, principles of wound healing including types, stages and complications; types, preparation and care of surgical supplies, packing, dressings, catheters, drains, tubes, supplies and equipment; classifications of instruments, sutures and needles. Describes responsibilities related to the scrub and circulating roles. Provides students practical experience in the operating room. (Note: Previously listed as NUR 141-142.) Prerequisite: SUR 140. Corequisite: BIO 141. Lecture 2 hours per week. Laboratory 3-6 hours per week. Total 5-8 hours per week.

SUR 210 Surgical Procedures (8 Cr.)
Introduces the surgical specialties of general; gastroenterology, gynecology; ophthalmology; otorhinolaryngology; dental; oral and maxillofacial; plastic and reconstructive; pediatrics; oncology; neurosurgery; orthopedics; cardiac; thoracic; vascular; transplant; and trauma in a laboratory and clinical experience. (Note: Previously listed as NUR 209 and NUR 210). Prerequisite: SUR 145. Corequisites: BIO 142, SUR 250. Lecture 4 hours per week. Laboratory 12-15 hours per week. Total 16-19 hours per week.

SUR 250 Surgical Pharmacology (2 Cr.)
Introduces pharmacology as it relates to surgical intervention in the operating room. Includes medication calculations, measurements, administration, terminology and handling and a review of certain drug classifications as they relate to surgical patients. (Note: Previously listed as HLT 250, General Pharmacology) Prerequisite: SUR 140. Lecture 2-3 hours per week.

SUR 254 Professional Issues in Surgical Technology (1 Cr.)
Provides job seeking skills and an overview of theoretical knowledge in preparation for national certification. Includes test taking strategies, career options, resume preparation, interviewing techniques, professional credentialing and organizations and professionalism as it relates to surgical technology. Prerequisite: SUR 210. Corequisite: SUR 299. Lecture 1-2 hours per week.

SUR 260 Surgical Technology Clinical Practicum (5 Cr.)
Provides continued study and extensive clinical experience in all surgical specialties. Emphasis is on clinical practice thereby further enhancing theoretical and practical knowledge of select procedures, surgical instrumentation, supplies and equipment. The scrub and circulating roles of the surgical technologist including aseptic technique and case preparation for select surgical procedures continue to be emphasized. Prerequisite: SUR 210. Corequisite: SUR 254. Laboratory 15-18 hours per week.

Veterinary Assisting

VET 100 Introduction to Animal Science (3-4 Cr.)
Surveys the common breeds of small and large domestic animals, including identification, management and restraint. Lecture 2-3 hours per week. Laboratory 3 hours per week. Total 5-6 hours per week.

VET 101 Introduction to Veterinary Assisting (3 Cr.)
Presents basic information about assisting the veterinarian. Includes information about companion animals, primarily dogs and cats. Lecture 3 hours per week.

VET 105 Introduction to Veterinary Technology (3 Cr.)
Introduces the role of veterinary technicians in veterinary practice. Includes medical terminology, ethics, professionalism and basic concepts of patient care. Lecture 2 hours per week. Laboratory 3 hours per week. Total 5 hours per week.

VET 116 Animal Breeds and Behavior (3 Cr.)
Surveys common species of domestic animals including basic husbandry, care and handling. Introduces identification of various breeds and their characteristics, including behavior patterns, problems and solutions. Lecture 3 hours per week.

VET 198 Seminar and Project
Includes 20 hours observation in an animal care facility as approved by the instructor, as well as a project to be presented at the end of the semester.

VET 236 Companion Animal Behavior (2-3 Cr.) Teaches basic behavior concepts as they apply to dogs, cats and horses. Stresses prevention and treatment of behavior problems. Lecture 2-3 hours per week.

Welding

WEL 120 Introduction to Welding (3 Cr.)
Introduces history of welding processes. Covers types of equipment and assembly of units. Stresses welding procedures such as fusion, non-fusion and cutting oxyacetylene. Introduces arc welding. Emphasizes procedures in the use of tools and equipment. Lecture 1-2 hours per week. Laboratory 2-3 hours per week. Total 3-5 hours per week.

WEL 130 Inert Gas Welding (3 Cr.)
Introduces practical operations in use of inert gas shielded arc welding. Studies equipment operation, setup, safety and practice of Gmaw (Mig) and Gtaw (Tig). Lecture 1 hour per week. Laboratory 3 hours per week. Total 4 hours per week.

Organization of the College

Administrators

Cynthia S. Bambara
Vice President of Student Success
Fauquier Campus Administrator
B.S., Juniata College
M.Ed., University of South Alabama
Ph.D., Colorado State University

Margaret Bartow
Vice President of Learning
B.A., Simmons College
Ed.M., Harvard University Graduate School of Education
Ed.D., University of Maryland

Karen Hart Bucher
Coordinator of Financial Aid
A.A.S., Lord Fairfax Community College
B.S., Shenandoah University
M.A., Liberty University

Brenda Byard
Director of High School Outreach
A.A., Potomac State College
B.A., Fairmont State College
M.S., James Madison University
M.S., Shenandoah University

Linnie S. Carter
Vice President of College Advancement
B.S., M.S., Virginia Commonwealth University

Jeanian M. Clark
Assistant Vice President of Workforce Solutions and Continuing Education
A.A.S., Lord Fairfax Community College
B.A., James Madison University
M.S., Old Dominion University

O. Douglas Cumbia II
Coordinator of Career Services
B.S., M.A., Virginia Tech

David Gray
Director of Learning Resources
B.A., M.A., Morehead State University
M.S.L.S., University of Kentucky

Kathleen J. Howard
Coordinator, Business and Industry- Workforce Solutions and Continuing Education
B.S., Eastern Illinois University

Kathleen Q. Johnson
Vice President of Financial and Administrative Services
B.S., M.B.A., George Mason University

Lori Killough
Dual Enrollment Coordinator
A.A.S., Erie Community College
B.S., M.S., Buffalo State College

Tammy LaDrew
Director, Advising, Counseling and Student Learning Services
B.G.S., Publishing
M.A., Ed.S., James Madison University

Susan M. Martin
Director - TRIO
B.A., University of Charleston
M.A., Clemson University

Sandra D. C. Mills
State Coordinator FBLA/PBL
B.S., James Madison University

John Osae-Kwapong
Institutional Research Analyst
B.A., Houghton College
M.P.A., Clark Atlanta University

D. William Pence
Coordinator, Business and Industry Training, Workforce Solutions and Continuing Education
B.S., Virginia Tech

John J. "Ski" Sygielski
President
B.A., St. Alphonsus College
M.S., M.B.A., Aurora University
Ed.D. Northern Illinois University

Douglas M. Shrier
Coordinator of Network Security and IT Special Projects
B.S., West Virginia Institute of Technology
M.S., Shenandoah University

William A. Sirbaugh
Coordinator of the Small Business Development Center
B.B.A., The College of William and Mary
M.B.A., James Madison University

David Urso
Coordinator of Student Life
B.S., M.Ed., James Madison University

Kathleen E. Wotring
Dean of Learning, Division of Science and Health Professions
B.S.N., University of Florida
M.S.N., University of Alabama in Birmingham
Ph.D., Old Dominion University

Counselors

Craig Bennett
Counselor, Fauquier
B.A., M.A. Ed., Virginia Tech

Amber R. Foltz
Counselor, TRIO
B.A., Roanoke College
M.A., University of Maryland

Larry Friedenberg
Counselor, Middletown
B.A., West Virginia University
M.Ed., James Madison University

Heather Painter
Counselor, Middletown
AA&S, Lord Fairfax Community College
B.S., B.A., Virginia Tech
M.S., Radford University

Julie L. West
Counselor, Middletown
B.A., M.S., Eastern Illinois University

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)

Faculty

Laurie Alphonse
Instructor of Sociology
A.A.S., Lord Fairfax Community College
B.S., Shepherd University
M.A., George Mason University

Diana Atkins
Associate Professor of Nursing
A.A.S., Northern Virginia Community College
B.S.N., M.S.N., George Mason University

Jerome Austin
Instructor of Biology
B.S., Appalachian State University
M.A., Tusculum College

John D. Beavers
Associate Professor of Accounting
B.B.A., M.S.A., James Madison University

Frank E. Borleske
Associate Professor of Mathematics
B.S., The College of William and Mary
M.A., Columbia University

Patricia Bradshaw
Coordinator of Health Professions
B.S., M.S., Texas Woman's University

James E. Brumbaugh
Assistant Professor of Economics
B.A., Indiana University
M.A., Ohio State University

Elaine H. Cassel
Associate Professor of Psychology
B.A., University of Maryland
M.A., University of Virginia
J.D., George Washington University
M.A., Marymount University
Ph.D. Studies, City University of New York Graduate Center

Lesley D. Casula
Associate Professor of Business
B.A., Brooklyn College
M.B.A.,Virginia Tech

James P. Crowley
Associate Professor Biological Sciences
B.S., M.S., Ph.D., The Ohio State University

Ann R. Currie
Associate Professor of Art
B.A., Mary Washington College
M.F.A., James Madison University

Loretta Duncan
Assistant Professor of Psychology
B.S., M.S., Virginia Commonwealth University

Michael L. Garrand
Associate Professor of Mathematics
B.S., M.S., State University College at Plattsburgh, New York

Ernest E. Grisdale, II
Assistant Professor of Chemistry
B.S., Eastern Michigan University
M.S., Georgia Institute of Technology

Elizabeth C. Guiliano
Professor of English and Developmental Studies
B.S., Radford University
M.A.T., James Madison University
D.A., George Mason University

James M. Guiliano
Professor of Management
B.A., Iona College
M.P.A., American University
M.B.A., Marymount University

Margie A. Harrison
Assistant Professor of Nursing
A.A.S., Shenandoah University
M.S.N., George Mason University

Virginia F. Hartman
Associate Professor of Administrative Support Technology
B.S., M.S., Montana State University

Evan Humbert
Instructor of Mathematics
B.S., Hampton University
M.S., University of D.C.

