

Business Degrees and Certificates

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Associate of Arts and Sciences Degree in Business Administration

AREA: Business Administration

DEGREE: Associate of Arts and Sciences Degree

LENGTH: Four semesters (two-year) program

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

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

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

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

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

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

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

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

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

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

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

Associate of Applied Science Degree in Management

AREA: Management

DEGREE: Associate of Applied Science Degree

LENGTH: Four semesters (two-year) program

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

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

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

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

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

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

AREA: Management:
Business Information Technology Specialization

DEGREE: Associate of Applied Science Degree

LENGTH: Four semesters (two-year) program

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

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

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

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

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

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

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 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 (e.g. grant proposals, standard operating procedures, government documents)	3
ITD 210	Web Page Design II ⁶	3
	Total	15
Summer Session		
ENG 297	Internship in Technical Writing ⁷	3
	Total	3
	Program Total	34

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

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

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

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

Career Studies Certificates

AREA: General Business

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

PROGRAM REQUIREMENTS:

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

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

AREA: Real Estate Sales

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

PROGRAM REQUIREMENTS:

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

AREA: Sales Management and Marketing

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

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

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

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

AREA: Supervision

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

PROGRAM REQUIREMENTS:

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

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