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

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

Honors credit is noted on the student’s transcript for each course or seminar in which it is earned. Graduating students with a GPA of 3.2 or higher, who have earned honors credit in at least three courses (for a total of ten (10) credits) plus one honors seminar, receive the title “Honors Program Scholar” which is designated on their transcript and diploma.

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

1. prepare individuals for admission to college programs
2. assist students already pursuing coursework who are experiencing difficulties or want to improve their efficiency
3. provide an opportunity for individuals interested in improving their skills in particular areas but are not necessarily enrolled in a program

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

eLearning

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

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

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

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

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

**Old Dominion University – TELETECHNET**

LFCC’s Fauquier and Middletown Campuses serve as hosts for Old Dominion University’s (ODU) TELETECHNET program (TTN). The TTN program is an interactive distance education program that enables students throughout Virginia to earn undergraduate, masters, and a PhD from a fully accredited University without leaving their area of residence. ODU is accredited through the Southern Association of Colleges and Schools (SACS). ODU offers a traditional college degree in a distance setting. TELETECHNET students complete the first two years of college at the host site, LFCC, and then transfer to ODU to complete the remaining required coursework for the Bachelor degree. Courses are broadcast in live lecture format from the main campus in Norfolk through satellite technology to the LFCC campuses or as web based or video streaming format. ODU degrees are work-force based and select degrees are offered through distance learning. Students interested in taking courses or University admission should contact the Site Director for the Fauquier or Middletown campus. The site office for Middletown is located in the Corron Community Center and the Fauquier site office is located in Wolk Hall.
General Education Minimum Requirements for Associate Degrees in the VCCS

<table>
<thead>
<tr>
<th>Requirement</th>
<th>AA</th>
<th>AS</th>
<th>AA&amp;S</th>
<th>AAA/AAS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communication</td>
<td>6</td>
<td>6</td>
<td>6</td>
<td>3</td>
</tr>
<tr>
<td>Humanities / Fine Arts</td>
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<td>6</td>
<td>6</td>
<td>3</td>
</tr>
<tr>
<td>Foreign Language</td>
<td>6</td>
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<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Social / Behavioral Sciences (Intermediate Level)</td>
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<td>9(b)</td>
<td>9</td>
<td>3(a)</td>
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<td>Natural Sciences</td>
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<td>7</td>
<td>7</td>
<td>0-3(a)</td>
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<tr>
<td>Mathematics</td>
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<tr>
<td>Personal Development (e)</td>
<td>2</td>
<td>2</td>
<td>2</td>
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</table>

Other Requirements for Associate Degrees:

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Requirement (a)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Major field courses and electives (columns 1-3)</td>
<td>18-21</td>
</tr>
<tr>
<td>Career/technical courses (column 4)</td>
<td>24-27</td>
</tr>
<tr>
<td>(g) Total for Degree (d)</td>
<td>49-53(f)</td>
</tr>
<tr>
<td>(h) AAA/AAS degrees must contain a minimum of 15 semester hours of general education. Students should plan to take at least 30 hours in the major; the remaining hours will be appropriate to the major.</td>
<td></td>
</tr>
<tr>
<td>(g) All college-level course prerequisites must be included in the total credits required for each program.</td>
<td></td>
</tr>
<tr>
<td>(h) Credit range for engineering programs is 60-72 semester hour credits. Credit range for AAA/AAS programs is 65-69, including nursing. For other programs in the Health Technologies, the range is 65-72 semester hour credits.</td>
<td></td>
</tr>
</tbody>
</table>

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

(a) Must include at least one course in English composition.

(b) Only 6 semester hours of social/behavioral sciences are required for engineering majors who plan to transfer to a baccalaureate degree engineering program that requires 6 or fewer hours in this category, provided that the college/university publishes such requirements in its transfer guide.

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

(d) Only 3 semester hours of mathematics are required for the General Studies major.

(e) Personal development includes health, physical education, or recreation courses that promote physical and emotional wellbeing and student development courses. Must include at least one student development course.

(f) A minimum of 15 semester hours of general education. Students should plan to take at least 30 hours in the major; the remaining hours will be appropriate to the major.