Mary Anne Keefer
Assistant Professor of English
B.A., M.A., George Mason University

Brent L. Kendrick
Professor of English
B.A., Alderson-Broaddus College
Ph.D., University of South Carolina

Kim Kiefer
Assistant Professor of Nursing
A.S.N., Excelsior College
B.S., University of Maryland College Park
M.S.N./Ed., University of Phoenix

L. Jane Lambert
Instructor of Licensed Practical Nursing
B.S.N., Shenandoah University

Arthur L. Lee
Associate Professor of Information Technology
B.S., M.S., James Madison University

Kimmarie W. Lewis
Professor of English and Speech
B.A., Virginia Tech
M.A., D.A., George Mason University

William T. Lewis
Assistant Professor of Engineering Technology
B.S.M.E., University of Virginia
M.S.M.E., West Virginia University

Eugene L. Loranger
Associate Professor of Manufacturing Technology
A.S.M.E., Massasoit Community College
B.S., Houghton College
M.S., Shenandoah University

Andrea K. Ludwick
Associate Professor of English and Speech
B.A., M.A.C.T., S.C.T., Murray State University

Walter K. Malinowski, Jr.
Assistant Professor of Health, Physical Education and Recreation
A.A., Miami-Dade Junior College
B.S., Florida State University
M.A. Ed., Eastern Kentucky University
M.A., George Washington University

Elizabeth Marshall
Associate Professor of Nursing
B.S., B.S.N., Auburn University
M.S.N., University of Phoenix

C. Nicole Martin
Assistant Professor of History
B.A., West Virginia Wesleyan College
M.A., University of Chicago

Claudia Mazurkiewicz
Associate Professor of Dental Hygiene
B.S., Ohio State University
M.S.Ed., Indiana University

Edward A. Matusek
Assistant Professor of Philosophy/Religion
B.A., Texas A&M University
M.A., Dallas Theological Seminary

Vincent McGregor, Jr.
Instructor of EMS
NREMT-P
A.A.S., Lord Fairfax Community College

Kerry C. McKenna
Assistant Professor of Biology
B.S., State University of New York at Fredonia
M.S., Ph.D. University of Toledo

B. Frost McLaughlin
Assistant Professor of English
B.A., M.A., Florida State University

Roger L. Milburn
Associate Professor of Accounting
A.S., Shenandoah College and Conservatory of Music
B.S., Richmond Professional Institute
M.S., Virginia Commonwealth University

Miriam Moore
Associate Professor of English/ESL
B.A., Baylor University
M.A., Ph.D., University of South Carolina

Curtis F. Morgan
Professor of History
B.A., Southern Wesleyan University
M.A., Clemson University
Ph.D., University of South Carolina

Polly Nelson
Instructor of Spanish
B.A., James Madison University
M.A., George Mason University

José M. Nieves
Professor of Information Technology
B.S., Cornell University
M.E.A., George Washington University
Ph.D., George Mason University

Alan W. Nordling
Assistant Professor of English
B.A., Bridgewater State College
M.A., University of New Hampshire

Joan J. Osborne
Associate Professor of Information Technology and Computer Science
B.A., State University College at Potsdam New York
M.S., Virginia Polytechnic Institute and State University (Virginia Tech)

Elizabeth Padden
Associate Professor of Modern Languages
B.A., Northern Illinois University
M.A., University of Virginia

Nancy A. Penney
Associate Professor of English and Developmental Studies
B.A., Mary Washington College
M.Ed., University of Virginia

Cyril P. Petras
Associate Professor of Mathematics
B.S., Pennsylvania State University
M.S., West Virginia University

Beth Pippin
Assistant Professor of Nursing
B.S.N., M.S.N., George Mason University

Ramon R. Selove
Associate Professor of Biology
B.S., George Mason University
M.S., The Ohio State University

Katherine Simpson
Associate Professor of English
B.A., M.A., University of New Hampshire
D.A., George Mason University

R. Ann Simpson
Instructor of Biology
A.A.S., Lord Fairfax Community College
B.S., Shenandoah University
M.S., James Madison University

Robert C. Simpson
Associate Professor of Natural Resources Management
B.S., M.S., University of Michigan

Charles C. Spiro
Assistant Professor of Information Technology
A.A.S. (2), Lord Fairfax Community College
B.A., C.W. Post College
B.S., Capitol Institute of Technology

Cristy L. Stefnoski
Instructor of Speech
B.A., M.A., Edinboro University of Pennsylvania

Pollijo Stiefvater
Instructor of Nursing
A.D.N., Indiana Central University
B.S.N., Old Dominion University

Thomas A. Tredon
Associate Professor of Mathematics
B.S., University of Wisconsin
M.S., University of Illinois

Gary L. Tusing
Professor of Business
B.S., M.S.Ed., James Madison University

John B. Updike
Instructor of Mathematics
A.A.S., Lord Fairfax Community College
B.S., Shenandoah College
M.S., James Madison University

Betty Ward
Assistant Professor of Nursing
B.S.N., Medical College of Virginia
M.S., University of Maryland

William R. Warren
Associate Professor of Science
B.S., University of Alabama
M.A., Wake Forest University
M.S., University of Virginia

Jessica Webb
Instructor of Nursing
A.A.S., B.S.N., Marymount University

Joseph W. A. Whitehorne
Professor of History
B.A., University of Pennsylvania
M.A., Pennsylvania State University
D.A., George Mason University
L.H.D., Shenandoah University

Brian Wilcox
Instructor of Biology
B.S., M.S., James Madison University

Stephen E. Wisecarver
Associate Professor of Psychology
B.S., M.Ed., Virginia Commonwealth University

Full-Time Classified Personnel

Tina M. Anderson
Education Support Specialist II, Admissions and Records
A.A.S., Lord Fairfax Community College

Phyllis Armel
Administrative Office Specialist II, Workforce Solutions and Continuing Education
B.A., Eastern Christian College

Bruce E. Armstrong
Trades Technician IV
A.A.S., Penn State University
B.S., University of Dayton

Larry Baker
Coordinator of Workforce Solutions and Continuing Education
B.A., Virginia Tech

Margaret J. Barnett
Financial Services Manager I
A.A.S., Lord Fairfax Community College
B.B.A., James Madison University
M.A., Virginia Commonwealth University

Phillip Borden
Trades Technician III

Steve Bowen
Information Technology Specialist I
A.A.S., Lord Fairfax Community College

Jan M. Brown
Library Specialist I
B.A., Wake Forest University

Denise P. Broy
Printing Technician III, Printing Services

Melissa A. Burner
Administrative Specialist II, Humanities and Social Sciences

Wayne W. Carbaugh
Financial Services Specialist I, Business Office
A.B.S., Shenandoah College
B.S., Madison College

Grace A. Carson
Education Support Specialist II, Student Success, Fauquier
A.A.S., Lord Fairfax Community College

Jennifer Clark
Information Tech Specialist II, Fauquier
A.A.S., Northern Virginia Community College

Henry Coffman
Director of Technology Services
B.S., University of Virginia
M.S., American University

Henry Coffman, Jr.
Electronic Technician I
A.A.S., Lord Fairfax Community College

Larry R. Cooley
Trades Tech I

Susan P. Cooley
Information Technology Specialist II
B.A., Washington Bible College

Cindy D'Ambro
Administrative Office Specialist II, Student Life, Fauquier
B.A., George Mason University

Joyce E. Earhart
Library Specialist I
B.S., M.S.L.S., Shippensburg State College

Kelly Ewing
Trainer Instructor I
Lab Assistant – Biology
A.A.S., Lord Fairfax Community College

Richard Farrow
General Admin. Supv I/Coord I - Purchasing
B.A., Iona College

Cynthia C. Fauver
Administrative Office Specialist III, Business Office

Alvin C. Finchum
Trades Technician III

Mike Finks
Trades Tech II

Crystal Fletcher
Education Support Specialist II, Admissions and Records
A.A.S., Lord Fairfax Community College

Crystal Foltz
Administrative Office Specialist III, President's Office
A.A.S., Lord Fairfax Community College

Karen N. Foreman
Human Resource Manager
B.A., Averett University

Bettina Fritz
Administrative Office Specialist III, Fauquier Campus Administration

Christopher Grabenstein
Information Technology Specialist II
A.A.S., Lord Fairfax Community College
B.S., Strayer University

Curtiss Grymala
Information Technology Specialist I

Stephanie D. Gray
Administrative Office Specialist III, Workforce Solutions and Continuing Education
A.A.S., Lord Fairfax Community College

Barbara Greene
Administrative Office Specialist II, Student Life

Carolyn L. Haines
Human Resource Analyst I
B.S., Bridgewater College

Tammy L. Haire
Public Relations & Marketing Specialist III
B.A., George Mason University

