



2014-2015
CATALOG



Transforming lives.

PRINCE GEORGE'S
COMMUNITY COLLEGE

ACADEMIC CALENDAR

SUMMER SEMESTER 2014

Apr. 21	Monday	Registration for all 2014 summer sessions begins for all students
May 24–26	Saturday–Monday	COLLEGE CLOSED—Memorial Day observed
May 30	Friday	Registration ends for first 5-week and 10-week sessions
June 2	Monday	Classes begin for first 5-week and 10-week sessions
July 3	Thursday	Last day of first 5-week session
July 3	Thursday	Registration ends for second 5-week session
July 4	Friday	COLLEGE CLOSED—Independence Day observed
July 7	Monday	Second 5-week session begins
Aug. 8	Friday	Last day of second 5-week and 10-week sessions

FALL SEMESTER 2014

Apr. 28–May 2	Monday–Friday	Advance registration for fall 2014 begins for returning students
May 5	Monday	Registration for fall 2014 begins for all students
Aug. 22	Friday	Regular registration ends
Aug. 23	Saturday	Classes begin for fall 2014
Aug. 30–Sept. 1	Saturday–Monday	COLLEGE CLOSED—Labor Day observed
Oct. 15	Wednesday	Midterm; end of first half-semester classes
Oct. 16	Thursday	Begin second half-semester classes
Oct. 27	Monday	Registration for Intercession 2015 begins for all students
Oct. 28	Tuesday	College Enrichment Day—No classes, except Laurel College Center
Nov. 26	Wednesday	College open—No classes
Nov. 27–30	Thursday–Sunday	COLLEGE CLOSED—Thanksgiving break
Dec. 1	Monday	College re-opens and classes resume
Dec. 1	Monday	Advance registration for spring 2015 begins for returning students
Dec. 7	Sunday	Last day of regular classes for fall semester
Dec. 8	Monday	Registration for spring 2015 begins for all students
Dec. 8–14	Monday–Sunday	Final examination period; last week of classes
Dec. 17	Monday	Intercession registration ends
Dec. 19	Friday	In-person registration closes for spring 2015; resumes Monday, Jan. 5
Dec. 20–Jan. 4	Saturday–Sunday	COLLEGE CLOSED—Winter break
Jan. 5	Monday	College re-opens

INTERSESSION AND SPRING SEMESTER 2015

Oct. 27	Monday	Registration for Intercession 2015 begins for all students
Dec. 1–5	Monday–Friday	Advance registration for spring 2015 begins for returning students
Dec. 8	Monday	Registration for spring 2015 begins for all students
Dec. 17	Monday	Intercession registration ends
Dec. 19	Friday	In-person registration closes for spring; resumes Monday, Jan. 5
Dec. 20–Jan. 4	Saturday–Sunday	COLLEGE CLOSED—Winter break
Jan. 5	Monday	College re-opens; in-person, peak registration begins
Jan. 5	Monday	Intercession 2015 begins
Jan. 10	Saturday	Special Saturday registration, 9 a.m.–1 p.m.
Jan. 16	Friday	Intercession 2015 ends
Jan. 16	Friday	In-person registration ends for spring 2015
Jan. 19	Monday	COLLEGE CLOSED—Martin Luther King, Jr. holiday observed
Jan. 20	Tuesday	Classes begin for spring 2015
Feb. 16	Monday	COLLEGE CLOSED—Presidents' Day observed
Mar. 11	Wednesday	Midterm; end of first half-semester classes
Mar. 12	Thursday	Begin second half-semester classes
Mar. 30–Apr. 5	Monday–Sunday	COLLEGE CLOSED—Spring break
Apr. 6	Monday	College re-opens and classes resume
Apr. 20	Monday	Registration for 2015 summer sessions begins for all students
Apr. 27–May 1	Monday–Friday	Advance registration for fall 2015 begins for returning students
May 4	Monday	Registration for fall 2015 begins for all students
May 4	Monday	Last day of regular classes for spring semester
May 5–11**	Tuesday–Monday	Final examination period; last week of classes
May 21	Thursday	Commencement

**Possible snow make-up days

PLEASE NOTE

The PDF version of the Prince George's Community College catalog serves as the college's official catalog. In case of a discrepancy between the printed and PDF versions of the catalog, the PDF version will be followed. Any factual corrections/changes made to the PDF version will be dated at the top of the relevant page(s) in that version.

2014–2015

Prince George's
Community College
CATALOG

This one-year catalog (fall 2014–summer 2015) contains a listing of programs of study, courses, and other important information. However, it does not contain a complete statement of all procedures, policies, rules, and regulations. The college has the right to change any academic or other requirements, tuition, fees or other charges, course offerings, course content, programs, procedures, policies, rules, and regulations from time to time and without notice. Important information updates will appear in credit schedules of classes. Departmental policies and procedures may still apply, even if they are not printed in this catalog. Meeting graduation requirements and determining transferability to other institutions are the student's responsibility, even though advisors may assist.

VISION

Prince George's Community College will be the community's first choice for innovative, high quality learning opportunities.

MISSION

Prince George's Community College transforms students' lives. The college exists to educate, train, and serve our diverse populations through accessible, affordable, and rigorous learning experiences.

STRATEGIC GOALS FY2014–2017

STRATEGIC GOAL 1

Enhancing pathways that guide students to achieve their academic, career, and personal goals.

STRATEGIC GOAL 2

Cultivating a welcoming and responsive learning environment.

STRATEGIC GOAL 3

Fostering partnerships to respond to a diverse and evolving community and workforce.

STRATEGIC GOAL 4

Promoting and supporting a collaborative institutional culture for communication, decision-making, and governance.

PHILOSOPHY OF EDUCATION

WE BELIEVE:

- Education is valuable in and of itself.
- Learning is a lifelong commitment that transforms lives and promotes responsible citizenship.
- General education courses expose all degree-seeking students to a common body of skills, knowledge, and values that form the basis for lifelong learning.
- Learning occurs inside and outside the classroom, including co-curricular and service activities.
- Higher order reasoning and effective decision-making are essential to a sound education.
- Intellectual expression requires effective reading, writing, and communication skills.
- Education serves practical and creative needs that are both individual and communal.
- Learning requires a forum wherein the free consideration of ideas, values, and informed points of view is encouraged, and where diversity of thought is valued.
- Instructional methods should be developed by qualified full and part-time professionals. Instruction should be dynamic, current, and effective, using a variety of learning technologies. It should engage students as active partners who are responsible for their learning and adapt to an increasingly multicultural, global, and technologically driven society.
- Access to education should be available to meet diverse student needs, ranging from adult basic education to honors offerings.
- Student success is the responsibility of all members of the college community. It requires that high expectations are set and standards of excellence are maintained.
- Improving learning requires the continual assessment of student success.

MESSAGE FROM THE PRESIDENT

Welcome!

Prince George's Community College (PGCC) is proud to be a vibrant institution serving not only our local community, but the region and beyond. The institution's mission is to transform the lives of the students we serve through accessible, affordable, and rigorous learning experiences. Our welcoming, exciting, multi-cultural community will prepare you for success in the diverse global economy. You will work closely and collaboratively with faculty and fellow students in multiple ways to enrich your classroom experiences.

Students who choose Prince George's Community College will find their lives transformed. We are regionally focused and nationally recognized. Our outstanding faculty and staff are dedicated to student success. In your journey to acquire the skills and knowledge you need, you will find that the many opportunities for faculty and community interaction will prepare you to take your place in our complex technological and global society.

The 2014–2015 Catalog is the official guide to your academic program. It contains essential information regarding the institution's policies and procedures, and its contents will assist you in making the most of your academic experience here. Familiarize yourself with its contents to learn how the college functions. It will become an important tool to assist you in achieving your goals.

The catalog is a tool that can open up a world of learning advantages for you. Thoroughly understanding the requirements for your degree and your major can save you time, lead you to the best courses for your academic needs, and support your pathway to success. If you have questions about your course of study, talk to your advisor, who is ready and able to help you achieve your academic and personal goals.

As a member of the PGCC community, you have access to the broadest array of programs the college has to offer. Whether you are studying science, engineering, arts, humanities, or social sciences disciplines, you can expect to be challenged to achieve at a high level. Prince George's Community College offers stimulating classes, the prospect for close interaction with outstanding professors, hands-on learning and research experiences, cutting-edge technology, and options to work in collaborative situations.

We are ready to serve your needs in any way we can.



Charlene M. Dukes



CHARLENE M. DUKES

President

Prince George's Community College

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COLLEGE RECOGNITIONS AND AWARDS

NATIONAL CENTER OF ACADEMIC EXCELLENCE IN INFORMATION ASSURANCE TWO-YEAR EDUCATION

The National Security Agency and the Department of Homeland Security has certified Prince George’s Community College as one of only 32 community colleges for this certification. The college is certified from 2010 to 2015.

WHITE HOUSE CHAMPION OF CHANGE

Prince George’s Community College is the only college in Maryland to be selected as a White House Champion of Change for its commitment to improving completion rates, especially among disadvantaged students, and for its sector-based partnerships.

CYBERWATCH AWARDED SUPPLEMENTAL GRANT FROM THE NATIONAL SCIENCE FOUNDATION

Prince George’s Community College is the headquarters for the National CyberWatch Center. The mission of the National Center is to lead collaborative efforts to advance cybersecurity education and strengthen the national cybersecurity workforce. The center is funded by the National Science Foundation.

ACHIEVING THE DREAM COLLEGE

Selected as one of only 30 community colleges in the 2011 cohort and one of 200 colleges and universities nationwide, Prince George’s Community College was chosen because of its dedication to increasing the number of students who complete and graduate

INNOVATION OF THE YEAR AWARD

The Envision Success institutional priority and completion agenda was honored by the League for Innovation in the Community College with a 2013 Innovation of the Year Award in the Leadership and Organization category and was one of 42 such recipients nationwide.

TOP 25 ASSOCIATE DEGREE PRODUCER AMONG AFRICAN-AMERICANS

Prince George’s Community College awards the most associate degrees to African-Americans of any college in Maryland, according to *Diverse Issues In Higher Education*. The college was ranked number 21 among all colleges in the country for African-American graduates based on the 2010–2011 U.S. Department of Education’s National Center for Education Statistics.

ACCREDITATIONS

Prince George’s Community College is fully accredited by the Middle States Commission on Higher Education (3624 Market Street, Philadelphia, PA 19104) with specific programs approved or accredited in the following:

Program of Study	Accrediting or Certifying Agency
Paramedic A.A.S. and Certificate	Accredited by the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoA EMSP) through the Commission on Accreditation of Allied Health Education Programs (CAAHEP) and approved by the Maryland Institute for Emergency Medical Services Systems (MIEMSS), The Emergency Medical Services Board
Health Information Management A.A.S.	Accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM)
Nuclear Medicine A.A.S. and Certificate	Accredited by the Joint Review Committee on Educational Programs in Nuclear Medicine Technology (JRCNMT)— see pages 130 and 132 for more detailed accreditation information
Nursing LPN Certificate	Approved by the Maryland Board of Nursing
Nursing RN A.S.	Accredited by the Accreditation Commission for Education in Nursing (ACEN), formerly the National League for Nursing Accrediting Commission (NLNAC) and approved by the Maryland Board of Nursing
Radiography A.A.S.	Accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT)
Respiratory Therapy A.A.S.	Accredited by the Commission on Accreditation for Respiratory Care (CoARC)

CHAPTER 1

ADMISSION TO COLLEGE

OFFICE OF ADMISSIONS AND RECORDS

Bladen Hall, Room 126 | 301-336-6000 | admissions@pgcc.edu
www.pgcc.edu/admissions_and_registration/admissions___registration.aspx

No matter what the goal may be or how many times a student has previously attended college, the first step toward enrollment for credit classes at Prince George's Community College is to complete and submit an application for admission with a non-refundable \$25 application fee. Students planning to enroll in Workforce Development and Continuing Education classes should not follow the steps outlined in this chapter. Instead, refer to the procedures found for WDCE students in Chapter 12.

ELIGIBILITY FOR ADMISSION

It is the policy of the Board of Trustees of Prince George's Community College that admission to the college (though not necessarily to a specific program or course) shall be open to:

- All high school graduates
- Holders of high school equivalency certificates or equivalency diplomas
- Completers of Maryland state-approved home school programs
- Persons 16 years of age or older who have permanently left elementary or secondary school according to the policies set forth by the Prince George's County Board of Education
- Other high school junior and senior students who have attained the age of 16 and who meet criteria for concurrent or dual enrollment, as established by the college in coordination with the Prince George's County Board of Education
- Other home school students who have attained the age of 16 and who can document current participation in a Maryland state-approved home school program and also meet the criteria for concurrent enrollment
- Students under the age of 16 identified as Talented and Gifted in accordance with state law and college procedure. Such applicants are not guaranteed admission and must contact the director of Admissions and Records to review the special admission criteria and documentation required prior to enrollment.

Students under the age of 16 who claim completion of high school must provide proof of graduation from an accredited United States high school. In the case of graduation from an online high school program, applicants must supply both proof of graduation and proof of accreditation of the program attended.

All applicants must complete an application for admission. The college prefers that this be done online by going to the college's website, www.pgcc.edu and following the link for Admission & Registration. Printed applications also may be submitted at any of the college's locations in the county. The forms are available at all of these locations.

After the application has been submitted the next steps vary depending on the student's previous academic background. The various procedures follow. *Note: Students who need an F-1 "student" visa must complete a separate application from other students. This application is also available online or in person, along with a list of all other documents required before the required Form I-20 can be issued.*

ALL PROSPECTIVE STUDENTS MUST COMPLETE THE FOLLOWING STEPS:

1. Submit an Application for Admission either online at www.pgcc.edu or in person at any of the college's sites—Largo, Joint Base Andrews, Laurel College Center, University Town Center. *Note: Those requesting a student visa may apply only through the Largo campus, Office of Admission and Records. Applications must be submitted directly by the student.*
2. Pay a non-refundable \$25 application fee. Applicants requesting a fee waiver must apply in person, and must submit documentation of eligibility for the waiver along with the application. It will not be awarded retroactively.
3. Upon receipt of an e-mail from the college regarding Owl Link, the college's Web-based student system, sign in to Owl Link and become familiar with the services accessible through this system. The e-mail will contain full instructions.
4. Upon receipt of a second e-mail from the college regarding Owl Mail, the secure student e-mail system, follow the instructions given to activate the assigned Owl Mail account. Students are required to use this account for all interaction with the college once they have enrolled.

NEW STUDENTS: FIRST TIME TO ANY COLLEGE

In addition to the steps required of all students, first-time college students must do the following:

1. Submit an official high school transcript or GED (General Education Diploma) score report if a graduate in the past two years.
2. Take the college's placement tests. In some cases, appropriately high SAT or ACT scores may be used to waive these tests.
3. Upon receipt of notification either by mail or e-mail, make arrangements to participate in the Owl Success Track Program, required of all first-year students.
4. Meet with a college advisor to review results of the tests, to create an education plan (EduPlan), and to discuss registration for classes in an upcoming semester.

READMITTED STUDENTS: RETURNING AFTER TWO OR MORE YEARS

Students who have not attended the college for two or more years must apply for readmission. Readmitted students are encouraged to meet with an advisor to determine how the program of interest to them may have changed since their last enrollment. They are expected to follow the curriculum requirements in the catalog in effect at the time of readmission.

TRANSFER STUDENTS: THOSE COMING AFTER PRIOR ATTENDANCE AT ANOTHER COLLEGE

Students who have earned credit at another college may be able to use that credit toward a degree at Prince George's Community College regardless of the age of the courses taken. Students also may earn transfer credit from nontraditional sources, such as military or job training. See the section titled Advanced Standing later in this chapter for more complete information. In addition to the steps required of all applicants listed above, transfer students should also do the following:

1. Complete and submit a Request for Transfer Evaluation form available online or from the Office of Admissions and Records on the Largo campus or from any college extension locations
2. In addition to or instead of placement testing:
 - Contact all previous institutions to have official copies of transcripts sent directly to the Office of Admissions and Records for evaluation. This includes official records of other credit sources such as examinations or military experience as well as previous colleges. Documents reaching the college 6 weeks or more prior to the start of the semester will receive processing priority.
 - Provide unofficial copies of grade reports or transcripts to the academic advisor assisting with the first semester's registration if an official evaluation has not yet been completed.
3. Students with fewer than 18 prior college credits will be required to participate in the Owl Success Track program for first-year students and may be required to take all or part of the placement tests prior to registration.

Note: Transcripts from non-United States colleges must be evaluated by an external evaluation service recognized by the college. See the "Transfer Credit for Work at Other Colleges and Universities," later in this chapter.

STUDENTS WITH PRIOR DEGREES

Transfer students who wish to take classes at the college but who have already earned an associate degree or higher from an accredited United States college or university are exempt from all placement tests. They also are free to enroll in a wide variety of courses without presenting proof of completion of course prerequisites. Students who enroll in a course or courses on the basis of their prior degree assume full responsibility for possession of the background skills and knowledge required for success in the course. Use of this prerequisite exemption may not be used later as grounds for an exceptional refund or as the basis for challenging a grade. The college reserves the right to limit the number of courses for which students may enroll using this exemption. Otherwise, students with prior degrees must follow the same steps as other transfer students.

INTERNATIONAL STUDENTS**Permanent Residents and International Students (non-F-1 Visa holders)**

While more than 10 percent of the college's students are non-citizens, most of them are already living in the community and would be asked to follow the procedures for new students or transfer students given above. The only additional step for such students is the requirement to present a visa, passport, or permanent residence card, before their first registration so that their entitlement to in-county status for tuition purposes may be determined. Those who fail to do this will still be admitted but will be classified

as out-of-state residents for tuition purposes until such time as the documents are provided and a final determination is made. If the applicant's native language is not English they must also take placement tests for non-native speakers of English and follow any English as a Second Language (ESL) course recommendations which result. Otherwise, applicants should follow the procedures in place for other applicants with similar academic backgrounds (first-time student or transfer student).

Students Requesting an F-1 Student Visa

Students requesting admission and the granting of a Form I-20 in order to obtain a student visa must complete a different application form and must meet additional requirements before admission is granted. Requirements include proof of financial support, housing, and English proficiency as required by the Department of Homeland Security. Early deadlines for admission for F-1 students are May 1 for fall semester admission and October 1 for the spring semester. The college reserves the right to deny an I-20 to any applicant who, in the college's judgment, fails to meet the academic, English language proficiency, or financial criteria or who fails to supply requested information in a timely manner.

F-1 ADMISSION PROCEDURES

1. Apply for admission as a degree-seeking student using the special application form for F-1 students. This special application may be found online at the college's website, www.pgcc.edu, through the link for Admissions & Registration or through e-mail. A printed copy can be obtained from the Office of Admissions and Records. The non-refundable \$25 application fee is required as well as a \$25 non-refundable processing fee. Only applications signed and submitted by the prospective student directly to the college will be honored. The college will not accept applications mailed or brought to us by anyone other than the student.
2. Submit all previous school documents (transcripts), financial certification forms, and results of the Test of English as a Foreign Language (TOEFL) by May 1 for fall or by October 1 for spring. There is no admission of F-1 students for Intersession or for the summer terms.
3. Have international documents translated prior to submission to the college. Transcripts from colleges outside the United States must be submitted to a college-recognized evaluation service for translation and transfer credit recommendations. E-mail internationalgroup@pgcc.edu for a list of providers of this service.
4. Achieve a minimum score of 450 or better on the paper-based TOEFL, 133 or better on the computer-based TOEFL, or 46 or better on the Internet-based TOEFL. Applicants admitted on the basis of TOEFL scores are required to take a college-required examination for course placement prior to registration unless they achieve a score of 550 or higher on the paper-based TOEFL or 213 or higher on the computer-based TOEFL, or a score of 99 or higher on the Internet-based TOEFL. TOEFL scores must be submitted directly from the College Board.
5. Meet with an advisor prior to each registration and anytime during a semester when problems or concerns arise. Students who fail to maintain full-time student status will be terminated from the college and reported to the Department of Homeland Security.

Note: Applications cannot be accepted from anyone other than the applicant. The printed International Application for Admission must be completed, signed, and returned directly to the college by the applicant in person, through the U.S. Postal Service, or by independent courier service (UPS, Federal Express, DHL) from the applicant's current address, without third-party intervention. Sponsors, relatives, friends, or others cannot submit the application on the student's behalf, though they may provide all other documents.

F-1 students who wish to have money sent directly to the college for payment of tuition and fees are limited to a per-semester amount of \$4,300. (Checks with a total amount higher than this will not be accepted.) Any refund due the student will be issued in accordance with the refund time lines in effect for that semester.

Each F-1 student admitted to Prince George's Community College will receive a letter of admission as well as a form I-20. Documents will indicate the date by which the student is to report to the college. Students who do not abide by the listed dates may be denied admission/registration and have their I-20 canceled in SEVIS, the automated tracking system used by the Department of Homeland Security.

Students, by accepting the I-20 form, agree to maintain full-time status during their studies in the United States and to inform the Office of Admissions and Records of any change of address, program of study, or other pertinent information within 15 days after the change has occurred. *Note: Acceptance of the I-20 form from Prince George's Community College to use for the receipt of an F-1 visa precludes any residency classification other than out-of-state for tuition purposes.*

UNDOCUMENTED STUDENTS

Undocumented students are welcome to attend the college. Students should follow the admission procedures above that match their academic situation—first-time college, transfer student, etc. Undocumented students will be classified as out-of-state residents for tuition purposes unless they qualify for lower rates under the Dream Act. Contact the Office of Admissions and Records to obtain a petition for Dream Act consideration. Complete information and an online petition can also be found on the college's website at https://www.pgcc.edu/Admissions_and_Registration/Services/Residency_Information.aspx.

CURRENT HIGH SCHOOL/HOME SCHOOL STUDENTS

Students who are still in high school or involved in a state-recognized home school program may be eligible to take college courses as follows:

HIGH SCHOOL DUAL ENROLLMENT

In accord with the College and Career Readiness and College Completion Act of 2013, the college's Dual Enrollment Program is for high school juniors and seniors who test college ready and wish to take courses from the college while still actively enrolled in a Prince George's County public high school. The program is administered through a partnership between the college and the Prince George's County Public School System. Admission to this program requires permission of the high school principal or counselor since, in many cases, the courses taken at the college will also be used to satisfy high school graduation requirements. Prospective dual enrollment students must meet with their high school counselor to get additional information about this option and begin the admission process for this program

HIGH SCHOOL CONCURRENT ENROLLMENT

The Concurrent Enrollment Program is designed for high school seniors or juniors who wish to take courses from the college while still enrolled in any private school, a non-Prince George's County public high school, or in an approved home school program. Students must be high school seniors or, if in an approved home school program, provide documentation of the completion of junior-level work. High school juniors may be eligible for participation provided they are 16 years of age and have completed all high school coursework in a particular field with a 2.50 cumulative grade-point average and a 3.00 in the field in question. In addition, each student must:

- Have a cumulative grade-point average of 2.50 or the equivalent;
- Be certified by the school principal or equivalent authority as approved for participation;
- Identify themselves as concurrent enrollment students under "Program of Study" on the college application;
- Take relevant college placement tests, achieving college-level placement scores, prior to registration;
- Take no more than two courses each semester; and
- Abide by all college policies, procedures, and regulations while on campus or in the classroom.

Students who wish to attend the college full time in place of their senior year of high school or home study should contact their principal or comparable home study coordinator during the 10th grade to learn more about this Early Admission option.

The above requirements are subject to change in the 2014–2015 academic year. Visit www.pgcc.edu for updates or call 301-336-6000.

UNDERAGE STUDENTS—TALENTED AND GIFTED PROGRAM

The Talented and Gifted program (TAG) is for students under 16 years of age who do not yet have a high school diploma or GED and who cannot meet the grade-level or age requirements for concurrent enrollment. Such students must meet one or more of the following criteria:

- Identification by the student's public school Board of Education or private school governing board as talented and gifted according to their published criteria. Completion of at least the seventh grade and a standardized test score of 1200 on the SAT (with no less than 500 in either the verbal or math portion) or 22 on the ACT. Designation as a PSAT/NMSQT finalist or semifinalist also will suffice.
- Admission to a recognized TAG program in the state of Maryland or identification by local professionally qualified individuals or entities as having outstanding abilities in a particular field that would qualify them for advanced study in that area. The college reserves the right to determine whether or not it will recognize a program or professional entity as meeting this criterion prior to accepting the recommendation.

- Students who are home schooled may, in lieu of the first two criteria listed, be assessed by a psychometrist or other professional qualified to administer and interpret the results of one of the following tests: Comprehensive Test of Basic Skills, Test of Cognitive Skills, or WISC-III. The student must score in the 95th percentile or higher by age.

In addition to the preceding, any student who wishes to enroll under this program must:

- Take the college's placement test battery and achieve scores indicative of readiness for college-level work in all three areas—reading, English, and mathematics.
- Attend an interview with the registrar to review program requirements. One or both parents/guardians also must be present. In no instance can this interview be held in the absence of the student.
- Enroll in no more than two daytime courses per semester with continuance dependent upon satisfactory performance in all previous semesters.

For necessary forms and more information on this special admission program, contact the Office of Admissions and Records, 301-336-6000.

STUDENT IDENTIFICATION NUMBERS

Every student who applies for admission to the college will be immediately issued a unique, randomly selected student ID number. This identification number will be the student's unique identifier in the college's computer system. Students must take care to learn and remember this ID number in order to interact with the college's Web services and in order to request and obtain documents such as transcripts or enrollment verifications.

Current students and new students who applied in person will receive their ID numbers at the time of application. Students applying over the Web will see their ID numbers within an e-mail sent by the college within two working days after the application is submitted. This e-mail also will give instructions on activation of the student's Prince George's Community College Web account in Owl Link.