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

(h) Credit range for engineering programs is 60-72 semester hour credits. Credit range for AAA/AAS programs is 65-69, including nursing. For other programs in the Health Technologies, the range is 65-72 semester hour credits.
General Education Courses Approved to Meet General Education Requirements
All Programs (excluding Liberal Arts)

Communication Electives:
CST 100, 110, 126

English Electives:
ENG 111, 112

Health/Physical Education Electives:
All HLT and PED courses

History Electives:
HIS 111, 112, 121, 122

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

Literature Electives:
ENG 241, 242, 243, 244, 251, 252, 276, 278, 279

Mathematics Electives:
MTH 151, 152, 163, 164, 173, 174, 240, 271, 272

Science with Laboratory Electives:
BIO 101, 102, 141, 142
CHM 101, 102, 111, 112
GOL 105, 106
NAS 125, 130
PHY 101, 102, 201, 202, 241, 242

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

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

ACC 211, 212
ART 100, 103, 114, 121, 122, 131, 132, 138, 153, 154, 235, 236, 241, 242, 243, 244, 271, 272, 283, 284
ASL 101, 102
BIO 150, 206
CHM 241, 242, 245, 246, 260, 261
CST 126, 130, 131, 132, 136, 141, 229
EDU 200, 254, 280
ENG (all remaining courses)
Foreign Languages (all 100-level courses)
HIS (all remaining courses)
ITE 115, 120
MUS 111, 112, 136, 137, 163, 164, 165, 185
PLS (all remaining courses)
REL 217
SOC (all remaining courses)

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

**Communications (9 credits total)**  
Communication Electives (3 credits):  
CST 100, 110, 126

English Electives (6 credits):  
ENG 111, 112

Cultural/Social Understanding (30-32 credits total)  
Fine Arts Electives (3 Credits):  
ART 101, 102, 103, 114, 121, 122, 131, 132, 138, 153, 154, 235, 236, 241, 242, 243, 244, 271, 272  
ENG 211, 212, 215, 216, 217, 218, 261, 262  
MUS 111, 112, 131, 121, 122, 136, 137, 163, 164, 165, 185

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

Global Studies Electives (3 credits):  
ART 103  
ENG 251, 252, 244, 255  
GEO 210, 220  
HIS 111, 112, 251, 252, 253, 254, 267  
HUM 100, 150  
PLS 241, 242  
REL 100, 230, 237  
SOC 211, 212

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

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

Literature Electives (3 credits):  
ENG 241, 242, 243, 244, 251, 252, 276, 278, 279

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

Information Literacy (3 credits total)  
ITE 115

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

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

Scientific Reasoning (8 credits total)  
Science with Laboratory Electives (8 credits):  
BIO 101, 102, 141, 142  
CHM 101, 102, 111, 112  
GOL 105, 106  
NAS 125, 130  
PHY 101, 102, 201, 202, 241, 242

Approved Transfer Electives (3 credits):  
Any of the course listed (in addition to the ones below) may be used to meet an Approved Transfer Elective requirement.

ACC 211, 212  
ART 100, 103, 114, 121, 122, 131, 132, 138, 153, 154, 235, 236, 241, 242, 243, 244, 271, 272, 283, 284  
ASL 101, 102  
BIO 150, 206  
CHM 241, 242, 245, 246, 260, 261  
CST 126, 130, 131, 132, 136, 141, 229  
EDU 200, 254, 280  
ENG (all remaining courses)  
Foreign Languages (all 100-level courses)  
HIS (all remaining courses)  
HUM (all remaining courses)  
ITE 115, 120  
MTH 275, 277, 285  
MUS 111, 112, 136, 137, 163, 164, 165, 185  
PLS (all remaining courses)  
REL 217

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

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

Note: Technical electives listed do not have to be taken in the semester listed but doing so typically keeps a student’s program on track especially considering prerequisites. Since some technical electives are only offered in a specific semester keeping a program on track is very important. For example CIV 171 is only offered in the fall semesters and it is a prerequisite for CIV 172 which is only offered in the spring semesters. It is also important to understand that the technical electives listed are the only approved technical electives. Any other courses to be used as technical electives must be approved by program faculty and must have sufficient justification for approval.