Linda P. Harper
Library Specialist II, Fauquier
B.A., California State University, Fullerton

Selma N. Harter
Administrative Office Specialist II, Learning Resources
A.A.S., Lord Fairfax Community College

Brandy Hawkins
Education Support Specialist II, Student Activities Coordinator
B.B.A., Radford University

Janet F. Heishman
Administrative Office Specialist III, Business Office

Joan A. Henry
Education Support Specialist II, Financial Aid
A.A.S., Lord Fairfax Community College
B.S., Eastern Mennonite University

Karen Hodges
Trainer Instructor I
Lab Assistant – Biology
B.S., Shepherd University

George F. Hoffman
Trainer Instructor I, Instructional Technology
A.A.S., Lord Fairfax Community College

Emma Hott
Administrative Office Specialist III, Science and Health Professions
A.A.S., Lord Fairfax Community College

Patricia Jennings
Administrative Office Specialist II, Workforce Solutions and Continuing Education

Debbie Keller
Human Resource Analyst I
B.A., University of Phoenix

Kalie Kelch
Public Relations & Marketing Specialist
B.A., Southern Adventist University

Sarah M. Kibler
Trades Technician I

Kathleen L. Knight
Administrative Office Specialist III, Business Office
A.A.S., Lord Fairfax Community College

Larry Lambert
Trades Tech I

Shari G. Laraway
Public Relations & Marketing Specialist IV
B.M.T., Shenandoah University

Patricia A. Leister
Administrative Office Specialist II, Workforce Solutions and Continuing Education

Providence LoPresti
Library Specialist I
A.A.S, Lord Fairfax Community College

Scott S. Luttrell
Trades Technician I

Carolyn M. Majors
Administrative Office Specialist III, Small Business Development Center

Nellie V. Manning
Administrative Office Specialist III, Student Success
A.A.S., Lord Fairfax Community College

Elizabeth Martini
Trainer Instructor I, Testing Center
B.S., Old Dominion University

Arthur D. Mitchell
Trades Technician III

Candace E. Morris
Education Support III, Business, Mathematics, and Technology
A.A., Los Angeles Harbor College
B.S., Old Dominion University

Joette L. Ours
Administrative Office Specialist II, Counseling, Advising and Student Learning Services
A.A.S., Lord Fairfax Community College

John E. Owens
Library Specialist I
A.A.S., Lord Fairfax Community College

Janet Ping
Trainer Instructor II, Technology Services
B.A., Xinjiang University
M.S., Marshall University

Sandra Pope
Educational Support Specialist II, Student Activities, Fauquier
B.S., James Madison University

Eileen L. Rexrode
Administrative Office Specialist III, Humanities and Social Sciences

Aaron Riddle
Media Manager I
B.A., University of Maryland, Baltimore County

Frank A. Rinker
Information Technology Specialist I

Judy N. Rinker
General Administrative Supervisor/Coordinator I, President's Office
A.A.S., Lord Fairfax Community College

Amy Rosenberger
Financial Services Specialist I
B.A., Virginia Tech

Seretha Runyon
Administrative Office Specialist II, Financial and Administrative Services
A.A.S., Lord Fairfax Community College
B.S., West Virginia University

Marie Rutz
Education Support Specialist II – Career Coach
AA&S, Lord Fairfax Community College
B.S., Old Dominion University

Alice L. Seabright
Library Specialist I
B.A., The College of William and Mary

Glenn Seymour
Electronics Tech I
A.A.S., Lord Fairfax Community College

Rebecca Shieler
Library Specialist I, Fauquier
A.A.S., Lord Fairfax Community College

Pamela S. Simmons
Trades Technician I

Naomi Simpson
Education Support Specialist II, Admissions and Records
B.A., University of Mary Washington

Aulden D. Smith
Trades Technician I

Michael H. Spivey
Trades Manager I

Madalene Steed
Educational Support Specialist III, Fauquier
B.A., Ed.M., Boston University

Rickey Stickley
Trades Technician II

Judith Suddith
Administrative Office Specialist III, Luray-Page County Center
A.A.S., Alleghany Community College
B.S., James Madison University

Deborah Teates
Education Support Specialist II, High School Outreach
B.A., Carson-Newman College

Anastasia Triplett
Administrative Office Specialist III, Financial and Administrative Services
A.A.S., Lord Fairfax Community College
B.S., Shepherd University

Deborah Vogel
Administrative and Office Specialist II, Student Success-Fauquier
A.A.S., Lord Fairfax Community College

Athena Walker
Education Support Specialist II, Financial Aid

Aaron Whitacre
Educational Support Specialist III, Registrar
A.A.S., Lord Fairfax Community College
B.A., Shenandoah University

Paul Wieber
Security Manager
A.A.S., Catonsville Community College

Garnet Williams
Public Relations & Marketing Specialist II
B.S.E., B.A., SUNY Cortland
M.S., Ithaca College

Karen Wisecarver
Library Specialist I
B.A., James Madison University

Barbara Woods
Human Resource Analyst I
A.A.S., Potomac State

Celia "Caz" Zuckerman
Administrative Office Specialist III, Office of Learning

Lord Fairfax Community College Board

Dr. Glenn R. Burdick, Chair, City of Winchester
Mr. James (Jim) R. Cobb, Jr., County of Warren
Mrs. Linda M. Dudley, County of Page
Mr. Ross W. D'Urso, County of Fauquier
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Mrs. Barbara P. Lee, Vice Chair, County of Clarke
Dr. Morgan S. Phenix, County of Page
Mr. Thomas W. Price, County of Shenandoah
Dr. Emerson E. Smith, Jr., County of Fauquier
John J. "Ski" Sygielski, Secretary
Mr. John E. Vance, County of Warren
Mrs. Helen M. Williams, County of Rappahannock
Mrs. June M. Wilmot, County of Frederick

Virginia Community College System

Glenn DuBois, Chancellor

Virginia State Board for Community Colleges

Glenn DuBois, Secretary
Shahnaz M. Ahmed
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Hank C. Chao
Mark R. Graham, Chair
Gary C. Hancock
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Adele C. Johnson

Constance R. Kincheloe
Chris A. Lumsden
Nathaniel X. Marshall
Jeffery K. Mitchell
R. Michael Mohler
C. Michael Petters
William E. Porter
Paul J. Reagan
Robert W. Shim, Vice Chair
Alan G. Toxopeus

Student Handbook

COLLEGE POLICIES

NONDISCRIMINATION STATEMENT

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

STUDENT GRIEVANCE PROCEDURE

A student dissatisfied with any aspect of the College should send direct correspondence to the vice president of student success. Students dissatisfied with a grade should follow procedures outlined in the grade appeal policy located in the LFCC catalog. Concerns regarding discipline or sexual harassment should be reported as described in the College Catalog and student handbook. These publications are available in the Office of Student Success and at http://www.lfcc.edu. Procedures for other student grievances are provided at http://www.lfcc.edu/grievance.

CODE OF STUDENT RIGHTS, RESPONSIBILITIES AND CONDUCT

Short Title
1. These rules shall be known as the Lord Fairfax Community College code of conduct.

Bill of Rights
2. The following enumeration of rights shall not be construed to deny or disparage others retained by students in their capacity as members of the student body or as citizens of the community at large:
   A. Free inquiry, expression and assembly are guaranteed to all students consistent with the first amendment to the United States Constitution.
   B. Students are free to pursue their educational goals. Appropriate opportunities for learning in the classroom and on the campus shall be provided by the institution.
   C. The right of students to be secure in their persons, papers and effects against unreasonable searches and seizures is constitutionally guaranteed.
   D. No disciplinary sanctions may be imposed upon any student without notice to the accused of the nature and cause of the charges and an opportunity for a fair hearing.

Definitions
3. 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." Determination of 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.
   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 "shall" is used in the imperative sense.
   I. The term "may" is used in the permissive sense.
   J. All other terms may have their natural meaning unless the context dictates otherwise.

Access to Higher Education

4. Within the limits of its facilities, the institution shall be open to all applicants who are qualified according to its admission requirements. The institution shall make clear the characteristics and expectations of students, which it considers relevant to the program. Under no circumstances may an applicant be denied admission because of race, sex, color, national origin, religion, sexual orientation, age, veteran status, political affiliation or disability or any other irrelevant criteria.

Classroom Expression

5. 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.
6. 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

7. 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' rights to privacy and freedom from harassment and applicable policies of the institution.
8. 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.

Publications

9. A student, group or organization may distribute printed material on College-owned property, provided they abide by the College's distribution of printed materials procedure available at http://www.lfcc.edu.
10. The College press is to be free of censorship. The editors and managers shall not be arbitrarily suspended because of student, faculty, administration or community disapproval or editorial policy or content. Similar freedom is assured 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.
11. 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.

Institutional Government

12. 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.
13. The role of student government and its responsibilities shall be made explicit.
14. On questions of educational policy, students are entitled to a participatory function.

Protest

15. The right of peaceful assembly is granted within the institutional community, so long as law and policy are observed and the educational process is not adversely affected.
16. Orderly assembly and other forms of peaceful gatherings are permitted on institution premises provided that the following stipulations are met:
    A. Interference with ingress to and egress from institution facilities, interruption of classes or damage to property does not exceed permissible limits.
    B. No assembly or demonstration is held in the College buildings so as to prevent disruption of educational activities.
    C. Demonstrations or assemblies held outside the buildings, but on College property, are registered with the vice president of financial and administrative services 48 hours prior to the assembly or demonstration.
    D. All students are restricted from an area within 100 feet of each fire hydrant on the College property during the time of the assembly or demonstration.