It is the student's responsibility to protect their unique number from use by other individuals. The college takes every precaution to protect students' identities from unauthorized access but will assume no responsibility for security violations which occur as a result of the student sharing his or her ID number with another individual.

PLACEMENT TESTING

Student Assessment Services | Bladen Hall, Room 100 | 301-322-0147

To ensure a foundation for college-level instruction, students seeking enrollment in credit courses for the first time will be required to demonstrate basic academic skills—proficiency in reading, written expression, and mathematics—through placement testing or through completion of developmental coursework.

Students who earn a minimum SAT[®] critical reading, writing, or math score of 550, or an ACT composite and subject score of 21 may have all or part of the placement test waived. Official SAT[®] or ACT score reports should be sent to the Student Assessment Services Center so that scores can be posted to the student's record.

Basic skills (placement) testing for new students must be completed after the admissions application is submitted but before course registration. Following the test, students must arrange to meet with academic advisors to discuss examination results, course placements, and future educational plans. Students transferring from other institutions may be exempt from all or part of this test battery, provided they bring proof of successful completion of prerequisite courses with them for advisor or departmental approval prior to their first registration and provided that an official evaluation of previous college work has been completed prior to any subsequent registration. Students who hold degrees from other United States colleges or universities are exempt from all placement testing requirements.

Placement tests are given at Prince George's Community College at Joint Base Andrews, Laurel College Center, and Prince George's Community College at University Town Center, as well as on the Largo campus.

Students whose native language is not English and whose English skills are limited will be asked to take an appropriate alternative test designed to assess their level of English proficiency prior to their first registration.

In cases where a student's basic academic skills as measured by the placement test do not meet the minimum standards as established by the instructional departments, successful completion of prescribed developmental courses will be mandatory before enrollment in related courses can be accomplished.

ADVANCED STANDING—CREDIT FOR PRIOR LEARNING

Students may be awarded credit for prior educational experiences in which college-level learning may be verified through documentation or assessment. A maximum of 45 credit hours may be transferred for any one associate degree, of which not more than 30 credits may have been earned through nontraditional or noncollegiate sources.

TRANSFER CREDIT FOR WORK AT OTHER COLLEGES AND UNIVERSITIES

Students who enroll at Prince George's Community College after completing one or more semesters at another college or university may be eligible to receive credit toward their community college degree without regard to the age of the prior credits. The following guidelines apply:

- The student must request an evaluation by completing a Request for Transfer Evaluation form available online or from the Office of Admissions and Records or at any extension center. The student must clearly indicate the curriculum to which the incoming credits are to be applied and all institutions from which transcripts will be coming.
- The student must arrange to have official transcripts from United States colleges previously attended sent to the Office of Admissions and Records. No evaluation of transfer credits will be done until official transcripts are received from each source from which credits are to be transferred. Transcripts should be mailed to Prince George's Community College, Transfer Evaluator, 301 Largo Road, Largo, MD 20774.
- Transcripts from colleges and universities outside the United States must be sent to a college-recognized evaluation service such as World Education Service for translation and credit recommendations. E-mail transfercredit@pgcc.edu for more information.
- All credits earned previously with passing grades are transferable provided they are applicable to the student's program of study at Prince George's Community College (refer to program requirements in Chapter 8). However, the overall grade point average for the courses transferred must be at least 2.00. *Note: No grade below a C will transfer from any out-of-state institution when the student's cumulative GPA at that institution was below a 2.00.*

Prince George's Community College will honor waivers of required courses by the sending institution due to the student's demonstrated proficiency, but an equal number of credits must be earned in other coursework in order to meet the published credit hour requirement for graduation in the student's chosen program.

TRANSFER EVALUATION PROCESS

The Office of Admissions and Records is responsible for the evaluation of documents submitted for transfer credit, regardless of the source. Evaluators use catalogs from other colleges, a state-wide shared list of equivalencies, recommendations from entities such as The American Council on Education and the College Board, military transcripts, and recommendations from other nationally recognized accrediting bodies in order to provide an accurate evaluation. In cases where the course comes from an accredited source, but for which no equivalency can be determined, course descriptions may be forwarded to the academic department responsible for the course content area for a determination of equivalency and transferability. International transcripts are evaluated in accordance with the recommendations made by AACRAO or WES or other external groups approved to evaluate such documents.

Students who believe that a course has been unfairly evaluated by the Office of Admissions and Records may appeal directly to the chair of the academic department responsible for that course's subject area for a second evaluation. Any outcome disagreements at this level will be directed to the academic dean over the content area and, ultimately, to the vice-president for Academic Affairs, whose decision is final.

CREDIT FOR NONTRADITIONAL LEARNING:

WORK AND MILITARY EXPERIENCE

A maximum of 30 college credits may be awarded for various educational and training activities conducted by such noncollegiate organizations as the military, businesses and government agencies, and proprietary schools. In general, the college conforms to the credit recommendations of the American Council on Education (ACE), which has undertaken the evaluation of noncollegiate learning experiences available through industry and various government agencies as published in The National Guide, available through ACE. The college also will grant credit for military training that has been evaluated by the Office of Educational

Credit and Credentials of ACE. For further information or assistance, contact the Office of Admissions and Records, e-mail transfercredit@pgcc.edu if you have questions.

CREDIT FOR MILITARY TRAINING

To receive credit for military training, students must complete the Request for Transfer Evaluation form, attach a copy of the DD-214 and have military transcripts (AARTS, SMARTS, CCAF) sent to the Office of Admissions and Records. *Note: Students receiving veterans educational benefits are required by the Department of Veterans Affairs to do this before the end of their second semester of attendance to avoid interruption of benefit payments.*

PRIOR LEARNING ASSESSMENT NETWORK (PLAN)

Students whose personal and professional experiences provide evidence of mastery of college-level subjects may find portfolio assessment an appropriate method of gaining credit for their knowledge and skills. Students who wish to apply for credit through portfolio assessment are required to attend an orientation, meet with a PLAN advisor, and petition to register for a three-credit hour course, CAP-1050 Portfolio Development. The purpose of this course is to guide students through the process of assembling the necessary documentation and evidence for learning experiences worthy of credit. The completed portfolio is reviewed and evaluated by faculty in the appropriate subject matter areas who determine if credit is to be awarded. A 15-credit limit per degree exists for portfolio or challenge exams. Since writing skills are critical in this process, students must test as eligible for EGL-1010 or have completed at least the equivalent college-level writing course prior to registration in CAP-1050. For further assistance or to sign up for an orientation, contact the Prior Learning Assessment Network (PLAN) Office, Bladen Hall, Room 124, or call 301-322-0151.

CREDIT THROUGH EXAMINATION

AP, IB, AND CLEP EXAMINATIONS

Students may earn nontraditional credit through three national testing programs. The College Board's Advanced Placement program (AP), available to high school students, gives the opportunity to enter college with credit already earned toward a degree. The International Baccalaureate (IB) accomplishes the same thing. The College-Level Examination Program (CLEP) affords that same opportunity to adults who have expertise in a subject.

Students who wish to have their AP, IB, or CLEP results evaluated for transfer credit should have official score reports sent directly to the college's Office of Admissions and Records and complete a Request for Transfer Evaluation form, also available from that office.

For more information, including a current listing of AP, IB, or CLEP exams honored by the college for award of credit, contact the Office of Admissions and Records, Bladen Hall, Room 126, or e-mail transfercredit@pgcc.edu.

CHALLENGE EXAMINATIONS

Students who wish to earn college credit by demonstrating their prior mastery of the content of certain courses may participate in the college's Challenge Examination Program. Challenge examinations are prepared and graded by college faculty members and administered by Student Assessment Services. If a passing score is obtained, credit is granted for the course, although no grade is assigned and the credit awarded is designated on the student's transcript as having been earned by examination. A 15-credit limit per degree exists for portfolio and challenge exams. For further information, including a list of available examinations, contact Student Assessment Services, Bladen Hall, Room 100, or call 301-322-0147.

CREDIT THROUGH EXAMINATION/PORTFOLIO RESTRICTIONS

A student may not use a credit-through-examination procedure, which includes CLEP, challenge or competency examinations, or portfolio assessment, for the purpose of improving a grade or removing a withdrawal or incomplete from the academic record. A 15-credit limit per degree exists for any combination of portfolio or challenge exams.

PRINCE GEORGE'S COUNTY TECH-PREP

Prince George's Community College, Prince George's County Public Schools, Prince George's County Chamber of Commerce, and Prince George's County Economic Development Corporation participate in a consortium designed to ensure that

high school students acquire more rigorous academic and technical competencies. A coordinated sequence of courses prepares students for lifelong learning and provides a choice of career options including employment, advanced study at Prince George's Community College, and transfer to four-year colleges and universities.

Students who have completed an approved Tech-Prep program in high school may be eligible for credit at the college, provided they enroll within two years of graduation, enter a program directly related to the high school program, and submit their high school transcript and Tech-Prep certificate of completion for evaluation.

SPECIAL ADMISSION CRITERIA

HEALTH SCIENCES PROGRAMS

Admission to the college does not guarantee admission into any of the health science clinical programs. The programs listed below have limited enrollment capacity and rigorous academic standards. Each requires additional procedures for selective admission, initial enrollment, and continuation in the program. Therefore, there is a special process, called petitioning, associated with admission into each program. Interested students must contact an advisor to discuss the petitioning process and the minimum requirements in place for each clinical program.

- Paramedic*†
- Health Information Management†
- Medical Assisting†
- Medical Coder/Billing Specialist Certificate†
- Nuclear Medicine Technology—A.A.S. and Certificate†
- Respiratory Therapy†
- Nursing (LPN) Certificate Program†
- Nursing (RN) Degree Program†
- LPN to RN Transition Option†
- Paramedic to RN Transition Option
- Radiography†

*Employees of the Prince George's County Fire/EMS Department will receive priority admission.

† Designated as either Health Manpower Shortage or Statewide Instructional Programs.

Out-of-county Maryland residents should review the information about these programs in chapter 3.

Priority will be given to admission of Prince George's County residents when possible. However, in programs designated as Statewide Instructional Programs, 10 percent of the available seats will be reserved for residents of other Maryland counties until the petitioning deadline published in this catalog has passed. Remaining seats will then be made available without regard to county of residence. Per the articulation agreement with the College of Southern Maryland (CSM), the Radiography and Respiratory Therapy programs reserve 25 percent of their seats for transfer students from CSM until the petitioning deadline published in the college catalog has passed. At that time, any remaining seats become available to the best qualified petitioners still in the pool, regardless of Maryland county of residence.

Out-of-state residents will be accepted only if remaining seats exist after all qualified Maryland residents have been admitted. Students attending the college on a non-domiciliary visa, as determined by the college, will not be considered for admission to any of these programs. Students petitioning these programs must submit a copy of their social security card as part of their petition.

Students interested in petitioning for admission to any of these programs must first meet with an advisor to obtain a list of admission criteria and prerequisite coursework. The petition for program admission should not be completed until all criteria have been met or the student is enrolled in and attending the last prerequisite course. Students currently enrolled in one health science clinical program may not petition for admission to another clinical program. Students who wish to enroll in a different clinical program must officially graduate or withdraw from the current program before filing a petition for a new clinical program. Advisors' offices are located in Bladen Hall, Room 124. Call 301-322-0151 for more information.

A criminal background check and drug screen are required of all students in the health science clinical programs. Social security numbers will be verified as part of the background check. Continued participation in each program is contingent upon a satisfactory response on the background check and drug screen. All information on the background check and drug screen remains confidential. If a clinical agency denies clinical placement for a student because of the background check or drug screen, that student may not be able to complete the clinical program. The cost of the criminal background check and drug screen are the responsibility of the student. Specific information related to the process used for obtaining a criminal background check and drug screen will be discussed with students at orientation. For a current price of the criminal background check and drug

screen, please contact AlliedHealthandNursingOffice@pgcc.edu. Students, at their own expense, may also be required to submit to random urine drug testing at clinical sites. Results of random urine drug testing may result in the student not being able to complete the clinical program.

All students in health science clinical programs are required to submit a completed health assessment form, verifying general health, immunization status, and ability to meet the program's technical standards. Students with incomplete health records on file with the college will not be able to complete the clinical program. It is required that all health sciences clinical students carry health insurance. Each student must provide documentation of current health insurance coverage prior to the first day of classes. It is the responsibility of the student to maintain health insurance coverage while enrolled in the program. Before being assigned to a clinical agency, students may be required to show to the agency proof of current health insurance. It will be the clinical agency, not the college, that will make any final determination about clinical placement. If a clinical agency denies clinical placement for a student because of lack of health insurance, that student may not be able to complete the clinical program.

Students should be aware that the courses and grades indicated on the following page are the minimum standard to be met for program consideration. If there are more petitioners than seats in a class, then students will be ranked according to their cumulative GPA in all general education courses required by the program in question, not just those which are required to petition. Students with the best GPAs for the greatest number of required general education courses will be admitted first, followed by those with lower GPAs and fewer completed courses, until the class is filled. Changes to the selective admissions criteria for health sciences clinical programs are being developed and will go into effect beginning with admissions for fall 2015. Please refer to the Health Sciences Division website, http://www.pgcc.edu/Programs_and_Courses/Divisions_and_Departments/Health_Sciences_Division/Health_Sciences_Division.aspx, for updated information.

For details regarding entry to these Special Admissions Health Sciences Clinical Programs, contact an academic advisor, 301-322-0151. Advisors' offices are located in Bladen Hall, Room 124.

ASSOCIATE DEGREE PROGRESSION POLICY ADDENDUM FOR GRADUATES OF THE PRINCE GEORGE'S COMMUNITY COLLEGE PRACTICAL NURSING PROGRAM

Graduates of the Prince George's Community College Practical Nursing (LPN) certificate program who have an active, unencumbered Maryland LPN license and have successfully completed the required prerequisite courses for the associate degree in nursing (including BIO-2010 and MAT-1120 or higher) with a grade of C or better may return for direct admission into the second year of the nursing program without taking the LPN-RN transition course (NUR-1060). To be eligible, LPN graduates must have completed the certificate program within the five-year period prior to taking the first course in the second year of the RN program. Those LPN graduates who finished the program more than five years before beginning the RN courses must successfully complete NUR-1060 in order to be admitted to the second year.

PGCC LPN graduates wishing to return to the RN Program must make an appointment to see the chair of the Nursing Department. PGCC LPN graduates are not required to petition to the RN Program. LPN's must provide receipt of a Maryland LPN license prior to registration into the third semester of the RN Program. Successful LPN graduates will be admitted into the third semester of the associate degree program (RN) based on seat availability.

NURSING AND ALLIED HEALTH—PREREQUISITE COURSES

Each health science clinical program requires that students complete certain prerequisite courses, listed below, with grades of C or higher, maintain a specified GPA, and meet program-specific requirements prior to petitioning for admission to that program. In some cases, students may petition while currently enrolled in their final prerequisite courses. Students may repeat a prerequisite course only once to achieve the required grade. Please note that the criteria listed below are the minimum requirements for consideration. There is no guarantee of admission to any of these programs based solely upon meeting the minimum standard.

Paramedic (A.A.S. and Certificate)

- Deadline for petitioning is May 1 for fall and October 1 for spring
- Eligibility for EGL-1010 and MAT-0104 (formerly MAT-1040)
- EMT-B Certification

Health Information Management (A.A.S.) and Medical Coder/Billing Specialist (Certificate)

- Deadline for petitioning is May 1. If seats remain, petitions will be accepted through the end of the summer term.
- INT-1010, BIO-2050
- Eligibility for EGL-1010
- Eligibility for MAT-1140 (A.A.S.)
- Eligibility for MAT-0104 (formerly MAT-1040) (Certificate)
- An average GPA of 2.00 or higher for the two courses listed with no grade below a C

Nursing (RN and LPN)

- Deadline for petitioning for LPN is April 1 only.
- Deadline for petitioning for RN is April 1 for fall and November 1 for spring.
- EGL-1010, PSY-1010, BIO-2050, and BIO-2060
- RN only: NUR-1010 and MAT-1120 or higher
- LPN only: NUR-1000 and eligibility for MAT-1120 or higher
- An average GPA of 2.50 or higher for all courses listed with no grade below a C
- All sciences courses must be within 10 ten years of petitioning

Nursing Transition

(LPN to RN and EMT/Paramedic to RN)

- The following courses must be completed prior to petitioning: EGL-1010, MAT-1120 or higher, PSY-1010, BIO-2050, BIO-2060, and BIO-2010
- Students are strongly encouraged to complete all other general education courses prior to enrollment in the transition course, NUR-1060 (LPN to RN) or NUR-1070 (EMT to RN).
- An average GPA of 2.50 or higher for the six courses listed with no grade below a C
- All sciences courses must be within 10 ten years of petitioning

LPN to RN also requires:

- Petitioning deadline of March 1 for fall and October 1 for spring.
- Current Maryland LPN License (or Compact License from another state); see page 16 for special requirements for graduates of the Prince George's Community College LPN program.

Paramedic to RN also requires:

- Meeting with the Nursing Department chair by February 1 for summer.
- Current Maryland license as a paramedic and National Board of Registry Certification (NREMT)
- Must be a graduate from an accredited program.

Medical Assisting (A.A.S.)

- The deadline for petition is May 1 for fall, November 1 for spring.
- Eligibility for EGL-1010 and MAT-1120 or higher is required

Nuclear Medicine Technology (A.A.S. and Certificate)

- This program begins only in the spring semester. Deadline for petitioning is November 1.
- The following courses must be completed prior to petitioning: BIO-2050, MAT-1350, PHY-1010, and EGL-1010.
- An average GPA of 2.50 or higher for the four courses listed with no grade below a C

Note: License or certification in Radiography, Respiratory Therapy, Medical Technology, Radiation Therapy, or Nursing required for admission to the certificate program.

Radiography

- This program begins only in the fall semester. Deadline for petitioning is May 1.
- EGL-1010, BIO-2050, MAT-1120 or higher
- An average GPA of 2.50 or higher for the three courses listed with no grade below a C

Respiratory Therapy

- This program begins only in the fall semester. Deadline for petitioning is May 1.
- MAT-1120 or higher, EGL-1010, and BIO-2050
- An average GPA of 2.50 or higher for the three courses listed with no grade below a C

CHAPTER 2

REGISTERING FOR COURSES

While students apply for admission only once during a period of attendance at the college, they must register for classes every semester they wish to attend. Registration involves selecting courses each semester that meet the student's academic needs, are within their Educational Plan, and are offered in a manner consistent with each student's time and place requirements. The process can be found online at www.pgcc.edu/admissions_and_registration/registration_information.aspx

COURSE PREREQUISITES AND PLACEMENT

Most courses require a student to possess a certain level of prior knowledge or proficiency in order to be successful in mastering the subject content of the course. These prescribed levels of prior knowledge or proficiency are known as course prerequisites. Most introductory level courses do not require other courses to precede them but do require certain levels of proficiency in reading, writing and/or mathematics. Such basic skills prerequisites are indicated in the course description as “reading proficiency,” “writing proficiency,” and/or “mathematics proficiency” prerequisites. Other courses may require that certain specific courses precede them. In such cases, the course description will contain a reference to one or more prerequisite courses.

Basic skills in all three areas are assessed using placement tests, which are required of all new college students. Students who do not achieve satisfactory placement test scores will be required to complete prescribed developmental courses before enrolling in credit courses.

Placement test prerequisites for course enrollment are waived for students who:

- Already hold a U.S. college degree (Associate degree or higher)
- Have sufficiently high SAT or ACT scores
- Have previously completed 12 or more credits of college-level courses having substantially equivalent skills requirements
- Have background or work experience, which, in the judgment of the appropriate dean or designee, indicates a reasonable capability for success in the course(s) in question

Students admitted to Prince George's Community College before fall 2014 are required to take PAS-1010 Principles and Strategies of Successful Learning if they place into DVR-0061 College Reading and Study Skills. For fall 2014 and subsequent semesters, students enrolled in the General Studies Program or one of the General Studies Options are required to take PAS-1000 Planning for Academic Success: First-Year Experience. For more information about PAS-1000 and PAS-1010 see Chapter 9 Course Descriptions.

REGISTRATION STEPS

Classes are filled on a first-come, first-served basis. Students who wait to register until late in the designated period may be forced to take classes at less than ideal times or places since first-choice classes may be full or otherwise unavailable. The college is committed to using every available class meeting to further the learning experience. Students are therefore required to be registered for classes prior to their start and expected to be present on the first meeting day. The registration deadline of 11:59 p.m. the day before a class begins is strictly enforced regardless of whether or not seats remain available in the course. Consult each semester's schedule of classes for registration information and special instructions for enrollment in classes which begin later in the semester. Registration involves the following steps:

- Studying a schedule of classes that lists all offerings for a particular semester. The schedule is available online several weeks before registration begins. Limited quantities of printed copies are also available at each of the college's locations.
- Selecting classes consistent with an academic program, prior coursework, the agreed-upon Education Plan (EduPlan) and/or placement test scores
- Consulting with an academic advisor as needed or required by the college. Students also may determine what courses they need to take by going to Owl Link and completing the steps needed to create a program evaluation in their current program of study. All degree-seeking students must develop and periodically update an Educational Plan, with the assistance of an academic advisor, prior to registration.
- Registering for classes in person or over the Web, as described in the next section
- Paying a tuition bill. Students who register in person will be given a bill at the time they register. Those registering over the Web may access and pay their bills online as soon as their selection of courses is completed. No registration is considered final until the bill has been paid.

REGISTRATION POLICY

Students must register for courses by 11:59 p.m. the day before the class begins. Students who fail to meet the registration deadline may still enroll in later-starting, accelerated course sections. These offerings may be found in the class schedules. Students also may search for later starting courses using Owl Link at www.pgcc.edu.

For fall semesters:

- By July 15, students who register on or before this date must have paid or made arrangements with the college to pay their tuition bills. Any student who has not done so will be dropped from the courses for which they registered.
- Beginning July 16, and every succeeding registration day, students must make payment for their tuition bill or make arrangement with the college to pay the tuition bill by 11:59 p.m. the same day they register. Any student who has not done so will be dropped from the courses for which they registered the following day.

For spring semesters:

- Two working days after the college re-opens from winter break (actual deadline will be published in the Spring class schedule), students must have paid or made arrangements to pay their full tuition bills. Any student who has not done so will be dropped from the courses for which they registered.
- Beginning the day after this deadline and every succeeding registration day, students must make payment for their full tuition bill, or make arrangements with the college to do so, by 11:59 p.m. the day of registration. Any student who has not done so will be dropped from the courses for which they registered the following day.

DIFFERENT WAYS TO REGISTER FOR COURSES

New and newly readmitted students must register in person for their first semester. Returning students may register each semester in any one of the following ways:

- Over the Web using Owl Link, the college's online registration system at www.pgcc.edu
- In person at the main campus in Largo at the Office of Admissions and Records, Bladen Hall, Room 126 or with an Academic Advisor in Bladen Hall, Room 124.
- In person at the Laurel College Center in Laurel, Prince George's Community College at University Town Center in Hyattsville, and (for those who have a military ID) at Prince George's Community College at Joint Base Andrews.

OWL LINK

Owl Link is the name of the Web student system at Prince George's Community College. It empowers the college's students to access important online services. Using Owl Link, students are able to register and pay for classes, view the status of financial aid and make adjustments to their schedule. Students also can print unofficial transcripts and class schedules, submit address and e-mail address changes and request official transcripts to be sent to other colleges. Students also are able to see their assigned advisor, run program evaluations, view their Education Plan, and run "what if" scenarios to see how courses already taken might fit into another degree program. Continuing Education students also may use Owl Link to register for classes and pay tuition charges. To access Owl Link, students at Prince George's Community College must have a current, working e-mail address on file. Virtually all Owl Link transactions are acknowledged by e-mail, as are responses to any questions submitted. Current credit students who have not received a User ID and password can get them by contacting the technology Help Desk Office located in Bladen Hall, Room 106, on the Largo campus, or by e-mailing that office at helpdesk@pgcc.edu.

OWL MAIL

Prince George's Community College assigns all students a secure student e-mail account, called Owl Mail. Students will receive e-mail notification to their personal e-mail addresses regarding the availability of their Owl Mail accounts. Upon receipt of that e-mail, students should immediately follow the instructions given to activate the Owl Mail account. Failure to do so within 30 days will result in the account being disabled. Owl Mail is the only e-mail address faculty and staff will use to interact electronically with students. It is also required in order to participate in online courses and to receive important, timely notices and announcements from the college. It is critical that students activate their Owl Mail accounts immediately upon receipt of the notice of its availability. Complete instructions on how to activate the account are included in the notice and available on the Owl Link page.

PGCC OWL DEBIT CARDS

All credit students will receive a PGCC Owl Debit Card issued through Higher One Bank. It will be mailed to the address of record at the college. This card is very important and must be activated in order to set up a preference for the way refunds from the college to the student will be delivered. This includes financial aid rebates and VA reimbursements. Students may choose to have refunds and rebates processed as deposits to their PGCC Owl Debit Card or they may choose to have refunds electronically deposited in another bank account specified on the Higher One/PGCC Owl Debit Card activation site. The college no longer issues paper checks.