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

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

Computer Aided Drafting Engineering Technology:
First Year, second semester, technical electives: ELE 133, MTH 163
Second Year, first semester, technical electives: ARC 240, MTH 241

Industrial Electricity and Controls Engineering Technology:
Second Year, first semester, technical electives: ELE 239, MTH 163
Second Year, second semester, technical electives: ELE 240, MTH 241

Technical Operations Engineering Technology:
If they have employment related to their program students should check with their employer before selecting their technical electives. Otherwise students should work with program faculty to pick appropriate electives for their targeted type of employment.
Second Year, first semester, technical electives: Any course with the following prefixes ELE, MEC, CAD, ARC, WEL, AIR, CHM, PHY, GEO, MTH, BIO
Second Year, second semester, technical electives: Any course with the following prefixes ELE, MEC, CAD, ARC, WEL, AIR, CHM, PHY, GEO, MTH, BIO
Courses Requiring Reading Prerequisite
Many LFCC courses require an English or math placement. To determine whether placement applies to a specific course, see Course Descriptions beginning on page141.

Core Computer Competency Requirements

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

Requirements:
The majority of the College’s associate degrees require that students complete a computer course such as ITE 115 - Basic Computer Literacy or equivalent. In lieu of completing a basic computer proficiency course, students may demonstrate proficiency in the core computer competencies. Students who successfully demonstrate proficiency in using a Windows-based operating system along with word processing, spreadsheet, database, presentation, and communications applications may then select an appropriate elective to complete the required credit hours for their degree.

Computer Competency Testing
LFCC requires many degree-seeking students to demonstrate proficiency in computer operations and software applications. Students may take ITE 115 in computer literacy and competency. Students may demonstrate proficiency in core computer competencies by passing each of the three sections of the IC³-Internet and Computing Core Certification (Computer Competency Certification Exam). The three sections cover topics in Computing Fundamentals, Key Applications, and Living Online. Each section requires the purchase of an exam voucher. In the event of a student not passing a section, two retakes are allowed with the purchase of additional vouchers. There is a one day waiting period required for the initial retake and a one day waiting period for the second retake. Student should allow approximately three hours to complete all three exams.

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

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

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

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

The College reserves the right to withdraw program offerings if there is not sufficient demand or for other appropriate reasons. The programs of study offered at LFCC are as follows:

College Transfer Two-Year Degree Programs:
Associate of Arts and Sciences Degree in Business Administration
Associate of Arts and Sciences Degree in Education
Associate of 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

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

**Business Degrees and Certificates**
Associate of Arts and Sciences Degree in Business Administration
Associate of Applied Science Degree in Accounting
Associate of Applied Science Degree in Management
Career Studies Certificate: Entrepreneurship
Career Studies Certificate: General Business
Career Studies Certificate: Sales Management and Marketing
Career Studies Certificate: Small Business Management
Career Studies Certificate: Supervision

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

**Engineering, Industrial and Trade Degrees and Certificates**
Associate of 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 Technology

Associate of Applied Science Degree in General Engineering Technology: Industrial Electricity and Controls Technology Specialization
Associate of Applied Science Degree in General Engineering Technology: Technical Operations
Career Studies Certificate: Basic Electrical Technician
Career Studies Certificate: Drafting
Career Studies Certificate: Electrical Control Technician Intermediate
Career Studies Certificate: HVAC
Career Studies Certificate: Industrial Design
Career Studies Certificate: Industrial Maintenance Technician Basic
Career Studies Certificate: Industrial Maintenance Technician Intermediate
Career Studies Certificate: Sustainability and Green Studies

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

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

**Health Professions Degrees and Certificates**
Associate of Applied Science Degree in Emergency Medical Services
Associate of Applied Science Degree in Nursing
Associate of Applied Science Degree in LPN
Associate of Applied Science Degree in Dental Hygiene (VWCC)
Certificate in Health Science
Certificate in Practical Nursing
Certificate in Surgical Technology
Career Studies Certificate: Central Service Technology
Career Studies Certificate: Advanced Emergency Medical Technician (AEMT)
Career Studies Certificate: Emergency Medical Technician-Intermediate
Career Studies Certificate: Home Health Technician
Career Studies Certificate: Personal Training and Group Exercise Leadership
Career Studies Certificate: Phlebotomy

**Information Systems Technology Degrees and Certificates**
Associate of Applied Science Degree in Information Systems Technology
Career Studies Certificate: Cyber Security
Career Studies Certificate: Database Administration Specialist
Career Studies Certificate: Information Technology Foundations
Career Studies Certificate: Networking Engineering Professional
Career Studies Certificate: Networking Specialist
Career Studies Certificate: Software Development
Career Studies Certificate: Web Applications Development Professional
Career Studies Certificate: Web Design Specialist

**Other Certificates**
Certificate in Administration of Justice
Certificate in General Education
Career Studies Certificate: American Sign Language