Student Code of Conduct

17. 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 campuses are considered to be published institutional regulations. It is the responsibility of every student to read all official notices conspicuously posted throughout the College facilities.

Proscribed Conduct

Generally, institutional discipline shall be limited to conduct which adversely affects the institutional community's pursuit of its educational objectives. The following misconduct is subject to disciplinary action:

A. All forms of dishonesty including cheating; plagiarism; knowingly furnishing false information to the institution; forgery; 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. Physical abuse of any person on campus premises or at campus sponsored or supervised functions.

D. Damaging, defacing, stealing or destroying College property or property of a member of the College community or campus visitor.

E. Failure to comply with directions of officials acting in performance of their duties.

F. Violation of published institutional regulations including those relating to entry and use of institutional facilities, the rules in this code of conduct and any other regulations which may be enacted.

G. Violation of law on institutional premises in a way that affects the institutional community's pursuit of its proper educational purposes.

H. Use, possession, or distribution of narcotics, hallucinatory drugs or controlled substances of any nature.

I. Abusive language, fighting, obscene conduct or public profanity.

J. Possession on one's person or in one's automobile of illegal or dangerous weapons (e.g., knives, guns, etc.).

Violations involving sexual harassment or sexual misconduct will be resolved by governing procedures specified in the College's sexual harassment and sexual misconduct policies.

Off-Campus Student Code of Conduct

Students participating in any College, club or organization sponsored off-campus trip have the responsibility to display conduct and behavior for the duration of the trip and at all times, that reflect favorably on them, the College and the community. Students are expected to recognize their responsibility for proper conduct and to respect the rights and welfare of others.

All students representing the College off-campus will be subject to the same disciplinary action as though they were on-campus. Proscribed conduct and disciplinary proceedings are specifically addressed in the College's student handbook, *Code of Student Rights, Responsibilities and Conduct*. The College's drug/alcohol policy is in effect at all times and specifically states:

> All students of Lord Fairfax Community College shall not possess, use, distribute or manufacture illicit drugs and alcohol 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. College representatives and/or club advisors responsible for off-campus events will be in charge of their groups and responsible for reporting violations and infractions to the director/coordinator of student success and the coordinator of student activities immediately upon return to the campus.

Disciplinary Proceedings

Any academic or administrative official, faculty member or student may file charges against any student for misconduct. In extraordinary circumstances, the student may be suspended pending consideration of the case. Such suspension shall not exceed a reasonable time. When the vice president of student success 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.

2. Determine the severity and nature of the problem.

3. Summon the student for a conference to evaluate the severity and dispensation of the allegation and:

   a. proceed administratively if it is determined that the alleged violation is of a nature that the facts are not in dispute and can be handled by the vice president or designee;

   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. prepare a formal complaint based on the allegation for use in disciplinary hearings along with a list of witnesses and documentary evidence supporting the allegations.

All charges will be presented to the accused student in written form and he/she will respond within a reasonable time. A time will be set for a hearing. A calendar of the hearings in a disciplinary proceeding will be determined after consultation with the parties. The institution will have discretion to alter the calendar for good cause. The president of the College, vice president of student success or designated representative may take immediate interim disciplinary actions, suspend the right of a 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. The president shall afford the affected student an informal opportunity to discuss the matter preliminary about exigent circumstances.

Disposition of a Non-disputed Violation
When the facts are not in dispute the vice president or designee may administratively dispose of any violation. In administratively disposing of a violation, the vice president or designee may impose any disciplinary action authorized under the section entitled "Sanctions." At a conference with a student in connection with an alleged violation, the vice president or designee shall advise the student of the charges against him/her and of the process available to respond to the charges. The vice president of student success or designee will prepare a written summary of each administrative disposition of a violation and other appropriate administrative personnel. If a student accepts administrative disposition, he/she will sign a statement that he/she understands the nature of the charges and that the student waives the right to a hearing and the right to appeal.

Disposition of a Disputed Violation
At a conference with a student in connection with an alleged violation, the vice president or designee will advise the student of the disciplinary procedures to be followed in disposing of the matter. The vice president of student success or designee may administratively dispose of any violation if it is in the best interest of the College and the student concerned consents in writing to administrative disposition.

In administratively disposing of a violation, the vice president or designee may impose any disciplinary action authorized under the section entitled "Sanctions." If a student accepts administrative disposition of the alleged violation, the student will sign a statement that he/she understands the violation charges, the right to a hearing, the penalty imposed and the waiver of the right to appeal.

A student may refuse administrative disposition of the alleged violation and on refusal, is entitled to due process and a hearing. The vice president of student success 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.

Hearing
  A. A written request for a hearing must be made to the vice president of student success on or before the third class day following the administrative disposition. (Saturdays and Sundays are not defined as class days.)
  B. The discipline ad hoc committee will be selected by the vice president or designee from a list of faculty, staff and students who have volunteered to serve on the committee if needed and will consist of two faculty-ranked personnel, one classified staff person and two students. The list of names of the interested persons will be developed at the beginning of each academic year and will be in effect for the duration of that year. The student requesting the hearing may, if he/she believes one of the selectees will not fairly judge the merits of the alleged violation, choose another person from the list in that same category.
  C. The discipline ad hoc committee will elect a chairperson. The chairperson will set the date, time and place for the hearing and the Office of Student Success will notify the student by certified letter or by hand delivery of the date, time and place of the hearing. This notice will be sent within five class days of receipt of the student's request for a hearing.
  D. The discipline ad hoc committee may hold a hearing at any time if the student has received actual notice of the date, time and place of the hearing and is not present.
  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 proceed generally as follows during the hearing:
      1. The vice president of student success or designee reads the complaint.
      2. The vice president of student success or designee presents the College's case. Any person giving testimony may be questioned by the student.

3. The student presents his/her defense. Any person giving testimony may also be questioned by the vice president or designee.
4. The vice president of student success or designee and the student may present rebuttal evidence and argument.
5. 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.
6. All evidence will be offered to the committee during the hearing and made part of the hearing record.
7. A student may not be compelled to testify against himself/herself.
8. Committee members may freely question witnesses at any time.
9. The committee will vote the issue of whether or not there has been a violation of this code of conduct. If the majority of the committee finds the student violated the code of conduct, the committee will recommend an appropriate penalty as stated in the section entitled "Sanctions."

Hearing Records

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's finding.

The hearing record will be forwarded to the vice president of student success where it will be securely maintained.

Appeal

A student is entitled to an appeal to the president of the College. If a notice of appeal is given, the vice president of student success or designee will send the record to the president on or before the 10th day after the notice is given. The president of the College will automatically review every penalty of expulsion. A student will file a request for appeal with the president on or before the third class day after the vice president communicates the findings, recommendations and sanctions to the student. The student has the right to review the hearing record in the office of the vice president of student success prior to the day of the appeal. The president will take such action as determined to be appropriate at any time during the process.

Sanctions

A. The discipline ad hoc committee may recommend and the vice president of student success will determine and impose one or more of the following penalties for violation of the code of conduct:

1. Admonition – a written reprimand from the vice president of student success to the student on whom it is imposed.
2. Warning probation – indicates that further violations of regulations will result in more severe disciplinary action. Warning 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.
3. Disciplinary probation – indicates that further violations may result in suspension. Includes exclusion from participation in privileged or extracurricular campus activities as set forth in the notice for a period of time.
4. Restitution – reimbursement for damage to or misappropriation of funds or property. This may take the form of appropriate service or other compensation.
5. Suspension – exclusion from classes and other privileges or activities as set forth in the notice for a definite period of time.
6. Expulsion – permanent severance from the College. The conditions of readmission, if any, shall be stated in the order of expulsion.

ACADEMIC HONESTY POLICY

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

Procedures in Cases of Academic Dishonesty
1. If a faculty member suspects a student of academic dishonesty, he or she will discuss this suspicion and the reasons privately with the student involved. Then, if the instructor is convinced that the student is guilty of academic dishonesty, one or more of the following penalties may be imposed by the instructor depending on his or her judgment as to the seriousness of the offense:
   - Reprimand the student.
   - Require that the work in question be done over.
   - Assign a grade of zero on the work involved.
   - Assign a grade of F for the course.
   If more than one student is involved, the situation must be discussed with each one individually.
2. The faculty member must keep any documentation and evidence of the violation for reference in case of an appeal.
3. In addition, the faculty member must send a completed LFCC report of academic dishonesty form to the vice president of learning. The student must be provided the opportunity to read and sign the form, indicating that he or she is aware of the report and of the right to appeal. The student may provide the vice president a separate written response if desired. The vice president will keep the report as part of the student's disciplinary record (separate from the student's academic record). The vice president will also inform each student in writing that he or she is on disciplinary probation and that future violations may result in more severe sanctions as described in the *Code of Student Rights, Responsibilities and Conduct.*
4. A student has the right to appeal the instructor's decision to the vice president of learning. In this case, the disciplinary proceedings in the student handbook will be followed. If the instructor's decision is reversed on appeal, the vice president will remove the report of academic dishonesty from the student's disciplinary record.
5. If the vice president receives a report of academic dishonesty on a student who already has such a notice on file and neither case is reversed on appeal, the student may be suspended for no less than one semester.
6. A third violation of academic honesty by a student may result in expulsion from the College.