STUDENT ID CARDS

Every credit student is required to obtain a Prince George's Community College photo ID card and to wear it visibly at all times they are on campus or at any extension center. Students must be able to provide proper identification upon request and to access college programs and facilities. Such identification must include a properly validated college photo ID card and one other form of photo identification—a current driver's license, a Maryland Motor Vehicle Identification Card, a military ID card or a current passport/work authorization card/permanent resident card. New students may obtain an ID card from the Library or from the Office of Admissions and Records after they have registered for classes for their first semester. A paid tuition receipt and another photo ID card or a current passport/work authorization card/permanent resident card must be presented before obtaining an ID card. Hours of operation are published in the credit class schedules and are available online. Returning students should go to the Office of Admissions and Records in Bladen Hall or to the Library to have their ID cards validated for each semester after their first one. Photo ID cards and validation stickers also are available at University Town Center, Laurel College Center and the Joint Base Andrews degree centers. The photo ID will allow access to various college departments and services, including but not limited to the Library, computer labs, testing center, natatorium, campus special events and as identification at the college's bookstore. Students who lose their ID card must pay a \$10 reissue fee.

TRANSCRIPTS AND ENROLLMENT VERIFICATIONS

Official copies of transcripts may be obtained upon written request from the Office of Admissions and Records, Bladen Hall, Room 126. "While you wait" service is available during regular business hours. Transcripts may be requested in one of three ways: in person, by mail, via the Internet (www.pgcc.edu). No transcript will be issued for students with an outstanding debt to the college. Students may print unofficial copies of their own transcripts through Owl Link, the college's online student system, provided there is no outstanding debt. Go to www.pgcc.edu or to my.pgcc.edu for more information.

Enrollment verifications are available free of charge upon written request or upon receipt of a properly signed release form through an external agency or organization. Such verifications are not done on a while-you-wait basis. All external agency forms are sent directly to the agency involved. Verification letters may be picked up by the student or mailed to the receiving party.

No enrollment verifications will be issued for a given semester until courses have begun and the refund period for the courses has passed. The college is a member of the National Student Clearinghouse and reports the enrollment status of all registered students several times during each semester. The college relies on the Clearinghouse to verify the enrollment and degree attainment of students to lenders and other external agencies.

The college reserves the right to withhold transcripts or enrollment verifications for any student or former student who has an outstanding debt to the college, including but not limited to tuition, fees, returned check fees, parking fines, and library charges.

CHANGES OF PROGRAM/NOT APPLICABLE COURSES

Students must designate a program of study or curriculum at the time they apply for admission to the college. The choice of a program of study is an important one since it dictates what degree requirements a student must meet so long as they are enrolled in that curriculum. Students who realize that another curriculum is more appropriate to their goals should change the curriculum rather than continue in one no longer relevant. Students may change a program of study by completing a curriculum change form, available from the Office of Advising and Transfer Services, Bladen Hall, Room 124. Student interested in changing a program of study will also be referred to the Career Center to see an advisor before the curriculum change process is completed.

Sometimes when a curriculum is changed, certain courses that were taken in connection with the old program of study may not be relevant to the new program. A student may request that such inapplicable courses not be counted within the new program of study. Such requests must be sent to the director of Admissions and Records as part of the proper completion of a curriculum change form. Courses that are determined to be not applicable to the new program will receive the designation N/A (not applicable) and will no longer affect the student's grade point average or be counted toward meeting graduation requirements.

The N/A designation will be applied to courses that were specifically required in the former program of study and that are not applicable to the new program as required courses or recommended electives. Courses that satisfy a general education requirement are not eligible for the N/A designation unless the new program of study lists specific general education courses as required courses and courses taken previously may not be used as approved substitutes for the required courses.

Students requesting this evaluation of their academic record should be aware that all such nonapplicable courses will receive the N/A designation regardless of the grade earned. Normally, this treatment may be requested only once.

CHAPTER 3

TUITION AND FEES

TUITION AND FEES

TUITION (SUBJECT TO CHANGE)

Tuition is charged per credit hour or equivalent hours (EH). The rate varies according to a student's legal residence for tuition purposes.

Prince George's County residents	\$100
Maryland residents, other counties	\$185
Out-of-state residents	\$280

These rates are subject to change without notice.

Note: Except as otherwise provided, students must pay or otherwise provide for all tuition and applicable fees on the day of registration. If payment in full is not received, the student's registration will be canceled. Payment should be in the form of cash, personal check, certified check, money order, or approved credit card (Visa, MasterCard, or Discover). Use of financial aid, scholarships, veterans benefits, and any other sponsorship which provides payment directly to the college is equally acceptable.

INSTRUCTIONAL SERVICES FEE

The instructional services fee is a mandatory per-credit fee for all credit and developmental studies courses offered at the college. The college annually conducts a discipline cost analysis to determine the costs of the academic disciplines offered at the college and adjusts the fee accordingly. Beginning with the fall 2013 semester, the Instructional Services Fee is \$45 per credit.

OTHER FEES

Fees are charges assessed in addition to tuition. They may be per credit or they may be flat, per-semester or per-course fees. As used in this section, the word "semester" includes intersession and the summer term as well as the traditional fall or spring semester. Like tuition, fees are subject to change.

ACADEMIC TRANSCRIPT FEE

Students pay either \$6 or \$8 per copy for transcripts. Requests made in person or by mail cost \$6. Those made over the Internet cost \$8 per copy.

APPLICATION FEE

Any student who applies to the college, either for the first time or after an absence of two or more years, must pay a non-refundable \$25 application fee at the time the application is submitted. The college will not bill an employer or other third party for the application fee.

APPLIED MUSIC FEE (PER COURSE)

Students pay a 15-clock-hours per semester fee of \$250.

CHALLENGE EXAM FEE

Students pay a standard \$35 fee. Some examinations requiring a lab component will cost an additional \$15. Contact the college's Testing Center, 301-322-0147, for details.

CHECK STOP PAYMENT AND REISSUE FEES

If a student loses a check or does not receive it due to an incorrect address on file, a \$25 stop payment fee and a \$10 check reissue fee will be assessed. If a check is not cashed within its 90-day validity period, a \$10 check reissue fee will be assessed.

F-1 VISA PROCESSING FEE

Applicants seeking enrollment at the college under an F-1 student visa will be charged a \$25 F-1 visa processing fee as part of the admission process. This fee is in addition to the \$25 application fee charged to all students.

NBS/FACTS PROCESSING FEE

A student who participates in the college's deferred tuition payment plan (NBS/FACTS) will be charged a \$35 processing fee each semester of participation.

INFORMATION TECHNOLOGY CERTIFICATION FEE

Information Technology (INT) courses leading to CCNA certification, along with several advanced level courses taught through Information Technology, assess a special fee of \$32 per credit to cover costs associated with offering these specialized courses.

PORTFOLIO EVALUATION FEE

All students enrolled in CAP-1050 will be charged a \$15 per credit hour fee for each course submitted for evaluation through the portfolio assessment process (PLAN).

REGISTRATION FEE

Students are charged a \$25 registration fee for each semester of enrollment in credit courses. This fee is refundable only if all of a student's classes are canceled by the college.

RETURNED CHECK SERVICE FEE

A \$25 service charge will be assessed on all checks returned unpaid by the bank. This includes payments stopped by student or account holder.

DOMICILE: DETERMINATION OF STUDENT RESIDENCY FOR TUITION PURPOSES

While tuition at Prince George's Community College is charged by the credit hour, the amount charged per credit is determined by a student's official place of residence, referred to as "domicile." A student's domicile must fall into one of three categories: Prince George's County resident; Maryland resident in a county other than Prince George's County; out-of-state (including out-of-country). In all instances, a student or the person upon whom the student is dependent must have been a resident of the state and the county for a minimum period of three months to qualify for in-state or in-county tuition rates.

The full residency policy is given in chapter 13 of this catalog, but several things are worth noting:

- Underage students and students who have graduated from high school in the past two years are automatically considered to be dependents of their parents/legal guardians. They will be considered residents of the county or state in which their parents reside, unless legal documentation dictates otherwise.
- Students in the above category who lived with one parent out of the county or state but who are now living with the noncustodial parent in Prince George's County or in Maryland may be considered residents of the county or state upon presentation of a birth certificate containing the appropriate information.
- Students claiming residency in Prince George's County but who graduated from a non-county high school in the past two years must provide proof of legal dependency on a Prince George's County resident during the most recently completed tax year. In addition, if the high school was in another country, proof of citizenship or visa status also must be provided.
- Undocumented students are considered non-Maryland residents for tuition purposes unless they qualify for lower rates under the Maryland Dream Act. Go to www.pgcc.edu and follow the link for Admissions & Records Services to learn more about the criteria for Dream Act eligibility or e-mail admissions@pgcc.edu. Students awarded the county tuition rate based on their Dream Act eligibility must re-verify their ongoing eligibility for to this tuition reduction every academic year.
- All students should be prepared to document living in the county or state for a minimum period of three months. Failure to have updated documents which reflect the current address will result in the student being charged out-of-state rates. The college will use the dates on documents presented as verification of the three-month requirement.
- International students must present their visas or other documents in order for a residency classification to be made. Not all visa holders are able to establish legal domicile in the United States and would therefore be ineligible for county or state residency status.

- It is the student's responsibility to report a change of address within 30 days of its occurrence. Failure to do so may result in a hold being placed on the student's record until satisfactory proof of legal residence is given.
- Post office boxes cannot be used as legal addresses. They may be used as mailing addresses if proof of a legal address has been provided.
- While the college will make every effort to fairly determine a student's place of legal residence, a lack of acceptable documentation on the part of the student will result in the student being classified as out-of-state for tuition purposes.
- Appeals for change of residence status should be directed to the Office of Admissions and Records. Appeals must be submitted and resolved prior to the end of the third week of classes. Any changes processed after the third week of the semester will be effective the following semester.

EXCEPTIONS TO THE RESIDENCY/TUITION POLICY

Health Manpower Shortage Programs

Maryland residents who do not live in Prince George's County but who enroll in one of the college's designated Health Manpower Shortage Programs (HMSP) are eligible for in-county tuition rates so long as they remain enrolled in that program. This is true regardless of whether the student's county of residence also offers the program. Residents from other states do not qualify for this lowered tuition rate. The following programs currently have the HMSP designation:

- Health Information Management (A.A.S.)
- Nuclear Medicine (A.A.S. and Certificate)
- Nursing (A.S. and Certificate)
- Paramedic (A.A.S. and Certificate)
- Radiography (A.A.S.)
- Respiratory Therapy (A.A.S.)

The state of Maryland will periodically review the needed manpower in these areas, so there is no guarantee that this special designation will continue to apply to these programs. However, students who have begun one of these programs during the time it is recognized as an HMSP will be allowed to continue at the reduced tuition rate so long as there is no interruption in enrollment.

To receive the lower rate, students must be formally admitted in an appropriate curriculum and must be taking credit-bearing courses that count toward graduation in that program. In addition, students may be required to furnish proof of legal residency in the Maryland county that is listed on their application for admission. And they must provide a copy of their social security card during the petitioning process. The director of Admissions and Records reserves the right to deny the tuition reduction upon discovery that courses being taken are irrelevant to the designated program of study.

It is the student's responsibility to contact the Office of Admissions and Records, 301-336-6000, upon acceptance in an HMSP program to verify eligibility for and receipt of tuition reductions. Failure to do so by the end of the third week of any semester will forfeit the reduced rate for that semester.

Base Realignment and Closure (BRAC)

Any individual relocating to Prince George's County or to the state as a result of a BRAC initiative will have the three-month residency requirement waived, provided that a copy of the official notice of reassignment or relocation is submitted to the Office of Admissions and Records, Bladen Hall, Room 126 prior to the start of their first semester.

PAYMENT METHODS

Full payment of tuition and fees is expected the day of registration. The college accepts cash, personal checks, money orders, and credit cards (Visa, MasterCard, or Discover) as methods of payment. Other payment options are described below.

DEFERRED TUITION PAYMENT PLAN THROUGH NELNET BUSINESS SOLUTIONS (FACTS)

The college offers a tuition payment plan for credit students for the fall, spring, and summer semesters that allows tuition to be paid in either four, three, or two installments, depending on the date the plan is activated. Payments are set up under an automatic payment system from a checking or savings account, Visa, or MasterCard with payments being deducted according to the plan's due dates for the semester. A \$35 processing fee is charged each semester.

Arrangements to participate in NBS/FACTS must be made through the Internet by accessing the college's website (www.pgcc.edu) and selecting Paying for College, then the Payment Options link to get to the deferred tuition payment plan. Students must be fully enrolled in the deferred payment plan prior to their tuition due date to avoid being dropped from their classes.

For more information, visit the college's website or pick up a NBS/FACTS brochure from the Cashier's Office or the Financial Aid Office. Both are located in Bladen Hall.

EMPLOYER-PAID TUITION

Many students receive assistance from their employers with the payment of tuition and fees. Certain procedures must be followed for this aid to be properly applied to the student's tuition bill.

- It is the responsibility of the student to present the purchase order, tuition assistance form, or letter of intent at the time of tuition bill payment.
- The purchase order, tuition assistance form, or letter of intent must state the student's name, social security number, amount to be paid, billing address, and original signature of person(s) authorizing payment. The bookstore is an independent entity from the college and is paid directly by the employer. If a student is entitled to a reimbursement for books, he or she must obtain a separate purchase order, tuition assistance form, or letter of intent addressed to Prince George's Community College Bookstore.
- The purchase order, tuition assistance form, or letter of intent will not be accepted after payment has been made by the student. Students paying their own tuition must be reimbursed by the employer or agency. The college will not bill in order to reimburse the student.
- In the event an employer refuses to pay after receipt of a bill, the student immediately becomes responsible for all tuition and fees.

Note: Textbooks, course supplies, and materials may not be covered by this exemption. For more information, please contact your employer.

VETERANS SPECIAL PAYMENT EXEMPTIONS

Veterans certified to be eligible for the Post 9/11 GI Bill are exempt from the immediate payment of tuition and fees. Those with 100 percent eligibility under this program will have all in-county and in-state tuition and fees paid by the Department of Veterans Affairs. Those eligible at less than 100 percent or those being charged as non-Maryland residents will be held in their classes and then billed for the amount not paid by the VA. It is important that veterans in this program drop classes they do not wish to take since they will not be dropped for nonpayment during the registration period as other students are. Failure to neither drop an unwanted course nor attend it will result in an overpayment situation with the VA and a negative impact on future benefits.

All veterans enrolling through the Post 9/11 GI Bill must provide the college's Office of Veterans Services with a copy of their letter or certificate of eligibility by the end of their first semester of enrollment to continue the payment exemption.

Veterans participating in the VA Vocational Rehabilitation program also will have all tuition and fees paid by the Department of Veterans Affairs provided they have had the proper forms submitted to the college's Veterans Services Office on their behalf. A tuition bill and a copy of the VA form authorizing payment must be presented in person to the Cashier's Office for this benefit to be applied.

If there are any questions regarding this procedure, please contact the Veterans Services Office in Bladen Hall, Room 122 or call 301-583-5282. *Note: Textbooks, course supplies, and materials may not be covered by this exemption.*

TUITION EXEMPTIONS

COLLEGE EMPLOYEES

A full- or part-time regular employee who enrolls during his or her nonworking hours in any Prince George's Community College class that has at least 10 regularly enrolled students is exempt from payment of tuition. However, all related fees are the responsibility of the employee, including the Instructional Services Fees. *Note: Textbooks, course supplies, and materials are not covered by this exemption. For more information, contact Human Resources, 301-336-6000.*

HOMELESS YOUTH AND FOSTER CARE RECIPIENTS

Some homeless youth and foster care recipients may be eligible for a waiver of tuition and fees, providing certain requirements are met. Contact the Financial Aid Office for more information about eligibility for this waiver

SENIOR CITIZENS

Maryland residents who are age 60 or older at the start of the semester are exempt from the payment of tuition for courses for which state funding is received. In addition, they are exempt from payment of instructional services fees, but not application fees, registration fees, and special instructional fees, e.g., applied music fees or telecredit fees. *Note: Textbooks, course supplies, and materials are not covered by this exemption. For more information, contact the Office of Admissions and Records, 301-336-6000.*

Notwithstanding the provisions for exemption contained herein, the college reserves the right to cancel classes for reasonable cause, which may include insufficient enrollment of regularly enrolled (nonexempt) students.

MARYLAND DISABLED PERSONS

Any Maryland resident who is out of the workforce because of a permanent disability as designated by the Social Security Act, the Railroad Retirement Act, or the Office of Personnel Management (in the case of former federal employees) may be eligible for a waiver of tuition, but not fees, upon enrollment in courses which normally have at least 10 regularly enrolled students. This waiver applies for up to six credits for non-degree seeking students in credit courses and up to 12 credits per semester for those enrolled in a degree program or a credit certificate program that leads to employment. It also covers tuition for continuing education instruction designed to lead to employment, including life skills instruction. *Note: Textbooks, course supplies, and materials are not covered by this exemption. For more information, contact the Office of Admissions and Records, 301-336-6000.*

In order to qualify for the waiver, students who wish to take credit courses must apply for financial aid for the appropriate academic year using the Free Application for Federal Student Aid (FAFSA) prior to requesting the waiver and must present confirmation of that fact with the waiver application. If awarded, the tuition waiver will be in effect for one academic year, commencing with the fall semester. It will cover tuition charges remaining after all other forms of financial aid have been applied (excluding loans). Students must re-apply for the waiver every academic year.

Contact the Office of Admissions and Records, Bladen Hall, Room 126, to obtain the necessary forms to apply for this waiver and to get a full description of this benefit. Or e-mail your full name and address to enroll@pgcc.edu to have the forms mailed to you. Be sure to put "Tuition Waiver Forms" in the subject line of your e-mail.

For those who will need accommodations arranged through the college's Disability Services Office, all documentation supporting the application for this waiver must be on file three weeks prior to the start of the semester in question. Failure to meet this deadline may result in the college's inability to provide the necessary services in time for the start of the semester.

Notwithstanding the provisions for exemption contained herein, the college reserves the right to cancel classes for reasonable cause, which may include insufficient enrollment of regularly enrolled (nonexempt) students.

DELINQUENT ACCOUNTS

Delinquency in payment of any amount due from a student or former student to the college or under any loan program administered by the college or failure of financial aid recipients to complete an exit interview before leaving the college will result in denial of registration, exclusion from classes, withholding of grades, transcripts, degrees, or certificates. The college employs the services of the State Central Collection Unit (SCCU). One of the SCCU measures is to refer delinquent accounts to the credit bureau. It will remain on the credit report for the next seven years. If the delinquent account is referred to a collection agency, the student will be held liable for all collection costs incurred, in addition to the delinquent amount due. These collection costs can add up to one-third additional expense to a student's indebtedness to the college.

TUITION PAYMENT DEADLINES

Students are to settle the full amount of their tuition bills by deadlines published in each semester's class schedule, normally the same day they register, either by payment in full, enrollment in the Deferred Tuition Payment Plan, or through the application of approved financial aid. Failure to do so will result in all classes being dropped. Students should carefully consult each semester's schedule of classes for information regarding deadlines for payment and drops for nonpayment. Students who register and pay for a set of courses and then later add other courses to their schedule for that term will only be dropped from the added courses if payment for them is not made the same day. Students who have a remaining balance of \$150 or less after all payments and financial aid have been applied will not be dropped but will be held in their classes and billed for the remaining balance.

PGCC OWL DEBIT CARD

All credit students will receive a PGCC Owl Debit Card issued through Higher One Bank. It will be mailed to the address of record at the college. This card is very important and must be activated in order to set up a preference for the way refunds from the college to the student will be delivered. This includes financial aid rebates and VA reimbursements.

Students may choose to have refunds and rebates processed as deposits to their PGCC Owl Debit Card or they may choose to have refunds electronically deposited in another bank account specified on the Higher One/PGCC Owl Debit Card activation site. The college no longer issues paper checks.

REFUNDS

The effective date for the calculation of a refund for a credit course shall be the date the drop/withdrawal form is filed in the Office of Admissions and Records, or the date the transaction is completed through Owl Link. In the event a course fails to meet the published number of days prior to the refund deadline, the deadline will be adjusted accordingly.

The following schedule for refunds of tuition and fees will apply:

- No refund of registration and late registration fee unless all of a student's courses are canceled by the college.
- One hundred percent (100%) tuition and related fees (except registration fees) refunded if courses are dropped before classes begin.
- For courses longer than five weeks in length, a 100 percent refund of tuition and fees will be granted through midnight of the day after the first class meeting day, regardless of the day of the week that may fall on. A 75 percent refund will be granted if the class is officially dropped by midnight of the third through the ninth calendar day to include the first class day and weekends. Students who officially drop a class during calendar days 10 through 14 will receive a 50 percent refund of tuition and fees. No refunds will be granted after the 14th calendar day. Students are expected to use Owl Link to drop classes on days when college administrative offices are closed.
- For courses shorter than 5 weeks in length, a 100 percent refund of tuition and fees will be granted through the calendar day after the first class meeting, regardless of the day of the week that may fall on. A 75 percent refund will be granted if the class is officially dropped by midnight of the third calendar day, to include the first day of class. No refunds will be granted after that time. Students are expected to use Owl Link to drop classes on days when the college's administrative offices are closed.
- No refunds after the refund deadlines outlined above. Refunds of payments made by credit card will be refunded to the card as a credit. *Note: This does not apply to credit card payments made against the deferred payment plan.*

All other refunds will be issued electronically according to the preference set by the student when activating their PGCC Owl Debit Card. No paper checks will be issued. Failure to receive reimbursement from an anticipated funding source will not be grounds for a refund after the deadlines.

CHAPTER 4

PAYING FOR COLLEGE

FINANCIAL AID

WHAT IS FINANCIAL AID?

Simply stated, financial aid is any grant, scholarship, or loan offered for the express purpose of helping a student meet education-related expenses. Grants/scholarships are regarded as gift assistance and generally need not be repaid. Loans are borrowed money, offered at various interest rates, which must be repaid over an extended period after the student leaves college or drops to less than half-time enrollment. Funding for financial aid programs is provided by the Federal government, state government, and private organizations and individuals. More detailed information is available at www.pgcc.edu/Paying_for_College. The Financial Aid Office is located in Bladen Hall, Room 121 and is open between 8:30 a.m. and 8 p.m., Monday through Thursday and from 8:30 a.m. until 5 p.m. on Friday. Students also may call 301-322-0822 during these hours. Extended hours are available during peak registration periods for the fall and spring semesters. Also, more information is available at [www.pgcc.edu/paying_for_college.aspx](http://www.pgcc.edu/paying_for_college/paying_for_college.aspx)

WHAT IS FINANCIAL NEED?

Many financial programs, most notably, federal student financial aid programs, are awarded to students based on their financial need. Financial need is the difference between the expected cost of attendance at Prince George's Community College and the student's or family's expected ability to pay based on the FAFSA results. (Cost of attendance may include tuition, fees, books and supplies, transportation, and miscellaneous expenses.) The information reported on the application for aid is used in a formula established by the United States Congress that calculates Expected Family Contribution, an amount the student or family is expected to pay toward the student's education.

WHO IS ELIGIBLE FOR FINANCIAL AID?

To be potentially eligible, a student must:

- Be a U.S. citizen or eligible noncitizen.
- Have a valid Social Security Number (unless you're from the Republic of the Marshall Islands, the Federated States of Micronesia, or the Republic of Palau).
- Be registered with Selective Service if you are male and 18 to 25 years of age (go to www.sss.gov for more information).
- Have a high school diploma or a General Education Development (GED) Certificate or have completed a high school program in an approved home school setting.
- Be enrolled or accepted for enrollment as a regular student working toward a degree or certificate in an eligible program.
- Not have a drug conviction for an offense that occurred while you were receiving federal student aid (such as grants, loans, or work-study).
- Not owe a refund on a federal grant or be in default on a federal student loan.
- Demonstrate financial need (except for unsubsidized Stafford Loans).

HOW TO APPLY FOR FINANCIAL AID

The first step in applying for financial aid is to complete the Free Application for Federal Student Aid (FAFSA). The application may be completed electronically at www.fafsa.gov. Follow the steps and instructions on the website. Be sure to secure your PIN number. This will provide you with the speediest processing of your application. Be sure to list Prince George's Community College's code (002089) on your FAFSA. If selected for verification, you will have to select the IRS data retrieval option on your FAFSA. If you do not select this option or are unable to use the retrieval option, you will be required to obtain an official tax transcript from the IRS. No copies will be accepted. New for 2014–2015, some students will be selected to show up in person to sign another statement of educational purpose and show a government issued ID.

The FAFSA must be completed once each academic year for which financial aid is requested. In addition to completing the FAFSA, the student (and his or her parents, if dependent) may be required to provide additional information to verify their eligibility to receive financial aid. The additional information can include official tax transcripts as well other documentation such as proof of citizenship, high school graduation, or other proof to show that the student meets all eligibility requirements.

FINANCIAL AID APPLICATION DEADLINES

Students who want to be assured that their paperwork will be processed for timely use in a given semester must have all applications and required documents on file in the Financial Aid Office by the following priority deadlines:

- March 1 For Maryland State Scholarships (Maryland residents only)
- March 1 For aid beginning in the fall semester
- November 1 For aid beginning in the spring semester

To meet these priority deadlines, students should complete and file the FAFSA by March 1 for the fall semester and by November 1 for the spring semester. Students whose complete paperwork fails to reach the Financial Aid Office by the priority deadlines should be prepared to pay tuition and fees themselves. Such payments may later be reimbursed once eligibility for aid has been determined and aid has been authorized.

FINANCING OPTIONS

FEDERAL FINANCIAL AID PROGRAMS

Federal financial aid programs offered at Prince George's Community College include the Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), Federal Work-Study Program, and Federal Direct Student Loan Program. More detailed information about the federal financial aid programs is available on the Student Aid on the Web, www.studentaid.ed.gov. Choose the "Funding Your Education" option under "Applying for Financial Aid" to get current, comprehensive information on these Federal student financial aid programs.

