![LFCC Lord Fairfax Community College logo]

Lord Fairfax Community College
173 Skirmisher Lane
Middletown, VA 22645-1745
United States

Competency Based Education Extended Transcript

Date Issued: 06/18/2018 11:56 AM
Name: Rogers, Heather
Student ID: 26

Programs

Catalog	Program Code	Program Name
15-16	OSA.CERT	Certificate in Office Systems Assistant

Certificate in Office Systems Assistant

Fall 2015 (2154)

New Educational Activity Completed

Competency Domain	Competency SubDomain	Competency Name	Mark
Technical Skills	Document Production	Format documents using generally accepted business practices	PASS WITH EXCELLENCE
Technical Skills	Proofreading and Editing Skills	Demonstrate proficiency in proofreading and editing skills, including grammar, spelling, sentence structure, and punctuation	PASS
Technical Skills	Proofreading and Editing Skills	Compose clearly written business correspondence using correct grammar, punctuation, and sentence construction	PASS
Technical Skills	Proofreading and Editing Skills	Write business letters, reports, and memorandums following correct format and creating a good impression on the reader	PASS
Technical Skills	Proofreading and Editing Skills	Edit business manuscripts using the revision symbols used by professional editors	PASS
Technical Skills	Database and Records Management	Research and discuss records management need for maintaining records and recorded information	PASS WITH EXCELLENCE
Technical Skills	Database and Records Management	Develop skills in using the systems and procedures required in the information cycle	PASS WITH EXCELLENCE
Technical Skills	Database and Records Management	Apply the principles of filing as they apply to records management systems	PASS WITH EXCELLENCE
Technical Skills	Database and Records Management	Apply problem solving skills to select appropriate technology involved in records management specialized functions	PASS WITH EXCELLENCE
Technical Skills	Presentations	Design visual presentations for specific audiences and purpose using presentation software.	PASS WITH EXCELLENCE
Interpersonal Skills	Develop the knowledge, skills, and understanding to make informed academic, social, personal, career, and interpersonal decision	Pursue appropriate learning activities contributing to lifelong professional growth	PASS WITH EXCELLENCE
Interpersonal Skills	Develop the knowledge, skills, and understanding to make	Maintain high standards for quality work and responsiveness in providing office administrative services	PASS WITH EXCELLENCE

Interpersonal Skills	informed academic, social, personal, career, and interpersonal decision		
Interpersonal Skills	Use correct oral and written grammar and develop strategies to avoid communication breakdown.	Conveys information clearly and effectively	PASS

Prior Competency Verified

Competency Domain	Competency SubDomain	Competency Name	Mark
Technical Skills	Document Production	Efficiently create business correspondence using advanced formatting features.	PASS
Office Administration Procedures & Theory/Business	Constantly Changing Workplace/Business	Describe the environment of business in the United States	PASS
Office Administration Procedures & Theory/Business	Constantly Changing Workplace/Business	Identify the role of organization in the achievement of business goals	PASS
Office Administration Procedures & Theory/Business	Constantly Changing Workplace/Business	Determine the role of automation in achieving a firm's objectives	PASS
Office Administration Procedures & Theory/Business	Constantly Changing Workplace/Business	Explore the fundamentals of small business	PASS
Office Administration Procedures & Theory/Business	Constantly Changing Workplace/Business	Explore the realm of international business	PASS
Other Program Requirements		College Composition I (ENG 111) Competencies	PASS
Other Program Requirements		Approved Social/Behavioral Science Elective Competencies	PASS
Other Program Requirements		Introduction to Business (BUS 100) Competencies	PASS
Other Program Requirements		Orientation to Virtual Assistance (SDV 101) Competencies	PASS

New Educational Activity Verified Course Credit Equivalence

Course	Course Description	Total Competencies	Verified	% Verified	Course Credit	Credit Equivalency
AST 260	Presentation Software	1	1	100.0%	3	3.0
AST 234	Records and Database Management	4	4	100.0%	3	3.0
AST 206	Professional Development	12	3	25.0%	3	0.7
AST 107	Editing and Proofreading Skills	4	4	100.0%	3	3.0
AST 102	Keyboarding II	1	1	100.0%	3	3.0

Prior Competency Verified Course Credit Equivalence

Course	Course Description	Total Competencies	Verified	% Verified	Course Credit	Credit Equivalency
SDV 101	College Success Skills	1	1	100.0%	1	1.0
PSY 120	Human Relations	1	1	100.0%	3	3.0
ENG 111	College Composition I	1	1	100.0%	3	3.0
BUS 100	Introduction to Business	6	6	100.0%	3	3.0
AST 141	Word Processing I	1	1	100.0%	3	3.0

Spring 2016 (2162)