DOMICILE APPEALS PROCESS

Any student who had applied for admission to the College and is denied in-state tuition has a right to appeal according to the following process.

Initial determination – The Admissions and Records Office staff is responsible for making an initial determination of eligibility for in-state tuition rates. The decisions shall be based on information provided on the application for Virginia in-state tuition rates, supporting documents and statements made by the student. The Admissions and Records Office shall follow guidelines issued by the State Council of Higher Education for Virginia in making determinations of eligibility for in-state tuition rates. The initial determination made by the Admissions and Records Office shall be an oral communication. All documents needed to support determination of domicile must be submitted to the Admissions and Records Office prior to the first day of semester classes.

Intermediate review – A student who is aggrieved by an eligibility determination made by the Admissions and Records Office staff may appeal the decision to the director of enrollment management/registrar. The student must file a written appeal within 10 calendar days of initial determination. A supplemental application for Virginia in-state tuition rates may be required if the director of enrollment management/registrar determines that additional domicile information is necessary. Within 10 calendar days of receipt of an appeal, the director of enrollment management/registrar will review the initial determination. The student shall be provided with the opportunity to present information either in person or in writing. In reviewing the initial determination, guidelines issued by the State Council of Higher Education for Virginia shall be followed. The director of enrollment management/registrar will notify the student in writing of the review outcome. Notification shall be within 20 calendar days of receipt of the appeal.

Final administrative review – A student who is not satisfied with the outcome of the review by the director of enrollment management/registrar may appeal to the domicile appeals committee. The student must file a written appeal to the domicile appeals committee within 10 calendar days of notification. Within 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 20 calendar days of receipt of the appeal. The letter shall clearly explain that the decision is final.

STUDENT DRUG AND ALCOHOL POLICY

Policy Statement

All students and employees of Lord Fairfax Community College shall not possess, use, distribute or manufacture illicit drugs and alcohol 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.

Disciplinary Action/Responsibilities

Students
The College is committed to uphold the rules and regulations as stated in the *Code of Student Rights, Responsibilities and Conduct* section printed in the student handbook and distributed at the beginning of each academic year through the Office of Student Success. Depending on the severity of the violation and the result of a disciplinary hearing, one or more of the following penalties can be imposed: admonition, warning probation, disciplinary probation, restitution, suspension or expulsion.

Individuals in violation of this policy may also be subject to legal sanctions under Fauquier, Frederick or Page counties, the Commonwealth of Virginia or federal law regarding the unlawful possession or distribution of illicit drugs and alcohol. Lord Fairfax Community College students and employees experiencing a problem with drug or alcohol abuse or dependency are encouraged to seek counseling services. Alcoholism and drug addiction are treatable diseases. Please see a counselor in the Office of Student Success for referral to an appropriate community agency that will assist with private confidential counseling or information.

HIV/AIDS POLICY

Educational Program
Lord Fairfax Community College takes an active role in making available to all students, faculty and staff information about the transmission of HIV and the means of minimizing the risk of developing AIDS to the members of the community. Through a variety of educational programs, LFCC strives for an educated constituency that is aware and supportive of the prevention, risk behaviors, coping strategies and other related issues surrounding HIV/AIDS.

An HIV/AIDS advisory committee composed of students, faculty, staff and a community member has been established to develop and implement an HIV/AIDS educational program. The primary purpose of the advisory committee is to provide outreach through the educational arena to three groups: faculty/staff, students and the community. The comprehensive education program includes information distribution regarding prevention and risk reduction of HIV/AIDS and the development of the skills and support needed to change risk behaviors.

Protection of Individual Rights
In addition, Lord Fairfax Community College ensures the protection of the individual rights of all members of the College community and the preparation of individuals to act in a responsible manner. Discrimination of persons who are HIV positive or who may have AIDS will not be tolerated.

Confidentiality
Members of the LFCC community who need assistance in dealing with HIV/AIDS issues are encouraged to seek the confidential services of the College's Office of Student Success staff and a variety of community agencies. Students, faculty and staff who are HIV positive or who live with AIDS will be able to remain at Lord Fairfax Community College as long as they are physically and mentally able to perform their role. Confidentiality of any person with HIV or AIDS will be protected. The status of an HIV/AIDS infected individual will not be provided to faculty, administration or family without the expressed written permission of the infected individual.

ETHICAL STANDARDS FOR PROFESSIONAL RELATIONSHIPS AND SEXUAL MISCONDUCT POLICY AND PROCEDURES

The purpose of this policy is to provide all Lord Fairfax Community College students, administrators, faculty and classified staff with a method for addressing complaints of sexual harassment and sexual assault. A further purpose is to communicate the intent of the College to create a campus environment free of such behavior. A college is a community of learners in which strong emphasis is placed on self-awareness and consideration for the lives and feelings of others. In a setting of this kind, there is no place for conduct that diminishes, humiliates or abuses another person. Such conduct subverts the mission of the College and threatens the careers, the quality of educational experience and the well-being of students, faculty and staff. For these reasons sexual harassment of any kind is unacceptable at Lord Fairfax Community College.

The policy applies to all members of the College community; specifically, administration, faculty, classified staff and students and includes mechanisms for addressing student-to-student problems, employee-to-employee problems and employee-to-student or student-to-employee problems.

Ethical Standards
Lord Fairfax Community College endorses in principle the American Association of University Professors (AAUP) Statement on Professional Ethics as an appropriate basis for general norms of professional conduct. Part II of the ethics statement relates to avoidance of exploitation, harassment or discriminatory treatment of students. Sexual relationships that might be appropriate in their circumstances are inappropriate when they occur between a faculty member/administrator and a student or a supervisor and an employee with whom that person has an authority relationship. Because of the difference in power between professors and students and supervisors and employees, all faculty, administrators and staff are expected to maintain appropriate professional boundaries at all times. In addition, consenting romantic and sexual relationships between faculty and any student are deemed very unwise and are not encouraged. A faculty member who enters into a sexual relationship with a student or a supervisor who does so with an employee where a professional power differential exists, must realize that, if a charge of sexual harassment is subsequently lodged, it may prove difficult to successfully claim consent as a defense.

To implement the general norms of the Statement of Professional Ethics, the related standards and procedures shall be operable within the institution. Unethical conduct may be subject to sanctions which range from a warning to dismissal depending upon the severity and/or frequency of the conduct.

This policy is in accordance with the VCCS policy manual for employees and students in Section 3.11.

Committee on Sexual Misconduct
A committee on sexual misconduct is appointed by the president or the president's designated official. The committee is charged with advising the president or the designated official on matters covered by the policies and procedures governing adjudication of cases of alleged sexual harassment and with assisting both alleged victims of sexual harassment and those accused to deal with College procedures and to locate appropriate resources, while protecting the rights of individuals alleged to have violated the College policy. Members of the committee receive training regarding the College's sexual misconduct policy and complaint procedures to enable them to carry out their duties and responsibilities.

The committee is chaired by the EEO/AA officer of the College. Its membership includes: two faculty members, at least one administrator, one Office of Student Success staff member, one classified staff and the president of the Student Government Association. Members of the committee serve staggered three-year terms as appropriate and may be reappointed. The student member does not participate in the complaint resolution procedures described below, but may refer individuals to other members of the committee and participate in discussions about the effectiveness of the policy and related resolution procedures. The names of the members of the sexual misconduct committee are published at least once each semester in the campus newsletters. The committee meets at least once each semester to discuss issues related to the policy and complaint procedures and to review complaints received and recommend actions taken to resolve them.

SEXUAL HARASSMENT POLICY

Sexual harassment in any situation is reprehensible and will not be tolerated. Sexual harassment is a form of sex discrimination prohibited by Title IX (students) of the Educational Amendments of 1972 and Title VII (employees) of the Civil Rights Act of 1964. Sexual harassment of employees and students at Lord Fairfax Community College is defined as any unwelcome sexual advances, unwelcome requests for sexual favors or other unwelcome verbal or physical conduct of a sexual nature. It takes two legal shapes:

Quid pro quo
1. Submission to such conduct is either explicitly or implicitly made a term or condition of an individual's employment or academic performance.
2. Submission to or rejection of such conduct is used as a basis for an employment decision, performance evaluation or academic performance evaluation concerning a member of the College community.

Hostile Environment
Hostile environment harassment differs from "quid pro quo" harassment in that no discriminatory effect on grades, wages, job assignments or other tangible benefits is required. Instead, such unwelcome sexist or sexual conduct has one of these purposes or effects:
1. It unreasonably interferes with an individual's work or academic performance.
2. It creates an intimidating, hostile or offensive work or academic environment.