MARYLAND STATE SCHOLARSHIP/GRANT PROGRAMS

Scholarship awards are made by the Maryland Higher Education Commission to eligible Maryland residents who show academic promise and demonstrate financial need. The deadline for filing the FAFSA is March 1 for the upcoming academic year. Information and applications may be obtained from high schools, the college, or the Maryland Higher Education Commission at 1-800-974-0203 or visit their website at www.mhec.state.md.us. Maryland Part-Time grants may be awarded to part-time, degree seeking Maryland students who are enrolled in six to 11 credits during the fall or spring semester.

PRINCE GEORGE'S COMMUNITY COLLEGE/FOUNDATION SCHOLARSHIPS

Scholarships at Prince George's Community College are available for new and returning students. Many competitive scholarships are awarded annually to both full- and part-time students. Please contact the Financial Aid Office for a scholarship booklet and application forms in the spring semester for the upcoming academic year.

DISTRICT OF COLUMBIA ASSISTANCE PROGRAMS

Students who are residents of the District of Columbia may qualify for financial assistance from the District Financial Assistance program, D.C. Tuition Assistance (TAG). Students may apply using the D.C. OneApp which is located at www.seo.dc.gov. The application is available on January 1 and must be filed by June 30 each year. Students must apply and meet the program specifications on an annual basis.

AOBA SCHOLARSHIP PROGRAM

A number of full-tuition scholarships are available for Prince George's County high school seniors or high school graduates within the last three years, who have been accepted for admission or are enrolled in Prince George's Community College. Students must have a minimum 2.5 cumulative high school/college grade point average and demonstrate financial need. Students should ask their guidance counselors for applications or request applications from the Financial Aid Office.

HONORS ACADEMY SCHOLARSHIPS

Students who are academically outstanding and are interested in a rigorous program of study, college and community service, and leadership compete for admission to the Honors Academy. Students admitted to the Honors Academy and who maintain their eligibility receive full tuition and fees scholarships at Prince George's Community College and financial assistance when they transfer to one of the college's Honors Academy partnering four-year institutions. For more information about the Honors Academy, see Chapter 11 Student Opportunities and Resources.

LEGACY SCHOLARSHIPS

The Prince George's Community College Board of Trustees annually awards a predetermined number of scholarships to Prince George's County high school graduates who demonstrate high academic ability. Beyond the minimum academic criteria of an outstanding student record, students must possess excellent leadership and service-oriented skills. A scholarship selection committee selects eligible students from among those graduates who meet the eligibility requirements and will be attending Prince George's Community College. For more information, graduating seniors should contact their high school guidance counselors or call the Office of Recruitment or the Financial Aid Office at the college.

HEALTH MANPOWER SHORTAGE—TUITION REDUCTION FOR NONRESIDENT NURSING STUDENTS

Students from outside the state who are formally admitted and enrolled in an education program leading to licensure in nursing shall be considered residents for tuition purposes as established under Section 16-407 of the Education Article of the Maryland Annotated Code. There are detailed criteria and conditions for this tuition reduction. They are available from the Financial Aid Office, Bladen Hall, Room 121, as is the paperwork required for acceptance into this program.

HILLMAN ENTREPRENEURS PROGRAM

Students who have a passionate desire to start or run a business or nonprofit organization may apply for admission to the Hillman Entrepreneurs Program. Admission is competitive and students in any transferable major except pre-law can apply. The program, which is a collaboration with University of Maryland, College Park (UMCP), develops students' entrepreneurial abilities while supporting academic success. Students who are admitted receive a full scholarship while at Prince George's Community College. Once they complete their associate degrees, students transfer to UMCP to earn their bachelor's degree. At UMCP, the Hillman Entrepreneurs will have up to 60 percent of their tuition paid and will receive a merit scholarship of \$1,000. Applicants must be U.S. citizens or permanent residents and Maryland residents. For more information, call 301-322-0700.

VETERANS BENEFITS

Veteran students who are eligible for educational benefits should contact the Veterans Services Office located in Bladen Hall, Room 122, for more information. Students who are the spouses or children of deceased or disabled veterans should contact the Veterans Administration (VA) at 1-888-442-4551 for information concerning their eligibility and regulations governing their benefits. Benefit information also is available on the VA website: www.gibill.va.gov.

Students planning to use their VA benefits must be aware that the monthly benefits are paid retroactively at the end of each month of attendance in classes. Veterans in programs other than the Post 9/11 GI Bill or the VA Vocational Rehabilitation Program should therefore plan some other way to pay the tuition for their first semester in order to allow ample time (8–10 weeks) for the VA to authorize and award benefits.

TEMPORARY EMPLOYMENT FOR STUDENTS

Contact the Career Services Center, Marlboro Hall, Room 2102, 301-322-0109, to learn more about temporary employment available in the surrounding metropolitan area. Temporary employment is not guaranteed as the number of positions available varies depending on the needs of prospective employers.

SATISFACTORY ACADEMIC PROGRESS REQUIREMENTS FOR FINANCIAL AID

Students who apply for or receive federal and state financial aid must make satisfactory academic progress toward the completion of course requirements in their degree or certificate programs. Federal and state aid includes grants, loans, and scholarships. Satisfactory academic progress encompasses two measures of academic progress: completion rate and grade point average (GPA). "Satisfactory academic progress" means that a student must pass and earn the required percentage of all the credit hours, equivalent hours, or combination of both, that he or she is registered for during any term in which aid is received.

SATISFACTORY ACADEMIC PROGRESS STANDARD FOR FINANCIAL AID

Students who do not meet the criteria below will be notified via e-mail through the Owl Mail system. Clear step-by-step instructions will be included in this e-mail. It is important that all students pay close attention to the deadlines in the e-mail.

MINIMUM STANDARDS FOR ALL FINANCIAL AID STUDENTS

Students who are receiving federal student financial aid are required to maintain satisfactory academic progress (SAP) in their program of study. To maintain SAP students must meet all three of the following standards:

1. Maintain a cumulative grade point average (GPA) as follows:

Total Credits Attempted	Minimum Cumulative GPA
1 to 18	1.50
19 to 31	1.75
32 to 44	1.85
45 or above	2.00

2. Complete two-thirds (67%) of all cumulative attempted credits with grades of A, B, C, D, or P.

Note: Attempted credits include credits for withdrawn, repeated, transfer, audited, failed, incomplete courses, developmental, and all courses taken at Prince George's Community College, regardless of year taken.

3. Complete their program of study within 150 percent of the published time frame.

For example, if your program of study requires 60 credits in order to earn your degree, your maximum time frame is 90 attempted credits. Once you have attempted 90 credits, you will no longer be eligible to receive financial aid. See number 2, above, to see what counts as attempted credits.

EVALUATION PROCESS

SAP will be evaluated for all students at the conclusion of the spring semester with the exception of the Police Academy. Students who do not meet the three standards described above will be placed on Financial Aid suspension. Students who are suspended from financial aid eligibility due to SAP issues may follow the SAP appeal process to request reconsideration.

SAP APPEAL PROCESS

Students who wish to appeal their SAP suspension must meet with an academic advisor to complete an academic plan. The completed academic plan, along with a written appeal, is to be submitted to the Financial Aid Appeals Committee. The appeal must include a detailed explanation of the circumstances which led to the poor academic performance or additional time needed to complete the degree. It is recommended that students appealing suspension carefully review their academic transcript to ensure that the overall performance is explained in the written appeal.

All appeals must include:

- a copy of the completed academic plan;
- an explanation of why the student failed to meet SAP standards, accompanied by documentation;
- an explanation of what has changed that will allow the student to meet SAP standards at the next evaluation period.

Appeals must be received by July 1 for fall enrollment. Advising appointments will begin on April 1 for fall. Appeals must be received by November 1 for spring only enrollment. Advising appointments will begin on October 1 for spring only enrollment.

APPROVED APPEALS

Students whose appeals are successful will be placed on financial aid probation and must adhere to the terms of their academic plan. The Office of Financial Aid will monitor progress. Students must alert their academic advisor if they feel that they cannot meet the terms of the academic plan as outlined. Students can revise their academic plans only once.

DENIED APPEALS

Students whose appeals are denied will remain on financial aid suspension. Students who are on financial aid suspension are not eligible to receive federal student financial aid but are allowed to continue attending the college at their own expense if they are academically eligible to do so.

RE-ESTABLISHING ELIGIBILITY

Reinstatement of aid eligibility after financial aid suspension is not automatic when students improve their GPA or completion rate. However, students who improve to the point of meeting SAP criteria at any point before the stated end of the academic plan will again be eligible.

TREATMENT OF FINANCIAL AID WHEN A STUDENT WITHDRAWS

Students who are awarded Title IV financial aid must earn their aid by attending classes. Federal regulations require that when students withdraw from the college or stop attending classes during a payment period (such as a semester) that the amount of the federal student financial assistance received be adjusted to the amount that has been “earned” up to the point the student withdraws or stops attending classes. The amount of assistance earned is determined based on the portion of the payment period that the student completed. For example, if a student withdraws from the college after attending 30 percent of the semester, they have “earned” 30 percent of their financial aid. If the student has received less than the aid “earned,” the funds are released; if the student has received more than the aid “earned,” the excess funds must be returned. Once the student has completed 60 percent or more of the payment period, they have “earned” all of the assistance awarded.

If the student must return funds, the funds are returned to the financial aid programs from which the student received them. Funds are returned in the following order: Federal Stafford, PLUS Loan Program, Federal Pell Grants, Federal ACG Grants, Federal SEOG awards, and other Title IV student assistance.

OTHER STANDARDS

Financial aid can only be received for a maximum of one year of developmental coursework (30 Equivalent Hours). Developmental course grades are considered in calculating students' cumulative GPA's for SAP purposes; ESL credit courses are considered in determining students' cumulative GPA, completion rate, and program completion percentage.

Police Academy and Cosmetology financial aid recipients must maintain continuous enrollment in each term to remain eligible for financial aid. Continued eligibility will be based on the number of clock hours completed.

Scholarship recipients must maintain the GPA required by the scholarship provider in order to receive the scholarship funds.

DISBURSEMENT

Students who have been awarded financial aid and have completed all necessary steps to receive funds will have their accounts credited toward the cost of tuition and fees. Any remaining funds after tuition, fees, and bookstore charges (if applicable) will be refunded to the student by Student Accounts.

OVERAWARDS

Students may not receive more federal student financial assistance than they “need.” Students who receive federal financial aid awards in excess of their financial need will have their assistance adjusted or reduced until they are no longer receiving an over award. The student is responsible for repayment to the college of the over awarded amount. Students also should be aware that they cannot receive federal financial aid at two institutions which they may be simultaneously attending during the same semester.

FINANCIAL LITERACY

Prince George's Community College is committed to promoting the financial health and well-being of our students, faculty, staff, and surrounding community. Financial literacy covers many things: budgeting, use of credit cards, insurance, tips on money management, and much more. Use the following links to find help in making good financial decisions.

FATv	www.pgcc.edu/paying_for_college.aspx
LifeSkills	www.pgcc.edu

CHAPTER 5

ACADEMIC POLICIES

STUDENT COURSE LOADS

Students are classified as full-time (12 or more credit hours in a semester), half-time (six to 11 credits in a semester), or part-time (fewer than six credit hours in a semester). Developmental course Equivalent Hours (EH) count as the equivalent of credit hours when determining a student's full-time, half-time, or part-time status. Audited courses do not count in this determination nor do classes from which a student has withdrawn. Students may not register for more than 18 credits without advisor approval.

ASSIGNMENT OF CREDIT HOURS

Prince George's Community College one credit hours equals 37.5 clock hours of instruction/student work per 15 week semester or the equivalent amount of work over a different amount of time. Prince George's Community College adheres to and applies the U.S. Department of Education's Definition of a Credit Hour to all credit courses in all modalities.

U.S. DEPARTMENT OF EDUCATION CREDIT HOUR DEFINITION

An amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonable approximates not less than:

1. One hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester, or the equivalent amount of work over a different amount of time.
2. At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities, including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.

GRADES AND GRADING POLICIES

At the end of each semester or term, the semester grade point average and cumulative grade point average (GPA) are calculated. Both GPAs are shown on the official transcript. Grades earned in courses awarded in transfer from other institutions are not used in the calculation of the cumulative GPA and are not reflected in total credits earned.

THE FOLLOWING GRADES EARNED AT THE COLLEGE ARE USED IN THE CALCULATION OF THE GPA:

Grade	Grade Meaning	Quality Points
A	Excellent; well above average	4
B	Good; above average	3
C	Average	2
D	Minimum passing; below average	1
F	Failure	0
F*	Failure as a result of academic dishonesty	0

The grades listed above are those that are used to calculate a student's GPA. However, certain courses may not use all of the grades listed above to evaluate student performance at the end of the semester. Specifically, faculty in certain courses may determine that some of the grades listed above are inappropriate for the particular course.

THE FOLLOWING GRADE DESIGNATIONS ARE NOT USED IN THE CALCULATION OF THE GRADE POINT AVERAGE:

H Audit (not for credit)

Signifies that a course was not taken for credit. The tuition and fee charges for auditing a course are the same as if the course were taken for credit, but auditing students are not evaluated and do not receive a grade.

I Incomplete

A grade that is normally assigned if a student has satisfactorily completed 75 percent or more of a course's requirements but cannot finish on time due to extenuating circumstances. To receive this grade, an Incomplete Contract must be signed by the student, faculty member, and appropriate department chair or dean and submitted to the Office of Admissions and Records when final grades for the course are submitted. Any incomplete grade must be made up prior to the end of the subsequent semester or the I grade is changed to F. Students should not re-register for a course in which they have an I grade. It is the responsibility of the student to contact the instructor who assigned the I grade and arrange to complete the work required for a regular grade to be assigned.

P Passing

Signifies a passing grade in a nongraded course.

IP Incomplete, in progress

The grade of IP is reserved for modularized courses in which students have demonstrated progress but did not complete all modules in the class. The number of modules necessary to achieve an IP grade is consistent across all sections in a course. Students who receive an IP grade must register for the next course in the sequence in the following semester.

TP Toward Passing

A deferred grade used to signify that the student was progressing but was unable to achieve the necessary level of proficiency prior to the end of the semester. A student receiving the TP grade was asked to reregister for the course in a subsequent semester. The last semester for use of the TP grade was the fall 2008 semester.

Q Withdrawn for nonattendance

Assigned by the instructor to a student who either never attended a course or who ceased attendance during the first 20 percent of the course. The Q is a final grade and is treated as a withdrawal for GPA purposes. Once assigned, the Q will not be replaced with a W at a later time.

W Withdrawal

Indicates that the student voluntarily withdrew from the course prior to the twelfth week of classes or the equivalent.

N No grade

No grade submitted at the time grades were being processed.

GRADE REPORTS

Students may view their grades online as soon as a course has ended and grades have been processed. Grade reports are no longer mailed to students. No grades will be available to students who have an outstanding debt with the college until the Student Accounting Office certifies that the debt has been paid in full.

REPEATED COURSES

Students may repeat any course in which a grade lower than A was received and may be required to do so if a grade of D or F was earned. When a course is repeated, the original grade remains on the student's permanent record but no longer contributes to total credits attempted or cumulative GPA. The new grade is entered for the appropriate semester of work and, unless a grade of W or Q was earned, the new grade becomes the one used in the calculation of the student's grade point average for that course.

Students who, after receiving a D or an F grade in a course at Prince George's Community College, successfully complete a comparable course at another college may use the transfer credit awarded for that course as a repeat of the course taken at this college. Students must be re-enrolled at the college and must request this treatment as soon as an official transfer evaluation is received by contacting the transfer evaluator in the Office of Admissions and Records, 301-322-0803. In such cases, the grade earned at Prince George's Community College is flagged as repeated and the impact of the grade on the GPA is eliminated. The college reserves the right to determine the comparability of another institution's course to the one taken here before applying this treatment.

Students may attempt a course twice without special permission. Permission to attempt any course a third time must be granted by an advisor or the appropriate department chairperson. Permission to attempt a course a fourth time (third repeat) must be granted by the academic dean of the division offering the course and is granted only in exceptional circumstances.

TRANSCRIPTS AND ENROLLMENT VERIFICATIONS

Official copies of transcripts may be obtained upon written request from the Office of Admissions and Records, Bladen Hall, Room 126. "While you wait" service is available during regular business hours. Transcripts may be requested in one of three ways: in person, by mail, via the Internet (www.pgcc.edu). No transcript will be issued for students with an outstanding debt to the college. Students may print unofficial copies of their own transcripts through Owl Link, the college's online student system, provided there is no outstanding debt. Go to www.pgcc.edu or my.pgcc.edu for more information.

Enrollment verifications are available free of charge upon written request or upon receipt of a properly signed release form through an external agency or organization. Such verifications are not done on a while-you-wait basis. All external

agency forms are sent directly to the agency involved. Verification letters may be picked up by the student or mailed to the receiving party.

No enrollment verifications will be issued for a given semester until courses have begun and the refund period for the courses has passed. The college is a member of the National Student Clearinghouse and reports the enrollment status of all registered students several times during each semester. The college relies on the Clearinghouse to verify the enrollment and degree attainment of students to lenders and other external agencies.

The college reserves the right to withhold transcripts or enrollment verifications for any student or former student who has an outstanding debt to the college, including but not limited to tuition, fees, returned check fees, parking fines, and library charges.

CHANGES OF PROGRAM/NOT APPLICABLE COURSES

Students must designate a program of study or curriculum at the time they apply for admission to the college. The choice of a program of study is an important one since it dictates what degree requirements a student must meet so long as they are enrolled in that curriculum. Students who realize that another curriculum is more appropriate to their goals should change the curriculum rather than continue in one no longer relevant. Students may change a program of study by completing a curriculum change form, available from the Office of Advising and Transfer Services, Bladen Hall, Room 124. Student interested in changing a program of study will also be referred to the Career Center to see an advisor before the curriculum change process is completed.

Sometimes when a curriculum is changed, certain courses that were taken in connection with the old program of study may not be relevant to the new program. A student may request that such inapplicable courses not be counted within the new program of study. Such requests must be sent to the director of Admissions and Records as part of the proper completion of a curriculum change form. Courses that are determined to be not applicable to the new program will receive the designation N/A (not applicable) and will no longer affect the student's grade point average or be counted toward meeting graduation requirements.

The N/A designation will be applied to courses that were specifically required in the former program of study and that are not applicable to the new program as required courses or recommended electives. Courses that satisfy a general education requirement are not eligible for the N/A designation unless the new program of study lists specific general education courses as required courses and courses taken previously may not be used as approved substitutes for the required courses.

Students requesting this evaluation of their academic record should be aware that all such nonapplicable courses will receive the N/A designation regardless of the grade earned. Normally, this treatment may be requested only once.

ACADEMIC FORGIVENESS

Students readmitted to the college after an absence of at least five calendar years may request that up to 16 credit hours of previous coursework be made nonapplicable to their current program of study, above and beyond the provisions of the Changes of Program/Not Applicable Courses section above. The returning student, with the assistance and approval of an academic advisor, determines which courses taken before the break in enrollment are to be forgiven. Upon the approval of the vice president for academic affairs, these courses are marked N/A on the student's academic record and are no longer counted toward determining the student's grade point average or total credits earned. Students who wish to request this privilege must be officially enrolled during the semester in which the request is made.

CLASS ATTENDANCE/PARTICIPATION

While each faculty member has the authority to set attendance and participation requirements for his/her classes, the college in general expects that students will regularly attend the classes for which they are registered from the first day onward. In the case of distance learning courses, the expectation is for participation through timely completion of assignments, involvement in online discussion groups, contact with the instructor, and other such indicators of engagement with the course.

Faculty are required to administratively withdraw any student who fails to attend or participate in a class during the first 20 percent of its meeting dates. This withdrawal is recorded as a Q grade and an effective date of last attendance must be assigned. It is treated the same as a student-initiated withdrawal in terms of its impact on the GPA.

Administrative withdrawals take priority over student-initiated withdrawals. Students who have been given a Q by the instructor may not, therefore, change this grade to a W at a later time in the semester.

WITHDRAWAL FROM CLASSES

Students may withdraw from a class up until the published withdrawal deadline. This may be done online or in person. Students should determine the impact of a withdrawal from one or more courses on financial aid prior to completing the withdrawal, especially in cases where the withdrawal will result in a change from full-time to half-time status or from half-time to less-than-half-time status. The college recommends that any student withdrawing from all classes for a given semester meet with an advisor to discuss options prior to processing the withdrawal. Students may not continue to attend any course from which they have withdrawn.

Students should check their schedules in Owl Link 24 hours after withdrawing from a class to make certain the withdrawal was processed. Students who withdraw in person also should keep their copy of the withdrawal form until they can see that the grade of W has been recorded.

The last day to withdraw from a full-semester class is shown in the schedule of classes each semester and is normally at the end of the twelfth week of the semester. Students enrolled in classes that end earlier than the traditional length courses or that meet for a shorter period of time should ask the instructor for the withdrawal deadline. No student may withdraw after a course has ended or after a Q grade has been submitted by the instructor. The official withdrawal date is the date the Office of Admissions and Records receives the proper, signed withdrawal form or the date the withdrawal is successfully completed in Owl Link.

Students who follow this withdrawal procedure will receive a grade of W. A grade of W has no impact on the student's grade point average (GPA) but does count as one attempt at the course.

DEAN'S LIST

Each semester the Dean's List is published to recognize students who have achieved academic distinction. To be eligible, a student may be full time or part time and must have completed at least twelve credit hours of college-level classes at Prince George's Community College with a GPA of 3.50 or above. Dean's List eligibility is determined after the student completes 12, 24, 36, 48, and 60 hours of college-level work.

ACADEMIC STANDING

At the end of each fall, spring, and summer semester each student's cumulative grade point average (GPA) is recomputed to determine that individual's academic standing. The cumulative GPA is computed by dividing the total number of quality points for all credits (A = 4 points, B = 3 points, C = 2 points, D = 1 point, and F = 0 points) by the number of semester credit hours attempted. Developmental education courses do not contribute to the grade point average. A student remains in good academic standing provided he or she maintains the minimum grade point average standards set by the college.

MINIMUM STANDARDS FOR GOOD STANDING

Standards for students who have attempted 20 credit hours/equivalent hours/continuing education units or less, including one or more developmental education courses:

Courses Attempted	Completion Standard
2 or more	50 percent passing

Standards for students who have enrolled in only credit courses or have attempted more than 20 credit hours overall:

Credits Attempted	Minimum GPA
6–18	1.50
19–31	1.75
32–44	1.85
45 or more	2.00

Students failing to maintain these standards are placed in the following categories:

- **Academic Warning**

A student who, at any point after six credits (or two developmental courses) are attempted, falls below the prescribed minimum standards for good academic standing is placed on academic warning. Students on academic warning may not register for more than 13 credit hours during any semester in this status. A student on academic warning must achieve a 2.00

semester GPA every period enrolled. A student on academic warning who fails to reach the prescribed minimum standard is placed on academic restriction.

- **Academic Restriction**

Academic restriction results when a student on academic warning fails to achieve a 2.00 semester GPA and/or reach the minimum cumulative GPA. Students on academic restriction, with the approval of an academic advisor, may register for no more than two courses. Courses must be selected from those that an academic advisor has prescribed to prepare for academic success. Students must achieve the minimum required GPA during the current enrollment period to return to academic warning status or, if applicable, to good standing. Students who fail to achieve the minimum required cumulative GPA but who achieve a 2.00 term GPA will remain on academic restriction. Those who fail to meet this requirement are dismissed.

- **Academic Dismissal**

Academic dismissal results when a student on academic restriction fails to achieve at least a 2.00 GPA during the current enrollment period. Academic dismissal precludes registration for any courses for a period of at least one semester unless the student has previously been dismissed from the college. A student dismissed for academic reasons a second or subsequent time is not permitted to register for any courses for one full calendar year.

APPEALS OF ACADEMIC STANDING

To be readmitted following academic dismissal or restriction, regardless of when it occurred, students must meet with an academic advisor to complete an “Application for Reinstatement After Suspension or Dismissal” form and submit the completed form with all required supporting documents to the Office of Admissions and Records. The applications will be reviewed by a Reinstatement Committee, which will meet monthly. Students will receive notification of the committee’s decision within three business days after the meeting date, provided no additional information is needed.

ACADEMIC COMPLAINTS

Students who want to contest a final course grade must indicate their intent to appeal within 30 days of the electronic posting of the grade. Appeals that are filed after 30 days of the electronic posting of the grade will not be considered. The appeal must be submitted by e-mail or hard copy to the department chair or departmental office and must be accompanied by a completed Student Complaint Form. This form is located on mypgcc.edu.

Complaints of an academic nature are generally resolved within the division offering the course in which the complaint occurs. Questions about grades and performance in class should normally be discussed first with the instructor. Complaints that are not resolved in this fashion or that are not suitable for resolution in this way should be referred to the department chair or to the dean who is administratively responsible for the department. Appeals of decisions in academic matters may be directed to the vice president for Academic Affairs or her designee.

STUDENT CODE OF CONDUCT

The Prince George’s Community College Code of Conduct, adopted by the Board of Trustees, defines the rights and responsibilities of students and establishes a system of procedures for dealing with students charged with violations of the code and other rules and regulations of the college. Copies of the code may be obtained from College Life Services Office which is located on first floor of the Largo Student Center.

ACADEMIC INTEGRITY

The college is an institution of higher learning that holds academic integrity as its highest principle. In the pursuit of knowledge, the college community expects that all students, faculty, and staff will share responsibility for adhering to the values of honesty and unquestionable integrity. To support a community committed to academic achievement and scholarship, the Code of Academic Integrity advances the principle of honest representation in the work that is produced by students seeking to engage fully in the learning process.

