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.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td><strong>First Semester</strong></td>
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<td>ENG 111</td>
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<td>History of World Civilization I</td>
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<tr>
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<td>HIS 112</td>
<td>History of World Civilization II</td>
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<td>MTH 271</td>
<td>Applied Calculus I</td>
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<td>ACC 211</td>
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<td>CST 100/110</td>
<td>Principles of Public Speaking</td>
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<tr>
<td>ENG</td>
<td>Literature I</td>
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1 A full-year sequence of History of World Civilization or U.S. History is required.
2 A one-year sequence of biology, chemistry, geology or physics is recommended; however, depending on the requirements of the four-year college two one-semester courses in different sciences may be substituted with advisor approval.
3 Students may select humanities electives from the approved list located on page 50.
4 ITE 115 will satisfy this requirement. Students are required to 1) complete a computer course such as ITE 115, or equivalent or 2) demonstrate proficiency in using a Windows-based operating system along with word processing, spreadsheet, database management, presentation and communication software by passing an LFCC computer competency exam. Students eligible for option two may select any appropriate elective. Please consult your academic advisor.
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.
## Associate of Applied Science Degree in Accounting

### AREA: Accounting

### DEGREE: Associate of Applied Science Degree

### LENGTH: Four semesters (two-year) program

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

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

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

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

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<th>Credits</th>
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<td>ECO 201</td>
<td>Principles of Macroeconomics</td>
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<td>ENG 111</td>
<td>College Composition I</td>
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<tr>
<td>ITE 115</td>
<td>Intro to Computer Apps &amp; Concepts</td>
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<td>MTH 120</td>
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<td>Computerized Accounting</td>
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<td>CST 100/110</td>
<td>Principles of Public Speaking</td>
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<td>ECO 202</td>
<td>Principles of Microeconomics</td>
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<td>Principles of Federal Taxation I</td>
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<td>BUS 241</td>
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<tr>
<td>ACC 222</td>
<td>Intermediate Accounting II</td>
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<td>ACC 262</td>
<td>Principles of Federal Taxation II</td>
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<td>ACC 298</td>
<td>Seminar and Project</td>
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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.

### Course#  Title Credits

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</tr>
<tr>
<td>BUS 200</td>
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<td>ENG 112</td>
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<td>FIN 107</td>
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<td>BUS 241</td>
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<td>BUS 111</td>
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**Program Total** 66

1 Students may select humanities electives from the approved list on page 50.

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

AREA: Management: Business Information Technology Specialization

DEGREE: Associate of Applied Science Degree

LENGTH: Four semesters (two-year) program

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

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

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

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

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</table>

1Students may select humanities electives from the approved list on page 50.

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

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

**AREA:** Management: Marketing Specialization

**DEGREE:** Associate of Applied Science

**LENGTH:** Four semesters (two-year) program

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

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

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

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

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<td>Intro to Computer Apps &amp; Concepts</td>
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<tr>
<td>ITD 110</td>
<td>Web Page Design I</td>
<td>3</td>
</tr>
<tr>
<td>MKT 229</td>
<td>Marketing Research</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>18</td>
<td></td>
</tr>
<tr>
<td><strong>Fourth Semester</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACC 212</td>
<td>Principles of Accounting II</td>
<td>3</td>
</tr>
<tr>
<td>BUS 285</td>
<td>Current Issues in Management</td>
<td>3</td>
</tr>
<tr>
<td>ECO 202</td>
<td>Principles of Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>MKT 228</td>
<td>Promotion</td>
<td>3</td>
</tr>
<tr>
<td>MKT 271</td>
<td>Consumer Behavior</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>15</td>
<td></td>
</tr>
<tr>
<td><strong>Program Total</strong></td>
<td>66</td>
<td></td>
</tr>
</tbody>
</table>

¹ Students may select humanities electives from the approved list on page 50.

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

AREA: Technical Writing Certificate

LENGTH: Two semesters (one-year) program

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

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

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

Course#  Title Credits

First Semester
AST 253  Advanced Desktop Publishing I\(^1\) 3
ENG 115  Technical Writing\(^2\) 3
ENG 205  Technical Editing 3
ITD 110  Web Page Design I\(^3\) 3
SDV 100  College Success Skills 1
Approved social science elective\(^4\) 3
Total 16

Second Semester
AST 254  Advanced Desktop Publishing II\(^5\) 3
CST 110  Intro to Speech Communication 3
ENG 280  Writing User Manuals 3
ENG 295  Special Studies in Technical Writing 3
(e.g. grant proposals, standard operating procedures, government documents)
ITD 210  Web Page Design II\(^6\) 3
Total 15

Summer Session
ENG 297  Internship in Technical Writing\(^7\) 3
Total 3

Program Total 34

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

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

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

\(^4\) Students may select social science electives from the approved list on page 51.

\(^5\) 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:

<table>
<thead>
<tr>
<th>Course#</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 211</td>
<td>Principles of Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>BUS 100</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>BUS 205</td>
<td>Human Resources Management</td>
<td>3</td>
</tr>
<tr>
<td>BUS 241</td>
<td>Business Law I</td>
<td>3</td>
</tr>
<tr>
<td>ITE 115</td>
<td>Intro to Computer Apps &amp; Concepts</td>
<td>3</td>
</tr>
<tr>
<td>MTH 120</td>
<td>Introduction to Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>18</td>
</tr>
</tbody>
</table>

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

AREA: Real Estate Sales

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

PROGRAM REQUIREMENTS:

<table>
<thead>
<tr>
<th>Course#</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>REA 100</td>
<td>Principles of Real Estate</td>
<td>4</td>
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<tr>
<td></td>
<td>Electives</td>
<td>6</td>
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<tr>
<td>Total</td>
<td></td>
<td>10</td>
</tr>
</tbody>
</table>

AREA: Sales Management and Marketing

PROGRAM REQUIREMENTS:

<table>
<thead>
<tr>
<th>Course#</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 236</td>
<td>Communications in Management</td>
<td>3</td>
</tr>
<tr>
<td>MKT 100</td>
<td>Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>MKT 228</td>
<td>Promotion</td>
<td>3</td>
</tr>
<tr>
<td>MKT 271</td>
<td>Consumer Behavior</td>
<td>3</td>
</tr>
<tr>
<td>MKT 282</td>
<td>Principles of E-Commerce</td>
<td>3</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>15</td>
</tr>
</tbody>
</table>

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

AREA: Small Business Management

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

PROGRAM REQUIREMENTS:

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

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

AREA: Supervision

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

PROGRAM REQUIREMENTS:

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

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