Direct propositions of a sexual nature, subtle and/or persistent pressure for sexual activity, conversations of a sexist or sexual nature or similar jokes and stories, sexual remarks about a person's clothing, body or sexual relations or the display of sexually explicit materials may constitute harassment if shown to be unwelcome and sufficiently pervasive or severe. Nothing in this policy precludes academically relevant discussions or presentations concerning gender or sex. The fact that such discussions or presentations may cause some students discomfort does not in itself indicate hostile environment harassment. If relevant to course content, gender and sex are legitimate areas of inquiry. It is important to realize that some physical acts that constitute sexual harassment may also constitute criminal offenses that may be separately prosecuted in court. It is a violation of College policy for any faculty member, administrator, student or staff employee, hereafter referred to as members of the College community, to seek or offer gain, advancement or consideration in return for sexual favors.
It is a violation of College policy for any member of the College community to make an intentionally false accusation of sexual harassment. Any deliberately false accusations may be subject to the following: warning, probation, suspension, dismissal or other actions deemed appropriate by the committee, (i.e., counseling, education, referral and also including prosecution for libel or slander in the court systems). It is a violation of College policy for any member of the College community to initiate a negative personnel or academic action against an individual in retaliation for reporting an incident or allegation of sexual harassment, except in cases of intentionally false accusations of sexual harassment. In determining whether the alleged conduct constitutes sexual harassment, those charged with such determinations will consider all relevant information including the nature of the alleged sexual conduct and the context in which the alleged conduct occurred. Such determinations will be based on fact and will be made on a case-by-case basis.

Process Governing Cases of Alleged Sexual Harassment
This process is to be used by any member of Lord Fairfax Community College to address complaints alleging sexual harassment where a member of the administration, faculty, classified staff or a student is a party as complainant or accused. The accuser and the accused have a right not to have his or her unrelated past sexual history discussed as part of these proceedings. A member of the College community who believes that he or she is or has been the victim of sexual harassment, as defined by College policy and who wishes to seek a remedy by using the informal or formal procedures discussed below, must contact a member of the sexual misconduct committee as soon as possible, preferably within 30 days from the end of the semester or term during which the alleged sexual harassment occurred.

Consistent with Lord Fairfax Community College's *Code of Student Rights, Responsibilities and Conduct*, the rights of the accused will include the right to an explanation of the charges; the right to be accompanied by a person of his/her choice at the hearing; the right to remain silent; the right to testify on his/her own behalf; the right to be informed in a timely manner of the finding and outcome of the proceedings; and the right to an appeal.

This process is not intended to impair or to limit the right of anyone to seek remedies available under state or federal law. Since federal and state procedures require that complaints be filed within specific deadlines from the onset of the behavior construed as sexual harassment, individuals who pursue the internal complaint procedures described below may fail to meet state and federal guidelines for filing a complaint. A complaint may be filed with an external agency in order to meet state

and federal agency deadlines without jeopardizing one's right to a College hearing. However, if relief is sought outside the College, the College is not obliged to continue processing a grievance while the case is being considered by an outside agency or civil or criminal court.

Step 1 – COMPLAINT AND INFORMAL RESOLUTION PROCEDURES

The purpose of this informal procedure is to provide assistance and guidance to both the individual complaining of sexual harassment and the accused in the functioning of the College's procedures. It provides an opportunity for the complainant and the individual accused of harassment to resolve the problem in an informal manner, without the necessity of disciplinary action or the more formal procedure for processing a complaint. However, use of the informal procedure shall not impair the right of a complainant not satisfied by this procedure to utilize the formal procedure described below.

When a complaint has been initiated, the chair of the sexual misconduct committee or a committee member designated by the chair meets with the complainant to discuss that individual's concern and to clarify the College's policy and internal complaint procedures. Additional information about federal and state complaint procedures is available from the chair of the sexual misconduct committee. The committee member prepares a brief summary of the meeting. The summary is forwarded to the chair of the committee, or designee, in order for the chair, or designee, to assess the effectiveness of the policy and complaint procedures to this point in the case.

The resolution procedure followed from this point depends upon the complainant's willingness to have her or his identity disclosed to the individual alleged to have committed the unwelcome behavior covered by these procedures.

  A. If the complainant does not agree to the disclosure of her or his identity, the committee member, within a two-week period and with the consent of the complainant, meets with the individual alleged to have harassed the complainant. The committee member advises the accused of the College's sexual harassment policy and complaint procedures and affords the accused an opportunity to respond to the allegation. The committee member subsequently contacts the complainant to confirm that the meeting was held and to describe the response of the individual accused of violating College policy. The committee member prepares a written summary report of the complaint procedure followed, without disclosing the identities of the parties involved and files the report with the chair of the committee, or designee, within 10 working days after the meeting with the individual accused of violating College policy. The accused may demand the "right to know" his/her accuser in which case Step B, below, may be followed to informally resolve the case or Step 2 may be followed to formally resolve the case, or the accusation(s) may be dropped by the accused at this point, thereby bringing the case to resolution.

  B. If the complainant agrees to the disclosure of his or her identity, the committee member, within a two-week period and with the consent of the complainant, meets with the accused to discuss the allegations raised by the complainant. The committee member advises the accused of the College's sexual harassment policy and complaint procedures. Based on the information obtained from the complainant and the accused, the committee member prepares a written resolution agreement believed to be acceptable to both parties. The resolution agreement releases the College and all parties from any claims arising from the specific incident or behavior which prompted the initiation of the complaint procedure. Each party receives a copy of the resolution agreement. A copy is also filed with the chair of the committee, or designee, not later than three working days after the resolution agreement has been signed by both parties.

  C. If the resolution agreement proposed by the committee member is unacceptable to the complainant or to the accused each is advised in writing of that fact by the committee member and of the formal internal procedure for addressing sexual harassment complaints. A copy of this letter is sent also to the chair of the committee, or designee. Upon request, the committee member may assist the complainant in drafting a formal complaint as provided for in the following section.

  D. The written reports and resolution agreements described in this section are not released to any individual or administrative authority at the college, other than the complainant, the accused and the chair of the sexual misconduct committee, or designee. In the event that formal litigation or external complaint procedures require disclosure; however, it may be necessary for the College to comply with formal requests for such records under subpoena. Records will be kept for five years.

Step 2 – COMPLAINT AND FORMAL RESOLUTION PROCEDURES

The purpose of this formal procedure is to provide assistance and guidance to individuals complaining of sexual harassment regarding the formal complaint and resolution procedures governing cases of alleged sexual harassment where a member of the administration, faculty, classified staff or a student is a party. This formal procedure may also be initiated by an individual accused of sexual harassment.

Any member of the College community who believes that she or he is or has been the victim of sexual harassment, as defined by the College policy and who elects to seek a remedy through formal College procedures must file a written statement with the chair of the sexual misconduct committee within 30 days after the end of the semester or term during which the incident or behavior occurred, or within 30 days after the unsatisfactory outcome of the informal resolution procedure described above, whichever is later. Provisions to safeguard the identity of the complainant outside of the confidential proceedings of the College's disciplinary process will be addressed as outlined and presented in the *Complaint and Informal Resolution Procedures* sections A and B.

Within two weeks of receipt of the complaint, the chair or a committee member designated by the chair meets separately with the complainant and the accused to advise them of the College's policy on sexual harassment and the complaint procedures and to determine the facts relevant to the complaint. The committee member then presents a written statement of findings to the chair, or designee, together with a recommended resolution agreement, within 10 working days after the meeting with the individual accused of violating College policy. A copy of the committee member's report with the recommended resolution agreement is sent by the chair to the complainant and to the accused with an invitation to comment in writing within five days on the committee member's statement of findings.

Within 10 working days after receipt of notification of a request for a formal hearing, the chair, or designee, convenes a meeting of the sexual misconduct committee, except for the student member, to consider the report of the investigator and any written comments offered by the complainant or the accused. The committee may supplement the substance or procedures of the initial investigation to ensure adequate consideration of the matter and adequate protection of the legal rights of the accused. A written summary report of the committee's deliberations, together with the chair's, or designee's, initial report, is then transmitted by the chair, or designee, to the appropriate senior level administrator. In matters involving students, the appropriate administrator is the vice president of student success. At the same time, a copy of the summary report of the committee's deliberations is sent to the complainant and to the accused.

In findings of fault, sanctions may include warning, probation, suspension, dismissal, expulsion or other actions deemed appropriate by the committee, (i.e., counseling, education or personal/professional development). When the matter has been resolved, the accuser's supervisor, senior level administrator or the vice president of student success informs the chair, or designee, of the final outcome of the complaint. The chair, or designee, advises the complainant and the accuser.
The written complaint and the statement of findings and recommendations are maintained by the EEO/AA for a period of five years from the date received. These records may be considered in the event that other formal complaints are filed against the same individual during that period.

SEXUAL ASSAULT POLICY

Sexual assault includes sexual intercourse or assault without consent. A person's mental or physical helplessness or impairment shall constitute evidence of the person's inability to give consent. Sexual assault includes (but is not limited to) any intentional touching by the accused, either directly or through the clothing, of the victim's genitals, breasts, thighs or buttocks without the victim's consent. Sexual assault also includes touching or fondling of the accused by the victim when the victim is forced to do so against his or her will. Sexual assault is punishable by penalties ranging from probation to dismissal.

Sexual intercourse without consent, including rape (whether by acquaintance or stranger), sodomy or other forms of sexual penetration is prohibited and is punishable by either suspension or permanent dismissal.

Verbal conduct, without accompanying physical contact as described above, is not defined as sexual assault. Verbal conduct may constitute sexual harassment, which is also prohibited under College regulations.

Procedures for Violations of the Sexual Assault Policy
Alleged incidents of sexual assault will be adjudicated according to the standards set forth in the College's student code of conduct with the following special procedures:
1. Both the accuser and the accused are each entitled to declare whether the hearing will be by the entire sexual misconduct committee (hereafter referred to as the committee) or by two hearing officers. Each will be consulted individually about the preferred type of hearing. If the accuser and the accused do not select the same type of hearing, the vice president of student success, or designee, will determine the type of hearing to be held. The administrator who makes this decision will not hear the case.