It is the responsibility of all faculty members at the beginning of every semester to call all students’ attention to the Code of Academic Integrity as part of the college’s commitment to academic honesty. It is the student’s responsibility to know, understand, and be conversant in the tenets and sanctions associated with the violation of the Code of Academic Integrity. However, lack of awareness of this policy on the part of students shall not be considered a defense against charges of plagiarism or cheating.

The definitions and policies regarding plagiarism contained in the Student Handbook and other college publications in no way preclude an individual faculty member or any academic unit from issuing supplemental guidelines on academic dishonesty.

A charge of cheating or plagiarism may result in failing the assignment and/or failing the course in addition to other disciplinary sanctions. Failing a course due to a violation of the Code of Academic Integrity will be recorded as such on the permanent academic transcript with a grade of F*.

The college shall maintain responsibility for providing information about the Code of Academic Integrity through its admissions and faculty appointment procedures and programs. The entire document is available on the college's website at www.pgcc.edu; in the offices of the vice presidents for academic affairs and student services located in Kent Hall; the offices of the academic deans; and College Life Services.

DISRUPTION OF CLASS

Willful disruption of the instructional process both inside and outside the classroom, for whatever reason, will not be tolerated. Instructors will take appropriate actions to remove disruptive students from their classes. Students charged with disruptive behavior are subject to appropriate disciplinary action, which may lead to suspension or expulsion.

FALSIFICATION OF RECORDS

Intentional falsification of academic records, which includes but is not limited to grade reports, official and unofficial transcripts, enrollment verification forms and letters, transcripts from any college, demographic information reported on the application and residency documents is subject to appropriate disciplinary action and may lead to suspension or expulsion.

GRADUATION REQUIREMENTS

Students who wish to graduate from Prince George's Community College, either in an associate degree program or a certificate program, must successfully complete a prescribed group of courses called a curriculum, which differs for each program of study. Within any one curriculum, courses fall into one of three categories—program requirements, general education courses, and elective courses. Program requirements are those required to specialize in the field the curriculum represents (i.e., management, criminal justice, art, etc.). General education courses are those required to fulfill college and state requirements for documentable learning in broad academic categories, such as science, mathematics, or the humanities. Program Electives are chosen from a specific list unique to a particular program of study, while other elective courses may be chosen by the student and allow the student to tailor the curriculum to his or her career or transfer objectives. Some curricula have few or no electives. Certificate programs consist primarily of program requirements but also may have a few general education or elective courses listed. Students should follow requirements for the curriculum in which they plan to graduate exactly as they appear in the catalog in effect the semester in which they first officially entered that curriculum. Additionally, students admitted to Prince George's Community College before fall 2014 are required to take PAS-1010 Principles and Strategies of Successful Learning if they place into DVR-0061 College Reading and Study Skills. For fall 2014 and subsequent semesters, students enrolled in the General Studies Program or one of the General Studies Options are required to take PAS-1000 Planning for Academic Success: First-Year Experience. For more information about PAS-1000 and PAS-1010 see Chapter 9 Course Descriptions.

The overall requirements for the Associate of Arts, Associate of Science, Associate of Applied Science, and Associate of Arts in Teaching degrees are as follows:

- A minimum of 60 credit hours in academic courses, 18 of which need to be taken at the 2000-level unless otherwise noted in the program. At least 15 of the 60 credit hours must be earned at Prince George's Community College. No more than 30 hours may be earned through nontraditional learning modes and of those no more than 15 may be earned through portfolio assessment and/or challenge exams.
- Completion of the degree requirements of the specific curriculum in which the degree is to be awarded, including the general education requirements, as described in the college catalog issued for the academic year in which study in that curriculum began or which was in effect during the academic year of the most recent readmission to the college. Students in Health Sciences curricula must complete the program concentration requirements in place at the time of enrollment in the first course in the concentration.
- An overall grade point average (GPA) of at least 2.00 for all courses taken at this college.

- Filing of a formal application for graduation prior to the deadline published in the academic calendar. The Office of Admissions and Records checks for completion of all degree requirements and verifies degree eligibility. The application is available online as well as from the Office of Admissions and Records, Bladen Hall, Room 126. There is no fee associated with filing a graduation application.

GRADUATION WITH HONORS

The college recognizes high academic achievement by awarding the following Honors designations to associate degree recipients based on overall grade point average. These standards are:

With Honor	GPA from 3.50 to 3.69
With High Honor	GPA from 3.70 to 3.94
With Highest Honor	GPA of 3.95 or higher

REQUIREMENTS FOR ADDITIONAL ASSOCIATE DEGREES

Students may earn additional associate degrees at Prince George's Community College either by concurrent completion of the requirements of the several degrees or by subsequent study after the first degree is received. The requirements for earning additional degrees are as follows:

- Complete all requirements of each program of study including general education requirements.
- Earn a minimum of 15 credit hours at the college in addition to those required for the initial degree for each additional degree.
- Maintain a minimum grade point average of 2.00 for all courses completed in addition to the initial degree.

CERTIFICATE REQUIREMENTS

The overall requirements for the award of a certificate of program completion are as follows:

- Complete the course and credit requirements of the certificate program of study as specified in the college catalog in effect for the academic year in which study toward the certificate began or in effect for the academic year of the most recent readmission to the college.
- Earn at least 15 credit hours at this college, which are applicable to the certificate, except where special permission is granted by the vice president for instruction.
- In cases where a certificate program requires fewer than 15 credits, half of the required credits must have been earned at this college.
- Maintain an overall grade point average of at least 2.00 for all courses taken at the college.
- File a formal application for graduation at the time of the final semester's registration. The application is available online as well as from the Office of Admissions and Records, Bladen Hall, Room 126. There is no fee associated with filing a graduation application.

LETTER OF RECOGNITION REQUIREMENTS

The college offers within many of its occupational programs of study the opportunity for students to earn a letter of recognition, signifying successful completion of a cluster of courses that together provide specific skills or areas of competency. The letter of recognition is awarded for the completion of a prescribed cluster of courses of less than 12 credit hours with a 2.00 cumulative GPA for the courses required. At least one required course must have been completed at Prince George's Community College. To request a letter of recognition, contact the Office of Admissions and Records.

RECORDS POLICY (FERPA)

NOTIFICATION OF RIGHTS UNDER FERPA FOR POSTSECONDARY INSTITUTIONS

The Family Educational Rights and Privacy Act (FERPA) affords the following student rights with respect to education records:

1. The right to inspect and review the education records within 45 days of the day the college receives a request for access. The student must submit to the director of Admissions and Records a written request that identifies the record(s) they wish to inspect. The director will make arrangements for access and send notice of the time and place where the records may be inspected. If the records are not maintained by the Office of Admissions and Records, the director will advise the student of the college official to whom the request should be addressed.

2. The right to request the amendment of education records believed to be inaccurate or misleading.
3. The student must write the college official responsible for the record, clearly identify the part of the record in question and specify why it is inaccurate or misleading.
4. If the college decides not to amend the record as requested, the college will send notice of the decision and advise the student of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided at that time.
5. The right to consent to disclosures of nondirectory, personally identifiable information contained in education records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the college in an administrative, supervisory, academic, 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 Board of Trustees. 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. Directory information is information that may be released to a third party without written consent of the student. Directory information includes, but is not limited to, name, address, telephone number, e-mail address, dates of attendance, degrees earned, and previous colleges attended. While the college does not routinely release such information to everyone who inquires, it may legally do so if the third party demonstrates a legitimate need to know such information. Students may refuse to permit such disclosure without written consent by notifying the director of Admissions and Records in writing of their wish to be excluded from such a release of information.
6. 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. The name and address of the office that administers FERPA is:
 - Family Policy Compliance Office
 - U.S. Department of Education
 - 400 Maryland Avenue, SW
 - Washington, DC 20202-4605

DIFFERENT WAYS TO TAKE COURSES

CLASSROOM INSTRUCTION

Most students at the college take their courses in a traditional classroom setting. Courses may meet three or four days per week for an hour, two days a week for 90 minutes, or once a week for two-and-a-half hours or more. Classes also are scheduled in a variety of other formats, from intensive one-week workshops to Sunday afternoon sessions. Students may choose days and times that best fit their schedules.

WEEKEND COLLEGE | MARLBORO HALL, ROOM 2141 | 301-322-0785

The Weekend College serves the needs of those who may not be able to participate in college credit courses during the week. It offers students a wide variety of courses in alternative formats. A student may choose to enroll in weekender courses that meet on three or four alternating weekends. Generally, the weekender (Friday evening and all day Saturday) schedule permits a student to enroll in three courses within one semester. Students must register for these courses at least two weeks prior to their first face-to-face meeting. Students are required to complete course assignments online prior to the first face-to-face meeting. To ensure that students have access to course materials and assignments, all weekender courses will have a Blackboard course site available three days before the course begins, which is seventeen days before the class is scheduled to meet face-to-face for the first time. The course syllabus and any assignments due prior to the first face-to-face meeting are identified on the Blackboard site. In addition, the college offers a wide range of Saturday-only or Sunday-only courses that meet over a 15-week period on Saturday and/or Sunday mornings or afternoons.

Registration deadlines are published in the class schedule and appear on Owl Link. While most weekend courses meet at the Largo campus, additional weekend courses are offered at Prince George's Community College at Joint Base Andrews, Laurel College Center, and Prince George's Community College at University Town Center.

eLEARNING SERVICES | ACCOKEEK HALL, ROOM 346 | 301-322-0463 | WWW.PGCCONLINE.COM

As an alternative to the traditional, face-to-face learning environment, the college offers a wide variety of courses that use interactive Web-based applications, interactive video, and multimedia computer applications in varied combinations to deliver instruction. Students who enroll in eLearning courses typically seek added convenience, greater independence, and more autonomy in pursuing their coursework. Students may elect to participate exclusively in online courses to complete one of the degree programs available in an online format.

ONLINE COURSES

Online courses are a convenient way to earn college credit at Prince George's Community College. Students can access interactive coursework via a computer and the Internet without the need to be physically present in a classroom at a specific time. Online courses are delivered through a course management system that allows students to receive and review course materials online. In addition, students are able to interact and communicate with instructors and fellow students, complete assignments and assessments, and conduct research. Students can use a computer with Internet access anytime, anywhere to participate in their online courses. For information about noncredit online courses, visit www.pgconline.com/coned or call 301-322-0463.

VIDEO ENHANCED ONLINE COURSES

Some online courses use commercially produced video material as a supplement to online instruction. The course activities are conducted online, while the video programs are delivered via cablecast on PGCC-TV, the college's educational access channel broadcast on Comcast Channel 75 and Verizon FiOS Channel 44. Some video programs are also video-streamed over the Internet directly into the course for added convenience.

HYBRID COURSES

Hybrid courses combine classroom meetings and online instruction. Students come to campus at a regularly scheduled time and meet face-to-face with their instructors and fellow students; other coursework, assignments, and group work are accomplished online via the Blackboard online classroom.

MARYLAND ONLINE (MOL) COURSES

Maryland Online (MOL) is a consortium of Maryland colleges and universities that offer eLearning courses. MOL provides an opportunity for students to participate in courses offered by any of the member institutions while receiving credit from Prince George's Community College.

ADDITIONAL LOCATIONS TO TAKE COURSES (EXTENSION AND DEGREE CENTERS)

For those unable to travel to the Largo campus, the college provides four additional locations, called extension and degree centers. Three of the locations, Prince George's Community College at Joint Base Andrews, Laurel College Center, and Prince George's Community College at University Town Center in Hyattsville, offer a wide range of credit courses and opportunities for degree attainment. Courses at these three locations are identical in title, number, course content, and credit to those available at the Largo campus. Some noncredit continuing education courses are also offered. In most cases, these locations are open the same hours as are student services offices on the Largo campus (8:30 a.m.–8:00 p.m., Monday–Thursday and 8:30 a.m.–5:00 p.m. on Friday). The fourth location, Skilled Trades Center, offers noncredit continuing education courses in a variety of formats in the skilled construction trades, while the newest location, Prince George's Community College at John Eager Howard Community Center holds the college's Culinary Center.

All college policies and academic regulations in effect on the Largo campus also apply at the other locations. While the college makes every effort to provide a full range of services at each location, some services, due to their specialized or complex nature, are unavailable anywhere but the main campus in Largo.

See chapter 15 for an overview, contact information, directions, and maps of each campus.

CHAPTER 6

ACADEMIC PREPARATION

In order to prepare students for success, the college provides students with opportunities to develop any academic skills that may be needed before enrolling in certain credit-level courses. Credit courses have prerequisites that are fulfilled by academic preparation courses in reading, writing, mathematics, English as a Second Language (ESL), or speech. This chapter describes the various academic preparation courses at the college and their placement policies and assessment.

PLACEMENT TESTING

Placement tests often determine the courses into which students are initially placed. The scores on these tests determine the courses in which students are allowed to enroll; as such it is important that students prepare for these tests and take them seriously.

The Accuplacer placement test is an untimed, computer-based test with several sections. The reading and writing portions of the Accuplacer placement test evaluate reading comprehension and sentence skills. The mathematics placement tests consist of arithmetic, elementary algebra, and college-level mathematics.

The Michigan test is designed for non-native English speakers. This paper test includes grammar, vocabulary, reading comprehension, and a writing sample.

Scores from the Accuplacer and Michigan tests are used to determine college readiness in mathematics, reading, writing, ESL, and speech. Placement may be determined by a combination of test scores and other factors such as a writing sample or other courses the student is eligible to take. Placement tests may be taken twice during a two year period. The higher score from either test will be used. Placement tests can only be taken before enrolling in a preparatory course or sequence.

For entering students who have completed the ACT or SAT these scores may be used in lieu of the Accuplacer and the Michigan test to determine initial course placement. For more information on how scores on these tests may impact initial placement, see Chapter 1.

ACADEMIC PREPARATION COURSE SEQUENCES

Students who successfully progress through the academic preparation sequence earn equivalent hours (EH) rather than credit hours. The EH is the college's method for documenting completion of these preparation courses. Grades in these courses will affect financial aid eligibility but will not be counted toward graduation. Equivalent Hours permit the accumulation, updating, and transfer of student's academic records.

OTHER CONSIDERATIONS

Academic preparation courses may be available in several different formats. These formats include condensed courses taught in 5-weeks to 10-weeks, 12-weeks to 15-weeks, one-day-a-week, and online and hybrid formats. Selecting the right format is important as not all formats are right for every student. Summer classes are usually offered in a five-week format, meeting four days per week. Students who can concentrate on their academic workload with minimal job responsibilities tend to do well in this format. Students should expect to spend significant time on homework each day the class meets.

Most course sections are 12–15 weeks. These formats usually meet twice or more per week. This allows students a maximum amount of time to process the content and complete assignments. These formats are appropriate for most students, providing that they select a section appropriate for their work/life schedule.

Eight-week and 10-week classes are condensed and intensive. Classes in these formats usually meet for more time per session or more days per week. This requires students to grasp content quickly. Students who have received a B or higher in prerequisite courses or students with a strong academic background should consider this format.

Classes that meet once a week require students to be self-directed learners and schedule frequent study time between class meetings. Similarly, online and hybrid classes require students to be self-directed learners. Adherence to deadlines and proficiency with computers are critical to success in these course formats.

For all courses in the academic preparation sequences, starting with solid time management will build a firm foundation for success in college-level courses.

DEVELOPMENTAL ENGLISH

The Developmental English (DVE) sequence includes up to three courses, depending on initial placement, that enable students to become more effective and efficient in written communication. The courses in this sequence develop the basic grammar and composition skills necessary for writing at the college level. These skills include sentence and paragraph structure and short essay writing skills. When this sequence is completed, students will have met the prerequisite required for college-level English courses.

The courses in the DVE sequence span two departments, the Developmental English and Reading Department and the English Department. The following table provides an overview of the sequence and the order of courses leading up to college-level courses. Note that the starting point for the sequence varies by initial course placement.

DEVELOPMENTAL ENGLISH (DVE) PLACEMENT AND COURSES

Accuplacer Sentence Structure Test Score	Course Placement
Sentence 20–43	DVE-0009
Sentence 44–68	DVE-0011
Sentence 69–89	EGL-0100

Important: Students who test into any of the courses in the DVE sequence must enroll in the courses in their first 15 billable credits at the college and remain in the DVE sequence in each successive semester until EGL-0100 is completed.

ADDITIONAL DVE SEQUENCE INFORMATION

For detailed course descriptions, see Chapter 9.

ATTENDANCE REQUIREMENTS AND COURSE LAB

Students are expected to attend all regularly scheduled class meetings. Poor attendance may significantly impact the overall grade in the course. In addition to the regular class meetings, all developmental reading students are required to complete 15 clock hours of lab activities in the Marlboro Learning Lab. Ten additional lab hours will be earned by completing special assignments given to students by their instructors.

POSSIBLE GRADES AND WHEN STUDENTS NEED TO REPEAT A COURSE

Content mastery is important for student success. Students earning less than 70 percent must repeat the course.

DEPARTMENT CONTACT INFORMATION

For more information on the DVE sequence, contact the department chair or academic dean.

Mirian Torain, Department Chair
Developmental English and Reading
Marlboro Hall, Room 2145
301-583-5259

Dr. Beverly Reed, Dean
Learning Foundations
Marlboro Hall, Room 2118
301-322-0495

Bridget Brennan, Department Chair
English (for EGL-0100)
Marlboro Hall, Room 3078
301-583-5209

Dr. Carolyn Hoffman, Dean
Liberal Arts
Marlboro Hall, Room 3077
301-341-3040

DEVELOPMENTAL READING

The Developmental Reading (DVR) sequence includes up to two courses, depending on a student's initial placement. These courses enable students to become more effective and efficient readers of their college textbooks. The courses in this sequence develop the basic reading skills necessary for reading at the college level. These skills include vocabulary, comprehension, critical thinking, and study skills. When this sequence is completed, students will have met the reading proficiency prerequisite required for many college courses.

The following table provides an overview of the sequence and the order of reading courses leading to college-level courses. Note that the guidelines below are for students who place into only one developmental course. If students place into more than one developmental course, their initial placements may not reflect what is in the table. The starting point for the sequence varies by initial course placement.

DEVELOPMENTAL READING (DVR) PLACEMENT AND COURSES

Accuplacer Reading Test Score	Course Placement
Reading 20–53	DVR-0051
Reading 54–78	DVR-0061
Reading 70–78 (optional)	DVR-0071

Important: Students who test into any of the DVR courses are required to enroll in them in their first semester of attendance, and remain in the DVR sequence until it is completed.

ADDITIONAL DVR SEQUENCE INFORMATION

For detailed course descriptions, see Chapter 9.

ATTENDANCE REQUIREMENTS AND COURSE LAB

Students are expected to attend all regularly scheduled class meetings. Poor attendance may significantly impact the overall grade in the course. In addition to the regular class meetings, all developmental reading students are required to complete 15 clock hours of lab activities in the Marlboro Learning Lab. Ten additional lab hours will be given to students by instructors.

POSSIBLE GRADES AND WHEN STUDENTS NEED TO REPEAT A COURSE

Content mastery is important for student success. Students earning less than 70 percent must repeat the course.

DEPARTMENT CONTACT INFORMATION

For more information on the DVR sequence, contact the department chair or academic dean.

Mirian Torain, Department Chair
Developmental English and Reading
Marlboro Hall, Room 2145
301-583-5259

Dr. Beverly Reed, Dean
Learning Foundations
Marlboro Hall, Room 2118
301-322-0495

DEVELOPMENTAL MATHEMATICS

Developmental Mathematics (DVM) includes up to four courses, depending on initial placement, that prepare students for success in college-level mathematics courses. The courses develop the basic quantitative and problem-solving skills necessary for mathematics at the college level. These skills include basic arithmetic operations, algebra skills including expressions, functions, and the solution of equations, and applications.

The following table provides an overview of the Developmental Mathematics courses leading to college-level courses. Note that the starting point varies by initial course placement. Students who test into any of the development mathematics courses must enroll in them in their first 15 billable credits and remain in the sequence until it is completed.

DEVELOPMENTAL MATH (DVM) PLACEMENT AND COURSES

Accuplacer Test Score	Course Placement
Arithmetic 20 and Elementary Algebra below 42	DLS-0011
Arithmetic 26+ or Elementary Algebra 42-54	DVM-0031
Elementary Algebra 55+ or Elementary Algebra 42-54 and Arithmetic 80+	DVM-0071
Elementary Algebra 82+	MAT-0104

Important: Students who test into any of the DVM courses must enroll in the courses in their first 15 billable credits at the college and remain in the developmental mathematics sequence in each successive semester until MAT-0104 is completed.

ADDITIONAL DVM SEQUENCE INFORMATION

For detailed course descriptions, see Chapter 9.

DEVELOPMENTAL MATHEMATICS SEQUENCE

When students complete the Developmental Math Sequence (DMS), which could include DVM-0031, DVM-0071, and/or MAT-0104 (depending on initial placement), they will have met the prerequisite required for college-level mathematics courses. The courses in the DMS span two departments, the Developmental Mathematics Department and the Mathematics Department.

DMS REDESIGN

The DMS has been redesigned to help students complete the sequence and be successful in credit-level mathematics courses needed to earn a degree. The redesigned DVM-0031, DVM-0071, and MAT-0104 classes are very different from traditional mathematics classes. They meet in modular computer classrooms featuring an individualized computer-based program of study using a sequence of modules. Students must master the content of one module before moving to the next module. An instructor-tutor team is assigned to each class and provides students with guidance, facilitates mini-lessons, and provides students with supplemental learning activities as needed. This newly designed model offers students the opportunity to take an active role in the learning process and to progress more rapidly through the course sequence, possibly reducing the time required to complete developmental coursework.

ATTENDANCE REQUIREMENTS AND COURSE LAB

Students are expected to attend all regularly scheduled class meetings. Poor attendance may significantly impact concept mastery and the overall grade in the course. Marlboro Learning Lab and Math Learning Center are available for students to work independently or with tutor assistance outside of class, though lab attendance is not a course requirement.

POSSIBLE GRADES AND WHEN STUDENTS NEED TO REPEAT A COURSE

Content mastery is important for student success. Students earning less than 80 percent must repeat the course.

REVIEW COURSES

Students often need a refresher or review course prior to enrolling in developmental mathematics. The following courses are available depending on placement criteria.

DVM-0021, Arithmetic and Algebra Review, is not part of the DMS. This course reviews material from DVM-0031 and DVM-0071. The Accuplacer math placement exam is taken on the last day of the course, and the exam score determines placement in the appropriate DVM or MAT course.

DVM-0081, Elementary and Intermediate Algebra Review, is not part of the DMS. This course review includes material from DVM-0071 and MAT-0104. The Accuplacer math placement exam is taken on the last day of the course, and the exam score determines placement in the appropriate DVM or MAT course.

DEPARTMENT CONTACT INFORMATION

For more information on the DMS sequence, contact the department chair or academic dean.

Dr. Brenda Teal, Department Chair
Developmental Mathematics
Marlboro Hall, Room 3127
301-322-0657

Dr. Beverly Reed, Dean
Learning Foundations
Marlboro Hall, Room 2118
301-322-0495

Leslie Wojciechowicz, Department Chair
Mathematics (MAT-0104)
Marlboro Hall, Room 3046
301-322-0421

Dr. Christine Barrow, Dean
Sciences, Technology, Engineering, and Mathematics (STEM)
Chesapeake Hall, Room 215
301-322-0419

ENGLISH AS A SECOND LANGUAGE

The English as a Second Language (ESL) sequence includes up to nine courses, depending on initial placement, that enable students to participate successfully in college courses. These courses help English language learners at all levels of proficiency, from those whose Michigan test scores indicate they need basic courses in reading or writing to those who would benefit from advanced courses in academic English.

The courses in this sequence develop the basic reading, writing, and vocabulary necessary for effective communication in all settings and success in courses at the college level. These skills include American English grammar, sentence and paragraph structure, and academic vocabulary.

There are two types of courses in the ESL sequence: writing/grammar and reading/vocabulary. Six classes focus on writing skills and grammar: ESL-0082, ESL-0100, ESL-0101, ESL-0102, ESL-0201, and ESL-0202. Reading comprehension and vocabulary are taught in ESL-0081, ESL-0105, and ESL-0106.

The ESL-0081, ESL-0082 and ESL-0100 courses comprise the basic level. The intermediate level consists of ESL-0101, ESL-0102, and ESL-0105. The ESL-0106, ESL-0201, and ESL-0202 courses are the advanced level, with ESL-0202 and ESL-0106 leading directly to EGL-1010. Once students pass ESL-0105, they are eligible for and encouraged to take the math placement test. Students who are successful in ESL-0106 will have met the prerequisite required for college-level English courses and courses requiring reading proficiency.

The following table provides an overview of the sequence and the order of courses leading up to college-level courses. These courses follow two tracks, the ESL Grammar/Writing track and the ESL Reading/Vocabulary track. Note that the starting point for the sequence varies by initial course placement.

ENGLISH AS A SECOND LANGUAGE (ESL) SEQUENCE PLACEMENT AND COURSES

	ESL Grammar/Writing	ESL Reading/Vocabulary	Important Notes
Basic			
Level 1	ESL-0082	ESL-0081	
Level 2	ESL-0100*		*complete before ESL-0105
Intermediate			
Level 1		ESL-0105*	**when both completed then ready for math placement
Level 2	ESL-0102†		†complete before ESL-0106
Advanced			
Level 1	ESL-0201	ESL-0106††	††when both completed then ready for EGL-1010
Level 2	ESL-0202††		
College-level			
	EGL-1010		Any course with reading prerequisite

ADDITIONAL ESL SEQUENCE INFORMATION

For detailed course descriptions, see Chapter 9.