New Educational Activity Completed

Competency Domain	Competency SubDomain	Competency Name	Mark
Interpersonal Skills	Develop the knowledge, skills, and understanding to make	Display high standards of ethical conduct and behaviors	PASS WITH EXCELLENCE

	informed academic, social, personal, career, and interpersonal decision		
Interpersonal Skills	Better understand self (values, work ethic, attitudes, professional presence, personal wellness, self esteem).	Demonstrates behaviors that are consistent with standards for professional and ethical conduct	PASS WITH EXCELLENCE
Interpersonal Skills	Better understand self (values, work ethic, attitudes, professional presence, personal wellness, self esteem).	Function effectively as a member of a diverse team to accomplish common goals.	PASS WITH EXCELLENCE
Interpersonal Skills	Select career goals with thought and care, value work and the benefits it brings, and adjust to the inevitable changes in the working world.	Demonstrate a commitment to serving internal and external customers with quality outcomes	PASS WITH EXCELLENCE
Interpersonal Skills	Select career goals with thought and care, value work and the benefits it brings, and adjust to the inevitable changes in the working world.	Apply new technical and business information/knowledge to practical use on the job	PASS WITH EXCELLENCE
Interpersonal Skills	Select career goals with thought and care, value work and the benefits it brings, and adjust to the inevitable changes in the working world.	Research career advancement opportunities	PASS WITH EXCELLENCE
Interpersonal Skills	Demonstrate rational approaches to decision making and problem solving.	Demonstrate through simulations and case studies continued rational approaches to solutions and remedies for office issues.	PASS WITH EXCELLENCE
Job Search/Employment	Job Search and Advancement	Demonstrate job search skills required for employment	PASS WITH EXCELLENCE
Job Search/Employment	Job Search and Advancement	Demonstrate business awareness and workplace effectiveness.	PASS WITH EXCELLENCE

Prior Competency Verified

- Nothing to Report -

New Educational Activity Verified Course Credit Equivalence

Course	Course Description	Total Competencies	Verified	% Verified	Course Credit	Credit Equivalency
AST 206	Professional Development	12	9	75.0%	3	2.2

Prior Competency Verified Course Credit Equivalence

Summer 2016 (2163)

New Educational Activity Completed

- Nothing to Report -

Prior Competency Verified

- Nothing to Report -

New Educational Activity Verified Course Credit Equivalence

Prior Competency Verified Course Credit Equivalence

Summer 2018 (2183)

New Educational Activity Completed

- Nothing to Report -

Prior Competency Verified

- Nothing to Report -

New Educational Activity Verified Course Credit Equivalence

Prior Competency Verified Course Credit Equivalence

========================== END OF LFCC TRANSCRIPT ==========================

Transcript Key

Accreditation

Lord Fairfax Community College, herein referred as LFCC, is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (SACSCOC) to award associate degrees. The Commission on Colleges is located at 1866 Southern Lane, Decatur, Georgia 30033-4097 and can be reached at 404-679-4500.

Competency-Based Education

LFCC grants degrees and certificates based on an individual's demonstration of competencies. Competencies for every degree and certificate were developed by faculty in the discipline and are aligned with national competency frameworks from organizations such as the American Health Information Management Association and the Association for Computing Machinery. The competencies represent the knowledge, skills, and abilities considered essential for effective performance as a graduate of the particular degree or certificate program.

Domains and Subdomains (Areas of Study)

Each degree or certificate program is comprised of a number of domains (areas of study) and, in some cases, subdomains that further classify the competencies. Students must meet all competency requirements for their academic program.

Programs

The Programs section lists all competency-based education programs the student has pursued at LFCC. Each program semester is reported as outlined below.

Program Semester Reporting

New Educational Activity Completed: Reports any competencies identified and attained within the semester they are reported in.

Prior Competency Verified: Reports any competencies verified by faculty within the semester they are reported in.

New Educational Activity Verified Course Credit Equivalence: Summarizes course credit equivalencies for all new educational activity.

Prior Competency Verified Course Credit Equivalence: Summarizes course credit equivalencies for all prior competencies verified.

Grading System (Mark)

Transcripts include only verified competencies, including those from new educational activity and those from prior attainment.

A **"PASS"** mark certifies successful completion of a competency. The student has demonstrated the required competency by passing assessments with a **grade equivalent of B or 3.00 grade points on a 4.0 scale.** An **"PASS WITH EXCELLENCE"** mark certifies successful completion of a competency with a **grade equivalent of A or 4.00 grade points on a 4.0 scale.** "Exception Pass" was implemented as a mark starting in spring 2016.

Release of Information

In compliance with the Family Education Rights and Privacy Act of 1974 (PL93-380), this information is released on the condition that the recipient *"will not permit any other party to have access to such information without the written consent of the student."*

To resolve questions of interpretation or for further information, please contact the Lord Fairfax Community College Admissions and Records Office. Middletown Campus, 540-868-7105, Toll free: 1-800-906-5322, Ext. 7105, Fax: 540-868-7005. Fauquier Campus, 540-351-1510, Fax: 540-351-1530.

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Knowledge to Work (K2W):

A Portal for Competencies and Individualized Learning

Lord Fairfax Community College (LFCC)

173 Skirmisher Lane

Middletown, VA 22645-1745

KnowledgeToWork.com

HigherEd.org

LFCC.edu