2. If the hearing officers' option is selected, the hearing will be conducted by two members of the committee, one male and one female, appointed by the committee chair.
3. The accuser and the accused may have present at the hearing a personal advisor of his/her choosing. The advisor will not participate in the hearing process and will be bound by the rules of confidentiality governing the hearing.
4. The accuser is permitted but not required to be present throughout the hearing. The accuser may present the case in whole or in part, in lieu of the College presenter (vice president of student success or designee). The accuser and College presenter may not ask repetitive questions of any witness. Upon prior consultation, either the accuser or the presenter may make summary comments in the hearing.
5. The accuser and the accused have a right not to have his or her unrelated past sexual history discussed in the hearing. The hearing officers or chair of the committee will make the determination.
6. The accuser and the accused will receive written notification of the verdict of the hearing and any penalty imposed.

ADDITIONAL COLLEGE POLICIES AND PROCEDURES

ANIMALS ON CAMPUS
No animals are allowed on College grounds or in College buildings with the exception of service animals trained to perform tasks for people with disabilities. Exceptions for extenuating circumstances must be approved in advance by the vice president of financial and administrative services or designee.

CHILDREN ON CAMPUS
Children needing supervision cannot be left unattended on LFCC premises. The LFCC staff has no responsibility for protecting such children from the possibility of harming themselves nor for insuring they do not disrupt scheduled operations when they are left unattended. Additionally, they cannot be taken into classrooms or laboratories without the explicit permission of the instructor, which instructors may grant at their discretion. In short, responsibility for arranging proper care of 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.

SMOKING POLICY
Smoking and use of tobacco products are not permitted inside the College facilities. There are, however, sheltered smoking areas designated on both campuses.

STUDENT IDENTIFICATION CARD POLICY
The student identification card program at Lord Fairfax Community College offers students access to a variety of resources at the College. All on-campus students are required to obtain a student identification card to receive all services available at the College. Student Identification Cards exist as LFCC property. IDs are intended for the sole and exclusive use of the student to whom the ID is issued for purposes of identification as a member of the College community and qualification for College services, i.e., use of computer labs and student activities. ID cards are not transferable (to another person) and must be returned upon request. Policy and details regarding the student identification card program are available at http://www.lfcc.edu.

ADDITIONAL COLLEGE INFORMATION

Announcement Boards, Official Notices, College Information
Announcement boards are located throughout the College and official notices are posted on them. Students are expected to read all posted official notices. Each student has an individual e-mail address through the College and the College will also use this e-mail address to provide important and timely communications to students.

The Office of Student Life publishes a student newsletter on the 1st and 15th of each month. The newsletter, called the *LFCC Focus*, is posted on the student activities website. Any member of the College community may place an announcement in the *LFCC Focus* by submitting it in writing to the Office of Student Life. All announcements must be received by 4 p.m. ten days prior to publication. No telephone messages will be printed. If space is limited, preference will be given to announcements dealing with College matters. All announcements are subject to the approval of the vice president of student success.

Emergency Information
Fire/Ambulance—Local Volunteer Fire and Rescue Company—911.

Campus Bookstore
Textbook purchases in resalable condition will be fully refunded with receipt within seven calendar days from the start of classes or within two days of purchase thereafter, including during the summer term. Textbooks purchased during the last week of classes or during exams may be sold back under the book buyback policy. Computer software may be returned if it is unopened and shrink wrapped. In addition, upon proof of drop/add, the bookstore will accept textbook returns from students who have dropped a course up to 30 days from the start of classes or until the end of the official drop/add period, which ever occurs first.

Non-textbook items in resalable condition may be refunded or exchanged at any time with original receipt. All major credit cards are accepted. Personal checks need the following information: address, phone number and ID or driver's license number.

Campus Safety
Safety rules are established to protect the individual from injury or death and must be observed at all times. Posted speed limits, traffic patterns and fire access lane regulations are rigidly enforced. Personal attention and care is required by all students for their own safety and the safety of others whether in the classrooms, halls, laboratories, libraries, lounges or parking areas. Specific safety precautions and the exercise of common sense and courtesy are key elements of the College safety program.

Lost and Found/Assistance
Lost and found items are stored in student success Room 213 at the Fauquier Campus and Room 309 at the Middletown Campus. If you locate an item or misplace one of your own, stop by the Office of Student Success at Fauquier and the Office of Security at Middletown. If you have locked your keys in the car or need assistance, please contact the College receptionist for assistance at 540- 868-7116 on the Middletown Campus or 540-351-1505 on the Fauquier Campus.

Weather Announcements
When severe weather or emergencies (snow, ice, power failure) exist or require reduced operations or closure, announcements are made by local radio and television stations, through telephone weather announcements and on the College's Web site http://www.lfcc.edu.

The College will notify the media; however, LFCC cannot control whether the announcement is broadcast. If a student is in doubt, contact the College's announcement line: Middletown Campus, 540-868-7230; Fauquier Campus, 540-351-1505, or access the College's Web site for special weather information at http://www.lfcc.edu.

If it is not announced that the "College is closed" or that "classes are cancelled," then it may be assumed that the College is open and classes are being held.

Classes held at off-site locations will follow the inclement weather provisions of the governing agency that owns the facility. For example, classes taught at a high school will follow the inclement weather decisions for that school.

STUDENT ACTIVITIES

Lord Fairfax Community College seeks to provide a diversified program of educational, cultural, recreational and social experiences responsive to the needs and desires of students. Although some major events have already been planned, the success of the program depends completely on you, the student. With your ideas and suggestions, the activities program can be exciting and enjoyable. Make the most of you LFCC experience and get involved!

Clubs and Organizations
Clubs and organizations are one of the major segments of the student activities program. All clubs and organizations are open to any student enrolled in at least one semester hour of course credit at LFCC. A 2.0 minimum semester grade point average (GPA) is required for continued participation. Following are clubs and organizations are currently active at the College:

- Ambassadors
- American Sign Language Society
- Chi Alpha Christian Fellowship Club
- Dance Club
- Fine and Performing Arts Club (FPAC)
- Forensics Club
- Freshman Club
- Fuel Ministry
- Future Farmers of America (FFA)
- Student Alliance for Diversity Awareness/Acceptance
- Student International Association of Administrative Professionals (IAAP)
- History Club
- Phi Beta Lambda Business Organization (PBL)
- Phi Theta Kappa International Honors Society (PTK)
- Project International Education
- Rotaract
- Scientific Society
- Sophomore Club
- Student American Dental Hygienists' Association

A complete listing of all clubs and organizations at the College is available at http://www.lfcc.edu.

STUDENT GOVERNMENT ASSOCIATION

An integral part of the student activities program at each campus is the Student Government Association (SGA). Each year, the student body elects a president, vice president, secretary and treasurer. These officers are recognized as the official spokespersons for the student body and represent the interests of the students on a variety of College-wide committees. For more information, see the campus student activities coordinator located in the Office of Student Success.

Establishing and Chartering Student Organizations and Clubs

Student organizations and clubs which will contribute to the educational, social, community and/or physical improvement of Lord Fairfax Community College can be established. Student organizations must be academic, educational and/or service-oriented and all full-time and part-time students are eligible to participate.

All organizations and clubs must fulfill the following requirements:
- Include as participants only currently enrolled LFCC students, LFCC alumni and LFCC faculty/staff members.
- Have at least seven students who are currently enrolled on the campus that is filing the charter.
- Have a full or part-time faculty/staff advisor who will participate actively.

All organizations and clubs must:

- Submit a constitution which describes the purpose of the organization; any academic or special membership requirements, such as fees, equipments needed, etc.; types of activities planned; and any national or other affiliations.
- Submit an initial recognition application which contains the day, time and place of meetings; a list of members; a list of officers; and the name and signature of the faculty/staff advisor.
- Be approved by the coordinator of student activities, SGA, student success committee and the president of Lord Fairfax Community College.
- Be in compliance with the LFCC nondiscrimination policy.
- Have the advisor or another member of the LFCC faculty or staff accompany the group on all trips and other activities.
- 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 each year within 21 calendar days after the first day of scheduled classes for fall semester.
- Submit a budget proposal for funds to the coordinator of student activities 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 success 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 coordinator of student activities. The Student Activities Office will then issue an official charter to the organization or club. This charter will be good for the calendar year, up to the beginning of the next fall semester. This charter will grant the privileges of using college facilities and the Lord Fairfax Community College name.

Officers of all clubs and organizations must remain enrolled at LFCC and maintain at least a 2.0 GPA, or a higher GPA if required by an affiliated national organization.

Source of Funds for Clubs and Organizations
There are four sources of funds for the student activities budget. They are student activities fees, vending revenue, ID card replacement fees and College-wide event sales. Individual clubs and organizations may receive additional funding through fund-raising efforts. Fund-raising efforts must follow LFCC guidelines.

Purpose of the Student Activities Fee
The student activities budget, which is approved by the Lord Fairfax Community College Board prior to the beginning of each fiscal year, is largely funded from student activities fees. The fund accounts are for transactions related to student functions. These functions include intramurals and club sports teams; campus, community and cultural events; social activities; organization support; College-wide activities; student government associations and performing arts activities. Funds are also provided for additional student activities staffing needs and the student ID program.