ATTENDANCE REQUIREMENTS AND COURSE LAB

Students are expected to attend all regularly scheduled class meetings. Poor attendance may significantly impact the overall grade in the course. In addition to the regular class meetings, all ESL students are required to complete 15 clock hours of lab activities.

POSSIBLE GRADES AND WHEN STUDENTS NEED TO REPEAT A COURSE

Content mastery is important for student success. Students earning less than 70 percent must repeat the course.

REVIEW OR ACCELERATED COURSES ALTERNATIVES

There are no review courses for the English as a Second Language sequence.

DEPARTMENT CONTACT INFORMATION

For more information on the ESL sequence, contact the department chair or academic dean.

Esther Robbins, Department Chair
Language Studies
Bladen Hall, Room 308G
301-322-0942

Dr. Carolyn Hoffman, Dean
Liberal Arts
Marlboro Hall, Room 3077
301-341-3040

SPEECH

The Speech (SPH) sequence includes up to two courses, depending on initial placement, that enable non-native English-speaking students to become effective communicators. The courses in this sequence develop the basic speaking and listening skills necessary for communication. When this sequence is completed, students will be prepared for any college speech course.

The following table provides an overview of the sequence and the order of courses leading up to college-level courses. Note that the starting point for the sequence varies by initial course placement.

SPEECH (SPH) SEQUENCE PLACEMENT AND COURSES

Intermediate	
SPH-0951	
Advanced	
SPH-0955**	**Students must earn a C or better in SPH-0955 and ESL-0106 (formerly SPH-1000 and ESL-1060) to take SPH-1010.
College-level	
Any SPH course	

ADDITIONAL SPH SEQUENCE INFORMATION

For detailed course descriptions, see Chapter 9.

ATTENDANCE REQUIREMENTS AND COURSE LAB

Students are expected to attend all regularly scheduled class meetings. Poor attendance may significantly impact the overall grade in the course. In addition to the regular class meetings, all speech students are required to complete 15 clock hours of lab activities.

POSSIBLE GRADES AND WHEN STUDENTS NEED TO REPEAT A COURSE

Content mastery is important for student success. Students earning less than 70 percent must repeat the course.

REVIEW OR ACCELERATED COURSES ALTERNATIVES

There are no review courses for the speech sequence.

DEPARTMENT CONTACT INFORMATION

For more information on the SPH sequence, contact the department chair or academic dean.

Tammy O'Donnell, Department Chair
Communication and Theatre
Queen Anne Fine Arts, Room 113
301-322-0926

Dr. Carolyn Hoffman, Dean
Liberal Arts
Marlboro Hall, Room 3077
301-341-3040

CHAPTER 7

GENERAL EDUCATION

All Prince George's Community College degree recipients have satisfied the requirements of their programs of study. The requirements include transferable general education courses that are specified for each program of study and provide the academic background that every student receiving an associate degree should have. If a student changes his or her program of study, the required general education courses also may change, in which case previously taken general education courses may not satisfy the requirements for the new program of study (The approved courses for each category are listed on pages 59–62.)

ASSOCIATE OF ARTS (A.A.) AND ASSOCIATE OF SCIENCE (A.S.)

The A.A. and A.S. degrees parallel the first two years of bachelor's degree study and transfer to four-year colleges and universities. Students who plan to transfer are urged to meet with a Prince George's Community College advisor as early as possible to ensure that all or most of their course credits will transfer to the four-year institution of their choice. For more information about transfer opportunities, see Chapter 10. In addition to the courses in their major area of study, students need to take a minimum of 31 credit hours of general education courses that include the following. Some programs recommend or require specific courses to fulfill general education requirements or may not require courses in all the categories below. Please check your program's sequence of study for this information. Additionally, a minimum of 18 credits of general education and/or program requirements must be taken at the 2000-level unless otherwise noted in the program sequence.

ENGLISH 6 CREDITS

- Two English composition courses

HUMANITIES 6 CREDITS

- One specified speech course
- One course, other than speech, selected from approved Humanities general education list

MATHEMATICS 3 CREDITS

- One specified mathematics course

SCIENCE 7 CREDITS

- Two science courses, one of which must carry laboratory credit

SOCIAL SCIENCES 6 CREDITS

- Two courses from two different Social Science disciplines

COMPUTER LITERACY 0–3 CREDITS

- INT-1010 or exemption if not required for program of study

Total minimum general education course credit hours needed

28–31 credits

ASSOCIATE OF APPLIED SCIENCE (A.A.S.)

Programs of study for an A.A.S. degree are designed for employment and career advancement within a particular area of study. These programs are not designed to parallel the first two years of study for a bachelor's degree, but many of the courses in A.A.S. programs will transfer to four-year institutions. Students should consult with a Prince George's Community College advisor to determine which courses transfer. For more information about transfer opportunities, see Chapter 10. In addition to the courses in their major area of study, students need to take a minimum of 21 to 25 credit hours of general education courses that include the following. Some programs recommend or require specific courses to fulfill general education requirements or may not require courses in all the categories below. Please check your program's sequence of study for this information. Additionally, a minimum of 18 credits of general education and/or program requirements must be taken at the 2000-level unless otherwise noted in the program sequence.

ENGLISH COMPOSITION 6 CREDITS

- Two English composition courses

HUMANITIES 3 CREDITS

- One 3-credit course from approved Humanities general education list

MATHEMATICS 3 CREDITS

- One from approved Mathematics general education list

SCIENCE 3-4 CREDITS

- One 3- or 4-credit course from approved Science general education list

SOCIAL SCIENCES 3 CREDITS

- One 3-credit course from approved Social Sciences general education list

COMPUTER LITERACY 0-3 CREDITS

- INT-1010 or exemption if not required for the program of study

Total minimum general education course credit hours needed	21-25 credits
---	----------------------

ASSOCIATE OF ARTS IN TEACHING (A.A.T.)

A.A.T. degrees are offered in early childhood education, elementary education, and secondary education. An A.A.T. degree provides the first two years of courses and other qualifications that a student needs to meet the entrance requirements to colleges of education in the state of Maryland. For more information about transfer opportunities, see Chapter 10. A 2.75 GPA and a passing score (state of Maryland criteria) on the PRAXIS I exam are required for this degree. Following is the list of required general education courses and credits. Some programs recommend or require specific courses to fulfill general education requirements or may not require courses in all the categories below. Please check your program's sequence of study for this information. Additionally, a minimum of 18 credits of general education and/or program requirements must be taken at the 2000-level unless otherwise noted in the program sequence.

ENGLISH COMPOSITION 6 CREDITS

HUMANITIES 6 CREDITS

- One eligible integrated arts course
- Interpersonal Communication

MATHEMATICS 3–12 CREDITS

- Elementary education A.A.T. requires 12 credits
- Secondary education A.A.T. requires 3–6 credits

SCIENCE 7–12 CREDITS

- Elementary education A.A.T. requires 12 credits
- Secondary education A.A.T. requires 7–8 credits

SOCIAL SCIENCES 9 CREDITS

- American History
- General Psychology
- United States Government

COMPUTER LITERACY 0–3 CREDITS

- INT-1010 or exemption if not required for the program of study

HEALTH/PHYSICAL EDUCATION 3 CREDITS

Total minimum general education course credit hours needed

34–51 credits

GENERAL EDUCATION LIST

General education courses are sufficiently broad in nature and scope to fulfill the intent of the general education requirements. The approved courses for general education are listed here for easy reference. Courses that are not approved for general education use will not be counted toward satisfying the general education requirements. Some programs recommend or require specific courses to fulfill general education requirements or may not require courses in all the categories below. Please check your program's sequence of study for this information. *Note: If a student changes his or her program of study, some general education courses may not be applicable to the new program of study. A student must consult the sequence of study for his or her new program of study to determine which general education courses are required or recommended.*

COMPUTER LITERACY**INFORMATION TECHNOLOGY**

- INT-1010 Introduction to Information Technology 3

COMPOSITION**ENGLISH COMPOSITION I**

- EGL-1010 Composition I: Expository Writing 3

ENGLISH COMPOSITION II

Students may select only one of the following courses to meet the general education requirement for Composition II.

- EGL-1020 Composition II: Writing About Literature 3
- EGL-1100 Composition II: Writing About Issues and Ideas 3
- EGL-1320 Composition II: Writing for Business 3
- EGL-1340 Composition II: Writing About Technical Topics 3

HUMANITIES

Courses in this list fulfill General Education Humanities requirements listed in your program of study. They also may fulfill General Education Social Science or Humanities requirements.

- ART-1010 Introduction to Art 3
- ART-2700 Art Survey I 3
- ART-2710 Art Survey II 3
- ART-2720 African American Art 3
- ART-2730 Integrated Arts 3
- BMT-2750 Leadership Development 3
- MUS-1010 Music Appreciation 3
- MUS-2050 Survey of Music Literature 3
- PHL-1010 Introduction to Philosophy: The Art of Questioning 3
- PHL-1090 Introduction to Logic 3
- PHL-1330 Ethics 3
- THE-1010 Introduction to the Theatre 3

FOREIGN LANGUAGES

• ARB-1000	Arabic for Beginners	3
• ARB-1010	Elementary Arabic	3
• CHN-1000	Chinese for Beginners	3
• CHN-1010	Elementary Chinese	3
• FRN-1010	French for Beginners	3
• FRN-1020	French for Advanced Beginners	3
• FRN-2010	Intermediate French I	3
• FRN-2020	Intermediate French II	3
• FRN-2040	Advanced Conversation	3
• SPN-1010	Spanish for Beginners	3
• SPN-1020	Spanish for Advanced Beginners	3
• SPN-2010	Intermediate Spanish I	3
• SPN-2020	Intermediate Spanish II	3
• SPN-2040	Advanced Conversation	3

LITERATURE

Literature courses must be selected from among the following:

EGL-2010, 2030, 2050, 2070, 2090, 2110, 2120, 2130, 2140, 2170, 2210, 2230, 2250, 2320, 2330, 2370, 2390, 2410, 2430, 2440, 2500, 2600

SPEECH

Courses in this list fulfill General Education Speech requirements listed in your program of study.

• SPH-1010	Introduction to Speech Communication	3
• SPH-1050	Group Communication and Leadership	3
• SPH-1090	Interpersonal Communication	3
• SPH-1110	Public Speaking	3

MATHEMATICS

Courses in this list fulfill General Education Math requirements listed in your program of study.

• MAT-1050	Elements of Mathematics	4
• MAT-1120	Finite Mathematics	3
• MAT-1130	Mathematics for the Liberal Arts	3
• MAT-1140	Introduction to Statistics	3
• MAT-1150	Quantitative Modeling and Reasoning	5
• MAT-1190	Probability	3
• MAT-1340	Trigonometry with Applications to Technology	3
• MAT-1350	College Algebra and Trigonometry I	3
• MAT-1360	Trigonometry and Analytic Geometry	4
• MAT-1370	Precalculus	5
• MAT-2160	Applied Calculus I	3
• MAT-2210	Statistics	3
• MAT-2410	Calculus I	4
• MAT-2420	Calculus II	4

SCIENCE

WITH LAB

Courses in this list fulfill General Education Lab Science requirements in your program of study.

Any of these courses may also be taken to fulfill General Education Science requirements.

• BIO-1010	General Biology	4
• BIO-1020	General Plant Biology	4
• BIO-1080	Reproduction Biology	4
• BIO-1100	Forensic Biology	4
• BIO-1110	Environmental Biology	3
	with BIO-1120 Environmental Biology Laboratory	1
• BIO-1130	Principles of Biology: Evolution, Ecology and Behavior	4
• BIO-1140	Principles of Biology: Cellular and Molecular Biology	4
• BIO-2050	Human Anatomy and Physiology I	4
• BIO-2060	Human Anatomy and Physiology II	4
• CHM-1010	General Chemistry I	4
• CHM-1020	General Chemistry II	3
• GEO-1010 ¹	Physical Geography	3
	with GEO-1020 Physical Geography Laboratory	1
• PHY-1010	Introductory Physics I	4
• PHY-1020	Introductory Physics II	4
• PHY-1570	Technical Physics for Engineering Technology	4
• PSC-1010	Introduction to Astronomy	3
	with PSC-1020 Introduction to Astronomy Laboratory	1
• PSC-1050	Introduction to Physical Geology	3
	with PSC-1060 Physical Geology Laboratory	1
• PSC-1150	Fundamentals of Chemistry and Physics	4
• PSC-1200	Exploring Chemistry and Physics Concepts	4
• PSC-1210	Exploring Earth and Space Science Concepts	4

WITHOUT LAB

This list contains the selections for General Education Science requirements.

• BIO-1110	Environmental Biology	3
• CHM-1020	General Chemistry II	3
• GEO-1010 ¹	Physical Geography	3
• PSC-1050	Introduction to Physical Geology	3
• NTR-1010	Introductory Nutrition	3
• NTR-1100	Introduction to Food Science	3
• PHY-1030	General Physics I	3

¹ *Geography 1010 by itself can be used to fulfill either the science or social science general education requirement.*

If taken with Geography 1020, Geography 1010 can be used to fulfill the general education lab science requirement.

SOCIAL SCIENCES

Courses in this list fulfill General Education Social Science requirements in your program of study.

• ANT-1010	Introductory Physical Anthropology	3
• ANT-1030	Introductory Cultural Anthropology	3
• ECN-1030	Principles of Macroeconomics	3
• ECN-2040	Principles of Microeconomics	3
• GEO-1000	Introduction to Geography as a Social Science	3
• GEO-1010 ¹	Physical Geography	3
• POS-1000	Introduction to Politics	3
• POS-1010	American National Government	3
• POS-1020	State and Local Government	3
• PSY-1010	General Psychology	3
• PSY-2010	Personality and Adjustment	3
• PSY-2030	Child Psychology	3
• PSY-2040	Adolescent Psychology	3
• PSY-2070	Human Growth and Development	3
• PSY-2080	Abnormal Psychology	3
• PSY-2130	Forensic Psychology	3
• PSY-2190	Social Psychology	3
• SOC-1010	Introduction to Sociology	3
• SOC-2010	Social Problems	3
• WMS-1010	Introduction to Women's Studies	3

HISTORY

Courses in this list fulfill General Education History requirements listed in your program of study.

• HST-1310	Ancient and Medieval History	3
• HST-1320	Modern History	3
• HST-1370	The World in the Twentieth Century	3
• HST-1410	History of the United States I	3
• HST-1430	History of the United States II	3
• HST-1510	History of African Americans I	3
• HST-1530	History of African Americans II	3
• HST-2160	The Modern Middle East	3
• HST-2230	History of Latin America and the Caribbean	3
• HST-2470	African History	3

¹ *Geography 1010 by itself can be used to fulfill either the science or social science general education requirement. If taken with Geography 1020, Geography 1010 can be used to fulfill the general education lab science requirement.*

STUDENT CORE COMPETENCIES

General education courses support the outcomes of specific degree programs and demonstrate the college's commitment to ensuring that all graduates of these programs have met the Student Core Competencies. Attaining these knowledge, skills, and values identifies an individual as a college graduate. Students who successfully complete degree programs (A.A., A.S., A.A.T. or A.A.S.) at Prince George's Community College will demonstrate college level competency in:



Communication



Scientific and
Quantitative Reasoning



Critical Reasoning



Information Literacy



Culture



Ethics

These six Student Core Competencies are measured by seventeen measurable outcomes that are embedded in courses across the curriculum, and are directly addressed in general education courses. These measurable outcomes also are our Institutional Learning Goals. For a complete explanation of the Student Core Competencies and measurable objectives see pages 272–275.

CHAPTER 8

PROGRAMS OF STUDY

PROGRAMS OF STUDY

This chapter provides a descriptive listing of each program of study offered at Prince George's Community College. Each program of study or curriculum is a series of courses designed to assist students in reaching academic, transfer, technical, or professional goals. Programs of study are classified as either career programs or transfer programs.

CAREER PROGRAMS

Career programs provide the technical skills necessary for employment and career advancement within a particular area of study. These programs are not designed specifically to transfer as the first two years of university study for a bachelor's degree. However, credits earned in a career program may be transferable into some degree programs at four-year colleges or universities. Students should consult an advisor to determine which courses may transfer.

Career degrees include the following:

- Associate of Applied Science (A.A.S.): a career, technical, or professional degree designed for career advancement. Each A.A.S. degree at Prince George's Community College includes a required culminating experience (capstone and/or work-based learning course), which is a learning opportunity designed for students to synthesize skills and knowledge acquired in previous courses and to gain experience in their career or technical area of study.
- Certificate (Cert.): record of completion of a program of study with fewer than 60 credits.
- Letter of Recognition (LOR): record of completion of a limited number of concentration courses in a discipline.

Note: Credits earned for a certificate or letter of recognition are applicable to a related associate degree.

TRANSFER PROGRAMS

Transfer programs are designed specifically to parallel the first two years of bachelor's degree study and to transfer easily to a four-year college or university.

Transfer degrees include the following:

- Associate of Arts (A.A.)
- Associate of Arts in Teaching (A.A.T.)
- Associate of Science (A.S.)

SUSPENDED PROGRAMS OF STUDY ARE LISTED ON PAGE 271.

BUSINESS**Accounting, pg 68**

- Accounting Professional A.A.S
- Accounting Certificate LOR
- Accounting and Taxation LOR
- Accounting Transfer Option A.S.
- CPA Preparation Certificate

Business Administration, pg 76

- Business Administration A.S.

Business Management, pg 78

- Business Management A.A.S.
- Disaster Recovery and Risk Management Certificate, LOR
- Health Care Management Certificate, LOR
- Human Resources Management Certificate, LOR
- Public Administration Certificate, LOR
- Purchasing and Contracting Certificate, LOR
- Real Estate LOR
- Residential Property Management A.A.S., Certificate
- Small Business Management Certificate
- Sports Management Certificate
- Supervisory Management Certificate, LOR

Culinary Arts, pg 96

- Culinary Arts A.A.S., Certificate

Hospitality Services**Management, pg 100**

- Hospitality Services Management A.A.S., Certificate
- Food Service Management LOR
- Lodging Management LOR

Marketing Management, pg 104

- Marketing Management A.A.S., Certificate

Meeting and Event**Management, pg 108**

- Meeting and Event Management A.A.S., Certificate, LOR

GENERAL STUDIES**General Studies A.A, pg 112****Transfer Studies Certificate, pg 114****HEALTH SCIENCES****Health Science****Clinical Information, pg 116****Dietetics, pg 117**

- Dietetics Option A.A., Certificate

Food Science, pg 120

- Food Science Option A.A.

Health Education, pg 122

- Health Education Option A.A.

Health Information**Management, pg 124**

- Health Information Management A.A.S.
- Medical Coder/Billing Specialist Certificate (*pending MHEC approval*)

Medical Assisting, pg 128

- Medical Assisting A.A.S.

Nuclear Medicine Technology, pg 130

- Nuclear Medicine Technology A.A.S., Certificate

Nursing, pg 134

- Nursing (RN) A.S.
- Nursing (LPN) Certificate
- Paramedic to RN Transition A.S.
- LPN to RN Transition Option A.S.

Paramedic, pg 142

- Paramedic A.A.S, Certificate
- Emergency Medical Technician–Paramedic Certificate

Physical Education, pg 146

- Physical Education Option A.A.

Radiography, pg 148

- Radiography A.A.S.

Respiratory Therapy, pg 150

- Respiratory Therapy A.A.S.

Surgical Technology, pg 152

- Surgical Technology A.A.S. (*pending MHEC approval*)

LIBERAL ARTS**Art, pg 154**

- Art Option A.A.
- Visual Communication/Graphic Design A.A.S.
- Graphic Design Certificate
- Animation and Screen-Based Design Certificate
- Illustration Certificate

Communications, pg 162

- Communication/Public Relations–Journalism Option A.A.
- Mass Communication Option A.A.

English, pg 166

- English Option A.A.

Media Production, pg 168

- Media Production Certificate

Music, pg 169

- Music Option A.A.

Philosophy, pg 171

- Philosophy Option A.A.

Theatre and Entertainment Technology, pg 173

- Theatre and Entertainment Technology Certificate

SCIENCE AND ENGINEERING

Biology, pg 174

- Biology Option A.A.

Chemistry, pg 176

- Chemistry Option A.A.

Engineering, pg 178

- Engineering A.S.

Environmental Studies, pg 180

- Environmental Studies A.S., Certificate

SOCIAL SCIENCES

Criminal Justice, pg 184

- Correctional Services Option, Criminal Justice A.A.S.
- Criminal Justice A.A.S.
- Criminal Justice Transfer Option A.A.
- Cybercrime Investigation A.A.S., Certificate

Economics, pg 194

- Economics Option A.A.

Fire Science, pg 196

- Fire Science A.A.S.

Forensic Science, pg 198

- Forensic Science A.S.

Human Services, pg 200

- Human Services A.A.S.

Paralegal/Legal Assistant, pg 202

- Paralegal/Legal Assistant A.A.S., Certificate

Pre-Law, pg 206

- Pre-Law Option A.A.

Psychology, pg 208

- Psychology Option A.A.

Sociology, pg 210

- Sociology Option A.A.

TEACHER EDUCATION

Teacher Education, pg 212

- Early Childhood Education A.A.S., LOR
- Mastery in Administration of Child Care Programs Certificate (*pending MHEC approval*)
- Mastery in Early Childhood Certificate
- Proficiency in Diverse Student Populations Certificate (*pending MHEC approval*)
- Early Childhood Education: Math and Science Certificate (*pending MHEC approval*)
- Early Childhood Special Education Certificate
- Proficiency in Infant/Toddler Development Certificate
- Proficiency in School Age Care Management Certificate
- Early Childhood Education/Early Childhood Special Education A.A.T.
- Elementary Education/Generic Special Education A.A.T.
- Secondary Education—Chemistry A.A.T.
- Secondary Education—English A.A.T.
- Secondary Education—Mathematics A.A.T.
- Secondary Education—Physics A.A.T.
- Secondary Education—Spanish A.A.T.
- Professional Education Courses for Maryland Certification/Recertification

TECHNOLOGY

Computer-Aided Drafting, pg 241

- Computer-Aided Drafting Certificate

Computer Engineering Technology, pg 242

- Computer Engineering Technology A.A.S.
- A+ Preparation Certificate
- Computer Service Technology Certificate
- Cisco CCNA Preparation Certificate

Computer Science, pg 248

- Computer Science A.S.
- Information Science Option A.S.

Construction Management, pg 252

- Construction Management A.A.S., Certificate

Cybersecurity, pg 255

- Cybersecurity A.A.S., Certificate
- Cybersecurity Management Certificate

Electronic Engineering Technology, pg 259

- Electronic Engineering Technology A.A.S.
- Electronic Analysis and Repair Certificate

Engineering Technology, pg 262

- Engineering Technology A.A.S.

Information Technology, pg 264

- Information Technology A.A.S.
- Computer Graphics Certificate
- Computer Programming and Database Systems Certificate (*pending MHEC approval*)
- Network Systems Administrator Certificate
- Technical Support Specialist Certificate
- Web Technology Certificate

SUSPENDED PROGRAMS OF STUDY, pg 271

Accounting Professional Associate of Applied Science | ACCT.PROF.AAS | Career Program

www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442462322

Visit Bladen Hall, Room 210 or call 301-322-0080 for your faculty advisor

PROGRAM DESCRIPTION

The Accounting Professional Associate of Applied Science degree helps prepare the student for employment in entry-level accounting positions, such as accounting assistant, accounting clerk or accounting technician. Graduates of the Accounting Professional, Associate of Applied Science will be able to:

- Identify essential business concepts
- Process financial transactions through the accounting cycle in accordance with GAAP
- Perform cost accounting preparation, reporting, and analysis tasks
- Analyze individual tax transactions
- Evaluate internal controls to reduce risk
- Identify basic legal concepts and their impacts on business operations
- Develop informed decisions about the operating performance and financial position of a company

GENERAL EDUCATION COURSES

The list of general education courses appears in chapter 7. Some programs recommend or require specific courses to fulfill general education requirements. Please check your program's sequence of study for this information.

PROGRAM REQUIREMENTS

ACC-1040 Microcomputer Applications in Accounting	ACC-2210 Federal Income Tax
ACC-2001 Principles of Accounting I	ACC-2250 Business Finance
ACC-2002 Principles of Accounting II	BMT-1010 Introduction to Business
ACC-2010 Intermediate Accounting I	BUS-2220 Business Law I
ACC-2020 Intermediate Accounting II**	BUS-2240 Business Law II
ACC-2030 Cost Accounting	MAT-1140, 1190, or higher

Program Elective—choose one of the following:

ACC-1030, ACC-1050-1100, ACC-2040	BMT-1570, BMT-1600-1620, BMT-2610
ACC-2070-2080, ACC-2120, ACC-2230	BMT-2720, BRE-1030, ECN-2040
ACC-2910-2930, BMK-2510, BMT-1500	PAS-1010, PHL-2400

TRANSFERABILITY

Students entering the workforce after obtaining the Accounting Professional A.A.S. degree may subsequently continue their education by pursuing a bachelor's degree at University of Maryland University College. University of Maryland University College will accept the transfer of all courses within the Accounting Professional degree up to a maximum of 60 credits. A transfer student will be required to take at least 18 credit hours of upper-level accounting courses at University of Maryland University College.

Credit earned at any public institution in the state shall be transferable to any other institution if the:

- Credit is from a college or university parallel course or program;
- Grades in the block of courses transferred average 2.00 or higher; and
- Acceptance of the credit is consistent with the policies of the receiving institution governing students following the same program. Refer to ARTSYS at artweb.usmd.edu and the receiving institution's catalog to select transferable courses.

SEQUENCE OF STUDY— ACCOUNTING PROFESSIONAL A.A.S.