General Standards
Student organizations and clubs that receive financial support from the College must stipulate in their constitutions or bylaws the following:

- The primary purpose of the organization/club is educational or service, or both.
- The group permits expression of a wide range of views among its members.
- Currently enrolled students' lives will be enriched by their events and activities.

The following general guidelines are applicable to all College-recognized organizations and clubs that receive any type of funding from the student activities fee. These guidelines determine whether a student group is eligible to receive funding consideration.

Student Organizations
Student organizations are sanctioned by Lord Fairfax Community College as official College entities and are benefactors of the support of the College. Student organizations provide a variety of services, information and resources to the College,

community and individual students. These organizations benefit all LFCC students. The coordinator of student activities, director/coordinator of student success and the vice president for student success will review organization eligibility annually. Student organizations may apply for funding through the Student Activities Office on their campus. This process will occur during the College budget process in the spring semester. Any organizational funding must be used to enrich the lives of currently enrolled students in their organization or College-wide. Funding may not be used for service projects outside of the College. The College encourages organizations to use other means to fund service-oriented projects.

Organizations may also request additional funding for unanticipated needs under the same guidelines set for student clubs. The Student Activities Budget Review Board may take into consideration funding that has already been allocated to the organization, the use of those funds to date and the intended use of any remaining funds that have been allocated.

Student Clubs

Recognized student clubs that have been approved through the College's annual recognition process are eligible to be considered for financial support. Student clubs are not guaranteed financial support from the student activity fund (SAF). Funding is based upon the availability of funds. Clubs should not plan to have SAF as their primary source of revenue. Fundraising and/or the collection of dues are highly recommended.

Criteria for Funding Clubs

Events and Activities Funding
- Clubs will be funded only for those events that maintain the purposeful functions of the group, as stated in its constitution.
- Funds are ordinarily allocated to recognized clubs whose programs will directly benefit or serve a large segment of the student body.
- Programs and activities funded in whole or in part by the SAF must be open to any interested student.

Unanticipated Needs
- Emergency funding may be available if an unanticipated need arises that requires immediate attention for which event/activities or travel funding could not have been planned or applied for during the regular process.

Travel Funding
- Funding may be requested for student travel to conventions, conferences, performances and competitive events. All travel requests are subject to the College's travel policies and procedures. Travel must also be related to the club's primary purpose as stated in its constitution.

All club funding requests must comply with the following criteria:
- Clubs requesting funding must comply with the College's request procedures.
- Clubs may only maintain a College account. Clubs must deposit all receipts and make all expenditures through their campus Business Office.
- Requests for checks and purchases must be approved by the club's advisor.
- All purchase requests must fully comply with College procurement procedures.

Funding Guidelines
- Clubs must submit a budget request within 21 calendar days from the first day of classes in the fall, for fall semester funding. All requests for the spring semester must be received by 4:30 p.m. on the last day of business in November.
- Written justification and oral presentation at a budget hearing must support budget requests.
- Clubs must demonstrate stability and fiscal responsibility by submitting budget records from the previous year, including all self-generating revenue.
- The request must state the number of students that will benefit from the event.
- The club must be supported, in part, by self-generating monies.
- The club must certify that its members approved the budget request at an open meeting and that it has consulted with the club advisor.
- The club must be active in at least one approved College event per semester.
- Funding is provided for all or any part of specific club events, activities and travel, but not for general club support.
- Funding may be used to pay off-campus vendors, as necessary, to support club activities.

Student Activities Budget Review Board
The campus coordinator of student activities, director of budget and financial services and Student Government Association president will make up the Student Activities Budget Review Board.

The Student Activities Budget Review Board will hold a budget hearing within seven days after the semester's budget request submission deadline. Clubs that have submitted requests will be notified when and where the hearing will be held. A representative of the club or organization should be present to field any questions and discuss the club's request. The Student Activities Budget Review Board will evaluate each request for funding upon completion of the budget hearing. Each request will be decided by a majority vote of the board.

Allocations will be based upon the following criteria:
1. Relationship between the request and the club mission statement.
2. The request must meet at least four of the following six standards:
   • Programs sponsored by the club in the past 12 months were successful.
   • Program has an educational value.
   • Program encourages interaction among students.
   • Program supports student commitment and loyalty to the College community.
   • Program will be visible and accessible to all students.
   • Program is designed to promote a diversity of student interests.
3. Club has shown past fiscal responsibility. Were forms turned in on time? Were proper procedures followed? Were SAF funds granted in the last 12 months used in the correct manner? If all funds were not used or used correctly, has the club provided an explanation?
4. Research and planning has taken place to ensure feasibility of the event.
5. College policies will not be violated by the program or event.
6. Estimates of expenses and revenues are reasonable and have been researched.
7. Overall level of detail provided in the request and budget hearing.

The following items will not be funded for any activity:
   • Charitable contributions (students may participate in charitable fundraising activities)
   • Scholarships
   • Compensation for services if the individual is a member of the club or organization
   • Funds to provide financial support to off-campus organizations
   • Products that violate College policies
   • Anything that promotes or has the potential to promote violence, illegal activities, defamation of individuals or defamation of groups
   • Anything that assists the promotion or opposition of a specific political party or candidate

Funding Allocation Appeal Procedure
An organization or club can appeal a funding allocation to the vice president of student success or his/her designee. The appeal must be submitted in writing within five business days of the funding allocation decision by the Student Activities Budget Review Board. The vice president or his/her designee may request the Student Activities Budget Review Board to reconsider the request and any additional information provided, or may decide to grant the appeal decision without further Student Activities Review Board involvement. A decision of the appeal will be provided in writing to the organization or club within five business days.

Inactive Student Organizations and Clubs
Any recognized student club or organization that is allocated funds by the College shall meet three standards in order to receive College recognition and funds. A student organization or club shall meet at least once in both the fall and spring semesters and must submit the minutes of their meetings to their respective coordinator of student activities.

The club or organization shall not allow any funds in their account to remain inactive (i.e., no deposits or withdrawals), for a period of nine months in any academic year. Failure to spend these monies shall result in funds being refunded to the student activities fund by the end of the fiscal year in which the club was declared to be inactive.

The club or organization must assure that their president or designee regularly attends SGA Senate meetings. If a president of an official club or organization is unable to be the Senate member, each semester the club or organization must select a member of their organization to represent them in the Senate. The club or organization president must provide the SGA

secretary written notification of the designee for the person to officially receive voting rights and be counted as present. If any club or organization misses more than 30 percent of the meetings during a particular semester, the SGA may recommend that the club or organization be declared inactive.

VCCS Requirements for Student Activities
The State Board for Community Colleges encourages the development of a student activities program designed to promote educational and cultural experiences. The State Board shall recognize and encourage honorary, scholastic, service organizations and sports clubs that do not restrict membership based on race, color, gender, age, religion, disability, national origin, sexual orientation or other nonmerit factors. Private clubs, private associations, social fraternities and social sororities shall not be authorized or recognized by the VCCS. The following regulations and procedures apply to all student activity programs in the community colleges of the VCCS.

     a. The entire program of student activities shall be under College supervision.
     b. There shall be a faculty or staff sponsor for each student organization.
     c. All student activity funds shall be deposited with and expended through the College's Business Office, subject to State Board policies, procedures and regulations pertaining to such funds.
     d. Each college, with the approval of its local board, shall adopt its own regulations and procedures to implement the above policy.
     e. All student activity programs and organizations must comply with the VCCS's nondiscrimination policy.

Resources

Middletown Campus Resources

Admissions and Records...540-868-7105
Bookstore...540-868-7227
Buildings and Grounds 540-868-7143
Business Office..540-868-7128
Cafeteria..540-868-7228
Career Services 540-868-7235
Counseling Services..540-868-7110
Disability Services 540-868-7110
Distance Learning 540-868-7152
Dual Enrollment..540-868-7208
FBLA-PBL 540-868-7043
Financial Aid 540-868-7130
Information Technology Help Desk 540-868-7200
Student Learning Services 540-868-7004
Library 540-868-7170
Division of Business, Mathematics, and Technology..540-868-7180
Division of Humanities, Mathematics and Social Sciences...540-868-7210
Division of, Science and Health Professions 540-868-7280
President's Office 540-868-7101
Student Activities..540-868-7216
Student Government Association 540-868-7216
Student Success 540-868-7135
Tech Prep..540-868-7208
Testing Center...540-868-7149
Tutor Connection 540-868-7004
TRIO Program 540-868-7085
Veterans Affairs..540-868-7130
Vice President of Financial and Administrative Services...540-868-7133
Vice President of Learning 540-869-0742
Vice President of Student Success...540-868-7135
Weather Announcement Line 540-868-7230
Work-Based Learning..540-868-7236
Workforce Solutions and Continuing Education 540-868-7021

Fauquier Campus Resources

Administrative Office 540-351-1514
Admissions and Records..540-351-1510
Bookstore...540-351-1526
Buildings and Grounds 540-351-1541
Business Office..540-351-1508
Campus Administrator...540-351-1514
Career Services 540-351-1507
Continuing Education 540-351-1520
Counseling Services..540-351-1507
Disability Service..540-351-1507
Distance Learning 540-351-1543
Dual Enrollment..540-351-1507
Financial Aid 540-351-1507
Information Technology 540-351-1545
Student Learning Services 540-351-1515
Library 540-347-6259
Office of Learning 540-351-1514
President's Office 540-868-7101
Student Activities..540-351-1512

Luray-Page County Center Resources

Index

Index

Index