Below are the required courses for your program arranged in a suggested sequence. Please note that the sequence does not include developmental coursework. See Chapter 6 for the developmental course sequence if applicable to you.

1st Semester			
<input type="checkbox"/>	Program Requirement	ACC-2001 Principles of Accounting I	3
<input type="checkbox"/>	Computer Literacy*	INT-1010 Introduction to Information Technology	3
<input type="checkbox"/>	Program Requirement	BMT-1010 Introduction to Business	3
<input type="checkbox"/>	English Composition I*	EGL-1010 Composition I: Expository Writing	3
<input type="checkbox"/>	Math*	Math-1120 Finite Mathematics	3
Total			15
2nd Semester			
<input type="checkbox"/>	Program Requirement	ACC-2002 Principles of Accounting II	3
<input type="checkbox"/>	Program Requirement	ACC-1040 Microcomputer Applications in Accounting	3
<input type="checkbox"/>	Program Requirement	BUS-2220 Business Law I	3
<input type="checkbox"/>	English Composition II*	EGL-1320 Composition II: Writing for Business recommended	3
<input type="checkbox"/>	Program Requirement	MAT-1140, 1190, or higher	3
Total			15
3rd Semester			
<input type="checkbox"/>	Program Requirement	ACC-2010 Intermediate Accounting I	3
<input type="checkbox"/>	Program Requirement	ACC-2210 Federal Income Tax	3
<input type="checkbox"/>	Program Requirement	BUS-2240 Business Law II	3
<input type="checkbox"/>	Science*	General Education Science course	3
<input type="checkbox"/>	Humanities*	General Education Speech course	3
Total			15
4th Semester			
<input type="checkbox"/>	Program Requirement	ACC-2020** Intermediate Accounting II	3
<input type="checkbox"/>	Program Requirement	ACC-2030 Cost Accounting	3
<input type="checkbox"/>	Program Requirement	ACC-2250 Business Finance	3
<input type="checkbox"/>	Social Science*	General Education Social Sciences course	3
<input type="checkbox"/>	Program Elective	Choose from "Program Electives"	3
Total			15
Program Total			60

Accounting Certificate | ACCT.CT

www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442462306

Visit Bladen Hall, Room 210 or call 301-322-0080 for your faculty advisor

PROGRAM OUTCOMES

Graduates of the Accounting Certificate will be able to:

- Record basic financial transactions in accordance with GAAP
- Prepare external financial statements
- Analyze external financial statements
- Identify the ethical and professional responsibilities of an accountant

PROGRAM ELECTIVES

Any of these courses will count toward the program requirements in the Accounting Professional A.A.S.

ACC-1040	ACC-2210	BUS-2240
ACC-2010	ACC-2250	INT-1010
ACC-2020	BMT-1010	EGL-1010
ACC-2030	BUS-2220	MAT-1120 or higher

Maximum of four credits from this list will count toward the Program Electives requirements in the Accounting Professional A.A.S.

ACC-1030	ACC-2120	BMT-1570
ACC-1050–1100	ACC-2220	PHL-1400
ACC-2040	ACC-2230	
ACC-2070–2080	ACC-2910–2930	

SEQUENCE OF STUDY— ACCOUNTING CERTIFICATE

Below are the required courses for your program arranged in a suggested sequence. Please note that the sequence does not include developmental coursework. See Chapter 7 for the developmental course sequence if applicable to you.

1st Semester			
<input type="checkbox"/>	ACC-2001	Principles of Accounting I	3
<input type="checkbox"/>	Program Elective	Choose from "Program Electives"	3
<input type="checkbox"/>	Program Elective	Choose from "Program Electives"	3
<input type="checkbox"/>	Program Elective	Choose from "Program Electives"	3
Total			12
2nd Semester			
<input type="checkbox"/>	ACC-2002	Principles of Accounting II	3
<input type="checkbox"/>	Program Elective	Choose from "Program Electives"	3
<input type="checkbox"/>	Program Elective	Choose from "Program Electives"	3
<input type="checkbox"/>	Program Elective	Choose from "Program Electives"	3
Total			12
Program Total			24

Accounting Letter of Recognition | ACCT.LOR

www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442462307

Visit Bladen Hall, Room 210 or call 301-322-0080 for your faculty advisor

SEQUENCE OF STUDY— ACCOUNTING LOR

Below are the required courses for your program arranged in a suggested sequence. Please note that the sequence does not include developmental coursework. See Chapter 6 for the developmental course sequence if applicable to you.

<input type="checkbox"/>	ACC-2001	Principles of Accounting I	3
<input type="checkbox"/>	ACC-1040	Microcomputer Applications in Accounting	3
<input type="checkbox"/>	ACC-1070	QuickBooks I	1
<input type="checkbox"/>	INT-1010*	Introduction to Information Technology	3
Total			10
Program Total			10

Accounting and Taxation Letter of Recognition | ACCT.TAX.LOR

www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442462308

For your faculty advisor, contact Bladen Hall, Room 210 | 301-322-0080

SEQUENCE OF STUDY— ACCOUNTING AND TAXATION LOR

Below are the required courses for your program arranged in a suggested sequence. Please note that the sequence does not include developmental coursework. See Chapter 7 for the developmental course sequence if applicable to you.

<input type="checkbox"/>	ACC-2001	Principles of Accounting I	3
<input type="checkbox"/>	ACC-2002	Principles of Accounting II	3
<input type="checkbox"/>	ACC-2210	Federal Income Tax	3
Total			10
Program Total			9

Accounting Transfer Option Associate of Science | ACCT.TRANSFR.AS | Transfer Program

www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442462329

Visit Bladen Hall, Room 210 or call 301-322-0080 for your faculty advisor

PROGRAM DESCRIPTION

The Accounting Transfer Option is for students who plan to obtain an associate degree and then transfer into an accounting program at a four-year college or university. This option of the Business Administration A.S. degree program is designed to maximize the number of credits students can transfer. Transfer students should obtain approval from their prospective four-year school or consult with a Prince George's Community College advisor before registering for any 2000-level accounting course. Graduates of the Accounting Transfer Option will be able to:

- Communicate effectively, both orally and in writing
- Utilize computer applications
- Work effectively in teams

GENERAL EDUCATION COURSES

The list of general education courses appears in chapter 6. Some programs recommend or require specific courses to fulfill general education requirements. Please check your program's sequence of study for this information.

PROGRAM REQUIREMENTS

PAS-1000 Planning for Academic Success: FYE

ACC-2001 Principles of Accounting I

ACC-2002 Principles of Accounting II

BMT-1010 Introduction to Business

ECN-2040 Principles of Microeconomics

MAT-2160 Applied Calculus I

MAT-2210 Statistics

Electives: Ten credits, three credits of which must be at the 2000 level

TRANSFERABILITY

Credit earned at any public institution in the state shall be transferable to any other institution if the:

- Credit is from a college or university parallel course or program;
- Grades in the block of courses transferred average 2.00 or higher; and
- Acceptance of the credit is consistent with the policies of the receiving institution governing students following the same program. Refer to ARTSYS at artweb.usmd.edu and the receiving institution's catalog to select transferable courses.

NEED HELP?

For help selecting an academic program or courses, consider using Career Coach, available at www.pgcc.edu/go/careercoach.

SEQUENCE OF STUDY— ACCOUNTING TRANSFER OPTION A.S.

Below are the required courses for your program arranged in a suggested sequence. Please note that the sequence does not include developmental coursework. See Chapter 6 for the developmental course sequence if applicable to you.

1st Semester			
<input type="checkbox"/>	Program Requirement	BMT-1010 Introduction to Business	3
<input type="checkbox"/>	Computer Literacy*	INT-1010 Introduction to Information Technology	3
<input type="checkbox"/>	English Composition I*	EGL-1010 Expository Writing	3
<input type="checkbox"/>	Math*	MAT-1350 College Algebra and Trigonometry I	3
<input type="checkbox"/>	Program Requirement	PAS-1000 Planning for Academic Success: First-Year Experience	1
Total			13
2nd Semester			
<input type="checkbox"/>	Humanities*	General Education Speech course	3
<input type="checkbox"/>	Science*	General Education Science course	3-4
<input type="checkbox"/>	English Composition II*	EGL-1320 Writing for Business recommended	3
<input type="checkbox"/>	Program Requirement	MAT-2160 Applied Calculus I	3
<input type="checkbox"/>	Elective	Any course	3
Total			15-16
3rd Semester			
<input type="checkbox"/>	Program Requirement	ACC-2001 Principles of Accounting I	3
<input type="checkbox"/>	Social Science* ¹	ECN-1030 Principles of Macroeconomics	3
<input type="checkbox"/>	Program Requirement	MAT-2210 Statistics	3
<input type="checkbox"/>	Elective	Any course	3
<input type="checkbox"/>	Science with Lab*	General Education Lab Science course	4
Total			16
4th Semester			
<input type="checkbox"/>	Program Requirement	ACC-2002 Principles of Accounting II	3
<input type="checkbox"/>	Humanities*	General Education Humanities course other than Speech	3
<input type="checkbox"/>	Program Requirement	ECN-2040 Principles of Microeconomics	3
<input type="checkbox"/>	Social Science* ¹	General Education Social Sciences course	3
<input type="checkbox"/>	Elective	Any 2000-level course	3
<input type="checkbox"/>	Elective	Any course	1
Total			16
Program Total			60

¹ The two Social Science general education courses must be from different disciplines.

CPA Preparation Certificate | ACCT.CPA.CT

www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442462313

Visit Bladen Hall, Room 210 or call 301-322-0080 for your faculty advisor

PROGRAM DESCRIPTION

The CPA Preparation Certificate is for those individuals who hold a bachelor's degree in some area other than accounting and need to meet the current education requirements of 57 credit hours in business and accounting to sit for the Uniform CPA Examination in Maryland. CPA candidates must have completed a total of 150 credit hours. Applicants for the CPA Examination must have satisfactorily completed 150 semester hours including the attainment of a bachelor's degree in any discipline. Included within their 150 hours of college credits, students must have 57 specific credits of accounting and business courses. The CPA Preparation Certificate is designed to support students with bachelor's degrees in any non-accounting area in obtaining the accounting and business courses approved and required by the Maryland State Board of Public Accountancy so that they can sit for the CPA Examination in the state of Maryland. The following Prince George's Community College courses have been specifically approved by the Maryland State Board of Public Accountancy. Any substitution of courses transferred from other institutions is subject to the approval of the Maryland Board of Public Accountancy. CPA candidates are advised to periodically check with the Maryland State Board of Public Accountancy for any updates or changes to the exam requirements (410-230-6258). Graduates of the CPA Preparation Certificate will be able to:

- Prepare financial documents that meet regulatory requirements as well as the needs of business clients or owners
- Analyze complex financial information to make recommendations for action
- Integrate accounting knowledge with business to make informed decisions
- Identify basic legal concepts and their impacts on business operations
- Identify essential business and economic concepts

PROGRAM ELECTIVES

Complete nine credits by selecting courses from the following list:

ACC-1030 Accounting for Managers

ACC-1040 Microcomputer Applications in Accounting

ACC-1050 Payroll Accounting

ACC-2070 Governmental and Nonprofit Accounting

ACC-2080 Spreadsheet Accounting

ACC-2220 Advanced Tax Accounting

Program Concentration: Accounting	27 Credits
Financial Accounting (ACC-1010, 1020, and 2010)	
<i>All three courses must be taken to satisfy the Board requirement.</i>	
Auditing (ACC-2040)	3
Cost Accounting (ACC-2030)	3
Federal Income Tax (ACC-2210)	3
Other Accounting courses	9
Choose 9 credits from the following:	
ACC-1030, ACC-1040, ACC-1050, ACC-2020,	
ACC-2070, ACC-2080, ACC-2220	

Program Concentration: Business	30 Credits
Statistics (MAT-1140)	3
Economics (ECN-1030 and ECN-2040)	6
Corporate or Business Finance (ACC-2250)	3
Management (BMT-1600)	3
U.S. Business Law (BUS-2220 or BUS-2240)	3
Marketing (BMK-2510)	3
Oral Communication (SPH-1010)	3
Written Communication (EGL-1320 or 1340)	3
Business Ethics (PHL-2400)	3
Total Required for Certificate	57 Credits

Asterisk (*) denotes general education course.

SEQUENCE OF STUDY— CPA PREPARATION CERTIFICATE

Below are the required courses for your program arranged in a suggested sequence. Please note that the sequence does not include developmental coursework. See Chapter 6 for the developmental course sequence if applicable to you.

1st Semester			
<input type="checkbox"/>	ACC-2001	Principles of Accounting I (Financial Accounting Requirement)	3
<input type="checkbox"/>	ECN-1030	Principles of Macroeconomics	3
<input type="checkbox"/>	BMT-1600	Principles of Management	3
<input type="checkbox"/>	EGL-1320 or 1340	Composition II: Writing for Business (Written Communication)	3
<input type="checkbox"/>	BUS-2220 or 2240	Business Law I or Business Law II	3
Total			15
2nd Semester			
<input type="checkbox"/>	ACC-2002	Financial Accounting Requirement	3
<input type="checkbox"/>	ECN-2040	Principles of Economics II (Economics)	3
<input type="checkbox"/>	BMK-2510	Introduction to Marketing (Marketing)	3
<input type="checkbox"/>	SPH-1010	Introduction to Speech Communication (Oral Communication)	3
<input type="checkbox"/>	MAT-1140	Introduction to Statistics (Statistics)	3
Total			15
3rd Semester			
<input type="checkbox"/>	ACC-2010	Intermediate Accounting I (Must be taken to fulfill Board Requirement)	3
<input type="checkbox"/>	ACC-2030	Cost Accounting (Cost Accounting)	3
<input type="checkbox"/>	Program Electives	Choose from "Program Electives"	3
<input type="checkbox"/>	Program Elective	Choose from "Program Electives"	3
<input type="checkbox"/>	PHL-2400	Introduction to Business Ethics (Ethics)	3
Total			15
4th Semester			
<input type="checkbox"/>	ACC-2040	Auditing	3
<input type="checkbox"/>	ACC-2210	Federal Income Tax	3
<input type="checkbox"/>	ACC-2250	Business Finance (Corporate or Business Finance)	3
<input type="checkbox"/>	Program Elective	Choose from "Program Electives"	3
Total			12
Program Total			57

Business Administration Associate of Science | BUAD.AS | Transfer Program

www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442462363

Visit Bladen Hall, Room 210 or call 301-322-0080 for your faculty advisor

PROGRAM DESCRIPTION

The Business Administration A.S. degree program provides the first half of a bachelor's degree in business and related disciplines. It includes an interdisciplinary and holistic approach to developing skills and knowledge in decision making, problem solving, and leadership. The curriculum establishes a foundation in business, accounting, economics, statistics, communications, and management theory. This program provides excellent transferability to four-year institutions. Graduates of the Business Administration Program will be able to:

- Practice the application of general business management principles in business scenarios
- Identify broad economic concepts and governmental impacts on economic enterprises
- Effectively evaluate and synthesize business information
- Prepare financial statements in accordance with GAAP
- Analyze financial accounting information
- Explain business processes

GENERAL EDUCATION COURSES

The list of general education courses appears in chapter 7. Some programs recommend or require specific courses to fulfill general education requirements. Please check your program's sequence of study for this information.

PROGRAM REQUIREMENTS

PAS-1000 Planning for Academic Success: FYE

ACC-2001 Principles of Accounting I

ACC-2002 Principles of Accounting II

BMT-1010 Introduction to Business

ECN-2040 Principles of Microeconomics

MAT-2160 Applied Calculus I

MAT-2210 Statistics

Electives: Ten credits of courses appropriate for transfer, three of which must be at the 2000 level

TRANSFERABILITY

Credit earned at any public institution in the state shall be transferable to any other institution if the:

- Credit is from a college or university parallel course or program;
- Grades in the block of courses transferred average 2.00 or higher; and
- Acceptance of the credit is consistent with the policies of the receiving institution governing students following the same program. Refer to ARTSYS at artweb.usmd.edu and the receiving institution's catalog to select transferable courses.

NEED HELP?

For help selecting an academic program or courses, consider using Career Coach, available at www.pgcc.edu/go/careercoach.

SEQUENCE OF STUDY— BUSINESS ADMINISTRATION A.S.

Below are the required courses for your program arranged in a suggested sequence. Please note that the sequence does not include developmental coursework. See Chapter 6 for the developmental course sequence if applicable to you.

1st Semester			
<input type="checkbox"/>	Program Requirement	BMT-1010 Introduction to Business	3
<input type="checkbox"/>	Computer Literacy*	INT-1010 Introduction to Information Technology	3
<input type="checkbox"/>	English Composition I*	EGL-1010 Composition I: Expository Writing	3
<input type="checkbox"/>	Math*	MAT-1350 College Algebra and Trigonometry I	3
<input type="checkbox"/>	Program Requirement	PAS-1000 Planning for Academic Success: First-Year Experience	1
Total			13
2nd Semester			
<input type="checkbox"/>	Humanities*	General Education Speech course	3
<input type="checkbox"/>	Science*	General Education Science course	3-4
<input type="checkbox"/>	English Composition II*	EGL-1320 Writing for Business recommended	3
<input type="checkbox"/>	Program Requirement	MAT-2160 Applied Calculus I	3
<input type="checkbox"/>	Elective	Any course	3
Total			15-16
3rd Semester			
<input type="checkbox"/>	Program Requirement	ACC-2001 Principles of Accounting I	3
<input type="checkbox"/>	Social Science* ¹	ECN-1030 Principles of Macroeconomics	3
<input type="checkbox"/>	Program Requirement	MAT-2210 Statistics	3
<input type="checkbox"/>	Elective	Any course	3
<input type="checkbox"/>	Science with Lab*	General Education Lab Science course	4
Total			16
4th Semester			
<input type="checkbox"/>	Program Requirement	ACC-2002 Principles of Accounting II	3
<input type="checkbox"/>	Humanities*	General Education Humanities course other than Speech	3
<input type="checkbox"/>	Program Requirement	ECN-2040 Principles of Microeconomics	3
<input type="checkbox"/>	Social Science* ¹	General Education Social Sciences course	3
<input type="checkbox"/>	Elective	Any 2000-level course	3
<input type="checkbox"/>	Elective	Any course	1
Total			16
Program Total			60

¹ The two Social Science general education courses must be from different disciplines.

Business Management Associate of Applied Science | BMGT.AAS | Career Program

www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442462320

Visit Bladen Hall, Room 210 or call 301-322-0080 for your faculty advisor

PROGRAM DESCRIPTION

The Business Management A.A.S. degree curriculum provides the skills and knowledge necessary for a successful career in business and management. As part of the program, students can choose from a wide range of business courses and a variety of certificates that interests them. Students who complete the Business Management A.A.S. degree are prepared for careers in for-profit and not-for-profit organizations, and the public sector. Graduates of the Business Management Program will be able to:

- Identify essential business and economic concepts
- Explain the functions of management
- Differentiate the major functions of Human Resource Management
- Compare alternative competitive strategies used in domestic and international business
- Analyze financial accounting information
- Identify basic legal concepts and their impacts on business operations

GENERAL EDUCATION COURSES

The list of general education courses appears in chapter 7. Some programs recommend or require specific courses to fulfill general education requirements. Please check your program's sequence of study for this information.

PROGRAM REQUIREMENTS

ACC-2001 Principles of Accounting I	BMT-2610 Human Resource Management
BMT-1010 Introduction to Business	BMT-2630 International Management
BMT-1600 Principles of Management	ECN-1030 Principles of Macroeconomics
BMT-1620 Financial Planning and Investments	BUS-2220 Business Law I
BMT-2400 Strategic Management**	MAT-2210 Statistics

Program Electives—choose 12 credits from the following program concentrations:

Accounting: ACC-2002, ACC-1040, ACC-1050, ACC-2210

Entrepreneurship: BMK-2510, BMT-1570, BMT-1650, BMT-1710, BMT-2520, BMT-2680

Health Care Management: BMT-1960, BMT-2882, HIM-1530, SOC-2400

Human Resource Management: BMT-1650, BMT-1800, BMT-2520, BMT-2580, BMT-2590, BMT-2650, BMT-2660, BMT-2670, BMT-2700, BMT-2720, BMT-2750, BMT-2880, BMT-2910–2930, BMT-2960, BMK-2510, BMK-2600, BMK-2630, BMK-2710, BMK-2730, BMK-2770

Residential Property Management: BMK-2510, BPM-1010, BPM-1020, BRE-1030, BRE-2030

Supervisory Management: BMT-1550, BMT-2700, BMT-2660, BMT-2720, BMT-2960

Retail Business Management: BMT-1900, BMT-1960

Purchasing and Contracting: BMT-2500, BMT-2510, BMT-2520, BMT-2530, BMT-2540, BMT-2550

TRANSFERABILITY

Credit earned at any public institution in the state shall be transferable to any other institution if the:

- Credit is from a college or university parallel course or program;
- Grades in the block of courses transferred average 2.00 or higher; and
- Acceptance of the credit is consistent with the policies of the receiving institution governing students following the same program. Refer to ARTSYS at artweb.usmd.edu and the receiving institution's catalog to select transferable courses.

NEED HELP?

For help selecting an academic program or courses, consider using Career Coach, available at www.pgcc.edu/go/careercoach.

SEQUENCE OF STUDY— BUSINESS MANAGEMENT A.A.S.

Below are the required courses for your program arranged in a suggested sequence. Please note that the sequence does not include developmental coursework. See Chapter 6 for the developmental course sequence if applicable to you.

1st Semester			
<input type="checkbox"/>	Program Requirement	BMT-1010 Introduction to Business	3
<input type="checkbox"/>	Math*	MAT-1350 College Algebra and Trigonometry I	3
<input type="checkbox"/>	English Composition I*	EGL-1010 Expository Writing	3
<input type="checkbox"/>	Computer Literacy*	INT-1010 Introduction to Information Technology	3
<input type="checkbox"/>	Program Elective	Choose from “Concentration Choices”	3
Total			15
2nd Semester			
<input type="checkbox"/>	Program Requirement	BMT-1600 Principles of Management	3
<input type="checkbox"/>	Program Requirement	MAT-2210 Statistics	3
<input type="checkbox"/>	Program Requirement	ACC-2001 Principles of Accounting I	3
<input type="checkbox"/>	Social Science*	ECN-1030 Principles of Macroeconomics	3
<input type="checkbox"/>	English Composition II*	EGL-1320 Writing for Business recommended	3
Total			15
3rd Semester			
<input type="checkbox"/>	Program Requirement	BMT-1620 Financial Planning and Investments	3
<input type="checkbox"/>	Program Elective	Choose from “Concentration Choices”	3
<input type="checkbox"/>	Program Requirement	BUS-2220 Business Law I	3
<input type="checkbox"/>	Humanities*	SPH-1010 Introduction to Speech Communication	3
<input type="checkbox"/>	Science*	General Education Science course	3-4
Total			15-16
4th Semester			
<input type="checkbox"/>	Program Elective	Choose from “Concentration Choices”	3
<input type="checkbox"/>	Program Elective	Choose from “Concentration Choices”	3
<input type="checkbox"/>	Program Requirement	BMT-2610 Human Resource Management	3
<input type="checkbox"/>	Program Requirement	BMT-2630 International Management	3
<input type="checkbox"/>	Program Requirement	BMT-2400 Strategic Management**	3
Total			15
Program Total			60

Double asterisk (**) denotes a course that satisfies the culminating experience requirement for A.A.S. programs.

Disaster Recovery and Risk Management Certificate | BMGT.RISK.CT

www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442462328

Visit Bladen Hall, Room 210 or call 301-322-0080 for your faculty advisor

PROGRAM DESCRIPTION

This program provides individuals and organizations with tools to prepare for and recover from both natural and man-made disasters. Students will gain an understanding of risk and crisis management, the need for business continuity, and information assurance planning, as well as addressing the leadership, human organizational, and public policy components of managing disasters. Graduates of the Disaster Recovery and Risk Management, Certificate will be able to:

- Recognize, prioritize, and analyze emergency management scenarios in the workplace
- Determine creative responses for resolving emergency management situations in the workplace
- Characterize the role of the organizational leader in emergency situations
- Evaluate a disaster recovery management plan
- Identify the stages of change and stress management techniques required to develop and implement an effective emergency management plan

SEQUENCE OF STUDY— DISASTER RECOVERY AND RISK MANAGEMENT CERTIFICATE

Below are the required courses for your program arranged in a suggested sequence. Please note that the sequence does not include developmental coursework. See Chapter 6 for the developmental course sequence if applicable to you.

1st Semester			
<input type="checkbox"/>	BMT-2700	Stress Management in Workplace	3
<input type="checkbox"/>	BMT-2880	Emergency Management	3
<input type="checkbox"/>	BMT-1010 or 1900	Introduction to Business or Public Administration	3
Total			9
2nd Semester			
<input type="checkbox"/>	BMT-1420	Organizational Management	3
<input type="checkbox"/>	BMT-1600	Principles of Management	3
<input type="checkbox"/>	BMT-2400	Strategic Management	3
Total			9
Program Total			18

Disaster Recovery and Risk Management Letter of Recognition | BMGT.RISK.LOR

www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442462335

Visit Bladen Hall, Room 210 or call 301-322-0080 for your faculty advisor

SEQUENCE OF STUDY— DISASTER RECOVERY AND RISK MANAGEMENT LOR

Below are the required courses for your program arranged in a suggested sequence. Please note that the sequence does not include developmental coursework. See Chapter 6 for the developmental course sequence if applicable to you.

<input type="checkbox"/>	BMT-1010 or 1900	Introduction to Business or Public Administration	3
<input type="checkbox"/>	BMT-2700	Stress Management in Workplace	3
<input type="checkbox"/>	BMT-2880	Emergency Management	3
Total			9
Program Total			9

Health Care Management Certificate | BMGT.HLTHCARE.CT

www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442462315

Visit Bladen Hall, Room 210 or call 301-322-0080 for your faculty advisor

PROGRAM DESCRIPTION

The Health Care Management Certificate provides a core of critical health care management skills. Calls for health care reform, changing demographics, technological advances, and rising health care costs require professionals with a better understanding of managerial and technological advances that may help improve the quality of the health care system. This certificate is appropriate for private and public sector employees as well as students who may wish to pursue careers in the expanding field of health care.

Graduates of the Health Care Management Certificate will be able to:

- Use a scenario to apply functions of management as related to today's health care environment
- Identify strategic alternatives and their benefits for health care organizations
- Identify the major general and industry environmental trends affecting health care organizations
- Analyze the service area concept for a health care organization
- Analyze financial reports to aid in decision making

SEQUENCE OF STUDY—HEALTH CARE MANAGEMENT CERTIFICATE

Below are the required courses for your program arranged in a suggested sequence. Please note that the sequence does not include developmental coursework. See Chapter 6 for the developmental course sequence if applicable to you.

1st Semester			
<input type="checkbox"/>	ACC-1030	Accounting for Managers	3
<input type="checkbox"/>	BMT-1010 or 1960	Introduction to Business or Public Service Management	3
<input type="checkbox"/>	HIM-1530	Medical Terminology	4
<input type="checkbox"/>	EGL-1010	Expository Writing	3
Total			13
2nd Semester			
<input type="checkbox"/>	BMT-2882	Health Care Management	3
<input type="checkbox"/>	SOC-2400	Introduction to Public Health and Health Care Policy	3
Total			6
Program Total			19

Health Care Management Letter of Recognition | BMGT.HLTHCARE.LOR

www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442462316

Visit Bladen Hall, Room 210 or call 301-322-0080 for your faculty advisor

SEQUENCE OF STUDY—HEALTH CARE MANAGEMENT LOR

Below are the required courses for your program arranged in a suggested sequence. Please note that the sequence does not include developmental coursework. See Chapter 6 for the developmental course sequence if applicable to you.

<input type="checkbox"/>	BMT-2882	Health Care Management	3
<input type="checkbox"/>	HIM-1530	Medical Terminology	4
<input type="checkbox"/>	BMT-1010 or 1960	Introduction to Business or Public Service Management	3
Total			10
Program Total			10

Human Resources Management Certificate | BMGT.HR.CT

www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442462317

Visit Bladen Hall, Room 210 or call 301-322-0080 for your faculty advisor

PROGRAM DESCRIPTION

The Human Resource Management Certificate provides opportunities for supervisors and human resource (HR) professionals to obtain a core set of critical human resource management skills. This certificate is appropriate for supervisors who would like to gain a better understanding of human resource management as well as for HR professionals who recognize the need to enhance their understanding of this increasingly complex field. Graduates of the Human Resources Management Certificate will be able to:

- Identify compensation and benefit options for a variety of organizations
- Determine training and development options for organizations
- Differentiate the major functions of Human Resource Management and the importance to organizational effectiveness
- Identify the interpersonal skills necessary to effectively manage diversity in the workplace
- Explore major demographic and regulatory trends affecting Human Resource management

PROGRAM ELECTIVES

BMT-1650 Customer Service

BMT-1600 Principles of Management

BMT-2660 Conflict Management

BMT-2700 Stress Management

BMT-2960 Emotional Intelligence in the Workplace

SEQUENCE OF STUDY— HUMAN RESOURCES MANAGEMENT CERTIFICATE

Below are the required courses for your program arranged in a suggested sequence. Please note that the sequence does not include developmental coursework. See Chapter 6 for the developmental course sequence if applicable to you.

1st Semester			
<input type="checkbox"/>	BMT-1010	Introduction to Business	3
<input type="checkbox"/>	BMT-2580	Compensation and Benefits Management	3
<input type="checkbox"/>	BMT-2590	Employee Training and Development	3
Total			9
2nd Semester			
<input type="checkbox"/>	BMT-2610	Human Resource Management	3
<input type="checkbox"/>	Program Elective	Choose from "Program Electives" above	3
<input type="checkbox"/>	BMT-2720	Managing Workplace Diversity	3
Total			9
Program Total			18

Human Resources Management Letter of Recognition | BMGT.HR.LOR

www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442462318

Visit Bladen Hall, Room 210 or call 301-322-0080 for your faculty advisor

SEQUENCE OF STUDY— HUMAN RESOURCES MANAGEMENT LOR

Below are the required courses for your program arranged in a suggested sequence. Please note that the sequence does not include developmental coursework. See Chapter 6 for the developmental course sequence if applicable to you.

<input type="checkbox"/>	BMT-1010	Introduction to Business	3
<input type="checkbox"/>	BMT-2610	Human Resource Management	3
<input type="checkbox"/>	BMT-2720 or 1650	Managing Workplace Diversity or Customer Service	3
Total			9
Program Total			9

Public Administration Certificate | BMGT.PUBADM.CT

www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442462324

Visit Bladen Hall, Room 210 or call 301-322-0080 for your faculty advisor

PROGRAM DESCRIPTION

The Public Administration Certificate is essential for individuals who are working or plan to work in federal, state or local governments. Students completing the certificate will have an understanding of good management practices and how they apply to the administration of public offices and programs. The Public Administration Letter of Recognition provides students with a foundation in basic public administration management. Graduates of the Public Administration Certificate will be able to:

- Through use of a scenario, apply functions of management to administering in the public sector
- Differentiate the management and accounting practices of private and public sector entities
- Analyze the role of managers in local, state, and federal government
- Analyze the ethical issues in the public sector environment

PROGRAM ELECTIVES

BMT-1420 Organizational Management

ECN-1030 Principles of Macroeconomics

EGL-1320 Composition II: Writing for Business

PHL-2400 Introduction to Business Ethics

POS-1010 American National Government

SPH-1010 Introduction to Speech Communication

SEQUENCE OF STUDY—PUBLIC ADMINISTRATION CERTIFICATE

Below are the required courses for your program arranged in a suggested sequence. Please note that the sequence does not include developmental coursework. See Chapter 6 for the developmental course sequence if applicable to you.

1st Semester			
<input type="checkbox"/>	BMT-1010	Introduction to Business	3
<input type="checkbox"/>	BMT-1900	Introduction to Public Administration	3
<input type="checkbox"/>	BMT-1960	Public Service Management	3
<input type="checkbox"/>	EGL-1010	Composition I: Expository Writing	3
Total			12
2nd Semester			
<input type="checkbox"/>	BMT-2400	Strategic Management	3
<input type="checkbox"/>	ACC-1030 or 2001	Accounting for Managers or Principles of Accounting 1	3
<input type="checkbox"/>	Program Elective	Choose from "Program Electives"	3
Total			9
Program Total			21

Public Administration Letter of Recognition | BMGT.PUBADM.LOR

www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442462323

Visit Bladen Hall, Room 210 or call 301-322-0080 for your faculty advisor

PROGRAM DESCRIPTION

The Public Administration Letter of Recognition is essential for individuals who are working or plan to work in federal, state or local governments. Students completing the certificate will have an understanding of good management practices and how they apply to the administration of public offices and programs. The Public Administration Letter of Recognition provides students with a foundation in basic public administration management.

SEQUENCE OF STUDY—PUBLIC ADMINISTRATION LOR

Below are the required courses for your program arranged in a suggested sequence. Please note that the sequence does not include developmental coursework. See Chapter 6 for the developmental course sequence if applicable to you.

<input type="checkbox"/>	BMT-1010	Introduction to Business	3
<input type="checkbox"/>	BMT-1900	Introduction to Public Administration	3
<input type="checkbox"/>	BMT-1960	Public Service Management	3
Total			9
Program Total			9

Purchasing and Contracting Certificate | BMGT.PURCON.CT

www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442462326

Visit Bladen Hall, Room 210 or call 301-322-0080 for your faculty advisor

PROGRAM DESCRIPTION

The Purchasing and Contracting Letter of Recognition was developed in response to the requirements of federal, state and local governments and private industry for a highly trained professional workforce. This certificate enables students to pursue advanced knowledge and degrees in the procurement field. Individuals who wish to continue their education may apply the credits earned for the certificate toward the Business Management A.A.S. degree. Graduates of the Purchasing and Contracting Certificate will be able to:

- Apply the terminology, concepts, principles, analytic techniques and theories of procurement
- Use math and computer technology to determine the cost and price of goods and services
- Identify legal standards involved when making ethical decisions involving procurement
- Use scenario-based approaches, apply project management tools and processes for on-time and on-budget completion of projects
- Identify contract administration and negotiation activities to procurement practices

PROGRAM ELECTIVES

BMT-1010 Introduction to Business

BMT-2650 Purchasing, Contracting
and Materials Management

EGL-1320 Composition II: Writing for Business

BMT-1650 Customer Service

BMT-2610 Human Resources

BMT-2660 Conflict Management

INT-1010* Introduction to Information Technology

SEQUENCE OF STUDY— PURCHASING AND CONTRACTING CERTIFICATE

Below are the required courses for your program arranged in a suggested sequence. Please note that the sequence does not include developmental coursework. See Chapter 6 for the developmental course sequence if applicable to you.

1st Semester			
<input type="checkbox"/>	BMT-2500	Introduction to Federal Contracting	3
<input type="checkbox"/>	BMT-2510	Introduction to Source Selection	3
<input type="checkbox"/>	BMT-2520	Principles of Negotiation	3
Total			9
2nd Semester			
<input type="checkbox"/>	BMT-2530	Procurement Law	3
<input type="checkbox"/>	BMT-2540	Contract Administration	3
<input type="checkbox"/>	BMT-2550	Cost and Price Analysis	3
Total			9
3rd Semester			
<input type="checkbox"/>	Program Elective	Choose from "Program Electives"	3
<input type="checkbox"/>	Program Elective	Choose from "Program Electives"	3
Total			6
Program Total			24

Purchasing and Contracting Letter of Recognition | BMGT.PURCON.LOR

www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442462327

Visit Bladen Hall, Room 210 or call 301-322-0080 for your faculty advisor

PROGRAM DESCRIPTION

The Purchasing and Contracting Certificate was developed in response to the requirements of federal, state and local governments and private industry for a highly trained professional workforce. This certificate enables students to pursue advanced knowledge and degrees in the procurement field. Individuals who wish to continue their education may apply the credits earned for the certificate toward the Business Management A.A.S. degree.

SEQUENCE OF STUDY— PURCHASING AND CONTRACTING LOR

Below are the required courses for your program arranged in a suggested sequence. Please note that the sequence does not include developmental coursework. See Chapter 6 for the developmental course sequence if applicable to you.

<input type="checkbox"/>	BMT-2500	Introduction to Federal Contracting	3
<input type="checkbox"/>	BMT-2510	Introduction to Source Selection	3
<input type="checkbox"/>	BMT-2520	Principles of Negotiation	3
Total			9
Program Total			9

Real Estate Letter of Recognition | BMGT.RLEST.LOR

www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442462332

Visit Bladen Hall, Room 210 or call 301-322-0080 for your faculty advisor

PROGRAM DESCRIPTION

The Real Estate Letter of Recognition provides students with the knowledge necessary to take the real estate salesperson licensing examination and the ability to analyze potential real estate investments. Students passing the Real Estate Principles and Practices course (BRE-1030) may apply to take the Maryland Real Estate Salesperson Licensing Examination. BRE-1030 is 60 classroom hours in length. The Real Estate Finance and Investment course (BRE-2030) includes cash-flow forecasting, financing, tax implications and timing of property disposal as related to investing in real estate. BRE-2030 is 45 classroom hours in length. Credits earned for the Real Estate Letter of Recognition may be applied as electives to the Business Management Associate of Applied Science degree.

SEQUENCE OF STUDY— REAL ESTATE LOR

Below are the required courses for your program arranged in a suggested sequence. Please note that the sequence does not include developmental coursework. See Chapter 6 for the developmental course sequence if applicable to you.

<input type="checkbox"/>	BRE-1030	Real Estate Principles and Practices for Salespersons	4
<input type="checkbox"/>	BRE-2030	Real Estate Finance and Investment	3
Total			7
Program Total			7

Residential Property Management Associate of Applied Science | BMGT.RPM.AAS | Career Program

www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442462347

Visit Bladen Hall, Room 210 or call 301-322-0080 for your faculty advisor

PROGRAM DESCRIPTION

The Residential Property Management program was developed at the request of and in cooperation with the Apartment and Office Building Association (AOBA) property managers. Individuals who complete the Residential Property Management Option of the Business Management Associate of Applied Science (A.A.S.) degree will have a well-rounded business education that will qualify them for employment as residential property managers. Individuals who complete the Residential Property Management Certificate will have a basic understanding of residential property management components. Graduates of the Residential Property Management Option Program will be able to:

- Explain the essential characteristics and functions of property leasing, forms of ownership, property operations, attracting tenants, and resident policies
- Demonstrate the ability to develop and implement maintenance systems for residential properties
- Develop effective maintenance plans for residential properties, including inspections, budgeting, energy management, and customer service policies
- Explain the relevant government codes and regulations and how they can be met
- Develop security plans for various residential properties
- Develop budgets and financial plans for residential properties

GENERAL EDUCATION COURSES

The list of general education courses appears in chapter 7. Some programs recommend or require specific courses to fulfill general education requirements. Please check your program's sequence of study for this information.

PROGRAM REQUIREMENTS

BMT-1010 Introduction to Business	BUS-2220 Business Law I
BMT-1600 Principles of Management	BUS-2240 Business Law II
BMT-1620 Financial Planning and Investments	BPM-1010 Introduction to Residential Property
BMT-1650 Customer Service	BPM-1020 Maintenance for Residential Property Management
BMT-2610 Human Resource Management	BPM-2920 Cooperative Education**
BMT-2720 Managing Workplace Diversity	1-credit course if necessary
BMK-2510 Introduction to Marketing	
ACC-2001 Principles of Accounting I	

NOTE: General education and program requirements must equal a minimum of 60 credits.

TRANSFERABILITY

Credit earned at any public institution in the state shall be transferable to any other institution if the:

- Credit is from a college or university parallel course or program;
- Grades in the block of courses transferred average 2.00 or higher; and
- Acceptance of the credit is consistent with the policies of the receiving institution governing students following the same program. Refer to ARTSYS at artweb.usmd.edu and the receiving institution's catalog to select transferable courses.

NEED HELP?

For help selecting an academic program or courses, consider using Career Coach, available at www.pgcc.edu/go/careercoach.

SEQUENCE OF STUDY— RESIDENTIAL PROPERTY MANAGEMENT A.A.S.

Below are the required courses for your program arranged in a suggested sequence. Please note that the sequence does not include developmental coursework. See Chapter 6 for the developmental course sequence if applicable to you.

1st Semester			
<input type="checkbox"/>	Program Requirement	BMT-1010 Introduction to Business	3
<input type="checkbox"/>	Program Requirement	ACC-2001 Principles of Accounting I	3
<input type="checkbox"/>	English Composition I*	EGL-1010 Composition I: Expository Writing	3
<input type="checkbox"/>	Math*	General Education, MAT-1120 or higher	3
<input type="checkbox"/>	Computer Literacy*	INT-1010 Introduction to Information Technology	3
Total			15
2nd Semester			
<input type="checkbox"/>	Program Requirement	BMT-1600 Principles of Management	3
<input type="checkbox"/>	Program Requirement	BMT-2720 Managing Workplace Diversity	3
<input type="checkbox"/>	Program Requirement	BMT-1620 Financial Planning and Investments	3
<input type="checkbox"/>	Science*	General Education Science course	3
<input type="checkbox"/>	English Composition II*	EGL-1320 Writing for Business recommended	3
Total			15
3rd Semester			
<input type="checkbox"/>	Program Requirement	BMT-2610 Human Resource Management	3
<input type="checkbox"/>	Program Requirement	BUS-2220 Business Law I	3
<input type="checkbox"/>	Social Science	ECN-1030 Principles of Macroeconomics	3
<input type="checkbox"/>	Program Requirement	BPM-1010 Introduction to Residential Property Management	3
<input type="checkbox"/>	Program Requirement	BMK-2510 Introduction to Marketing	3
Total			15
4th Semester			
<input type="checkbox"/>	Program Requirement	BMT-1650 Customer Service	3
<input type="checkbox"/>	Program Requirement	BPM-1020 Maintenance for Residential Property Management	3
<input type="checkbox"/>	Program Requirement	BUS-2240 Business Law II	3
<input type="checkbox"/>	Humanities*	General Education Speech course	3
<input type="checkbox"/>	Program Requirement	BPM-2920 Cooperative Education**	2
<input type="checkbox"/>	Program Requirement	1-credit course (if necessary to reach a minimum of 60 credits)	1
Total			15
Program Total			60

Residential Property Management Certificate | BMGT.RPM.CT

www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442462337

Visit Bladen Hall, Room 210 or call 301-322-0080 for your faculty advisor

PROGRAM DESCRIPTION

The Residential Property Management program was developed at the request of and in cooperation with the Apartment and Office Building Association (AOBA) property managers. Individuals who complete the Residential Property Management Option of the Business Management Associate of Applied Science (A.A.S.) degree will have a well-rounded business education that will qualify them for employment as residential property managers. Individuals who complete the Residential Property Management Certificate will have a basic understanding of residential property management components. Graduates of the Residential Property Management Certificate will be able to:

- Relate the functions of management to the management of rental properties
- Develop effective maintenance plans for residential properties, including inspections, budgeting, energy management, and customer service
- Explain the relevant government codes and regulations affecting property management and how they can be met
- Develop safety and security plans for various residential properties

SEQUENCE OF STUDY— RESIDENTIAL PROPERTY MANAGEMENT CERTIFICATE

Below are the required courses for your program arranged in a suggested sequence. Please note that the sequence does not include developmental coursework. See Chapter 6 for the developmental course sequence if applicable to you.

1st Semester			
<input type="checkbox"/>	BMT-1010	Introduction to Business	3
<input type="checkbox"/>	BMT-1600	Principles of Management	3
<input type="checkbox"/>	BPM-1010	Introduction to Residential Property Management	3
Total			9
2nd Semester			
<input type="checkbox"/>	BUS-2220	Business Law I	3
<input type="checkbox"/>	BPM-1020	Maintenance for Residential Property Management	3
<input type="checkbox"/>	EGL-1010	Composition I: Expository Writing	3
<input type="checkbox"/>	BPM-2930	Cooperative Education	3
Total			12
Program Total			21

Small Business Management Certificate | BMGT.SMLBUS.CT

www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442462339

Visit Bladen Hall, Room 210 or call 301-322-0080 for your faculty advisor

PROGRAM DESCRIPTION

The Small Business Management Certificate is designed to prepare students to own, operate and successfully manage small businesses. Students are given the opportunity to develop a business plan that includes provisions for financing, site selection, marketing, budgeting, record keeping, physical facilities, incorporation, insurance, inventory control and franchising. Individuals who wish to continue their education may apply the credits earned in the certificate toward the Business Management Associate of Applied Science degree. Graduates of the Small Business Management Certificate will be able to:

- Prepare a comprehensive business plan using a standard business plan format
- Identify the key elements of gaining and sustaining a competitive advantage through strategic planning
- Explain the rewards and drawbacks of entrepreneurship
- Describe the issues central to small business marketing including research, promotion, advertising, and public relations
- Through a scenario-based approach, apply the functions of management to the small business enterprise
- Prepare a balance sheet and income statement and evaluate related financial ratios

PROGRAM ELECTIVES

ACC-1030–1050	BMT-1620	BMT-2720	BUS-2240	HSM-1800–1890
BMK-2710	BMT-1650	BMT-2750	CAP-1310	HSM-2530
BMK-2730	BMT-2500–2550	BMT-2910–2930	INT-1010	HSM-2630
BMK-2770	BMT-2580–2590	BPM-1010–1020	HSM-1510	HSM-2910–2930
BMT-1010	BMT-2610	BRE-1030	HSM-1550–1560	PHL-2400
BMT-1500	BMT-2650–2660	BRE-2030	HSM-1620–1630	SPH-1010
BMT-1600	BMT-2700	BRE-2910–2930	HSM-1700–1760	

SEQUENCE OF STUDY— SMALL BUSINESS MANAGEMENT CERTIFICATE

Below are the required courses for your program arranged in a suggested sequence. Please note that the sequence does not include developmental coursework. See Chapter 6 for the developmental course sequence if applicable to you.

1st Semester			
<input type="checkbox"/>	ACC-2001	Principles of Accounting I	3
<input type="checkbox"/>	BMT-1550	Elements of Supervision	3
<input type="checkbox"/>	BMK-2510	Introduction to Marketing	3
<input type="checkbox"/>	Program Elective	Choose from “Program Electives”	3
<input type="checkbox"/>	Elective	Any course	3
Total			15
2nd Semester			
<input type="checkbox"/>	BMT-1570	Small Business Management	3
<input type="checkbox"/>	BMK-2630	International Marketing	3
<input type="checkbox"/>	BUS-2220	Business Law I	3
<input type="checkbox"/>	Elective	Any course	3
<input type="checkbox"/>	Program Elective	Choose from “Program Electives”	3
Total			15
Program Total			30

Sports Management Certificate | BMGT.SPORT.MGT.CT

www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442462338

Visit Bladen Hall, Room 210 or call 301-322-0080 for your faculty advisor

PROGRAM DESCRIPTION

This certificate provides a foundation of sports management and marketing functions that are applicable worldwide. It prepares professionals to apply communication, leadership, managerial, and marketing skills in a variety of sports management career positions. Students will develop knowledge, skills, and processes applicable in collegiate, professional, and private sports environments. Graduates of the Sports Management Certificate will be able to:

- Apply the functions of management to the sports management industry
- Identify the skills, roles, and functions of sports managers
- Characterize sport as a product and the behavior of the sport consumer
- Apply basic marketing concepts to the sports industry through the use of practice scenarios
- Determine the effects of social values, diversity, cultural traditions, and social experiences on the field of sports management

SEQUENCE OF STUDY— SPORTS MANAGEMENT CERTIFICATE

Below are the required courses for your program arranged in a suggested sequence. Please note that the sequence does not include developmental coursework. See Chapter 6 for the developmental course sequence if applicable to you.

1st Semester			
<input type="checkbox"/>	BMT-1010	Introduction to Business	3
<input type="checkbox"/>	BMT-1600	Principles of Management	3
<input type="checkbox"/>	BMT-1650	Customer Service	3
<input type="checkbox"/>	BMT-2630	International Management	3
<input type="checkbox"/>	BMT-2670	Sports Management	3
<input type="checkbox"/>	BMK-2600	Sports Marketing	3
Total			18
Program Total			18

Supervisory Management Certificate | BMGT.SUPVS.CT

www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442462340

Visit Bladen Hall, Room 210 or call 301-322-0080 for your faculty advisor

PROGRAM DESCRIPTION

Because the composition of the workforce is changing, effective supervisors must have strong interpersonal skills. The Supervisory Management Certificate is appropriate for both first-time supervisors as well as experienced supervisors who recognize that they need to enhance their supervisory skills. This certificate provides opportunities for supervisors to obtain a core set of critical supervisory management skills. The Supervisory Management Certificate provides a foundation in supervisory management.

Graduates of the Supervisory Management Certificate will be able to:

- Identify the major supervisory functions and skills
- Use supervisory management approaches to maximize organizational efficiency in practice scenarios
- Relate supervision to management of work groups and diversity
- Select appropriate strategies for resolving conflict among employees

PROGRAM ELECTIVES

BMT-2700 Stress Management

EGL-1320 Composition II: Writing for Business

SPH-1010 Introduction to Speech Communication

SEQUENCE OF STUDY— SUPERVISORY MANAGEMENT CERTIFICATE

Below are the required courses for your program arranged in a suggested sequence. Please note that the sequence does not include developmental coursework. See Chapter 6 for the developmental course sequence if applicable to you.

1st Semester			
<input type="checkbox"/>	BMT-1010	Introduction to Business	3
<input type="checkbox"/>	BMT-1550	Elements of Supervision	3
<input type="checkbox"/>	BMT-2660	Conflict Management	3
Total			9
2nd Semester			
<input type="checkbox"/>	BMT-2720	Managing Workplace Diversity	3
<input type="checkbox"/>	BMT-2960	Emotional Intelligence in the Workplace	3
<input type="checkbox"/>	Program Elective	Choose from "Program Electives"	3
Total			9
Program Total			18

Supervisory Management Letter of Recognition | BMGT.SUPVS.LOR

www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442462341

Visit Bladen Hall, Room 210 or call 301-322-0080 for your faculty advisor

PROGRAM DESCRIPTION

The Supervisory Management Letter of Recognition provides a foundation in supervisory management.

SEQUENCE OF STUDY— SUPERVISORY MANAGEMENT LOR

Below are the required courses for your program arranged in a suggested sequence. Please note that the sequence does not include developmental coursework. See Chapter 6 for the developmental course sequence if applicable to you.

<input type="checkbox"/>	BMT-1010	Introduction to Business	3
<input type="checkbox"/>	BMT-1550	Elements of Supervision	3
<input type="checkbox"/>	BMT-2720	Managing Workplace Diversity	3
Total			9
Program Total			9

Culinary Arts Associate of Applied Science | FOOD.CULIN.AAS | Career Program

www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442462386

Visit Chesapeake Hall, Room 100 or call 301-341-3090 for your faculty advisor

PROGRAM DESCRIPTION

The Culinary Arts program introduces students to the range of skills and credentials required for a successful career in the culinary arts. Cooking, baking, and management courses are featured. Graduates of the Culinary Arts program will be able to:

- Demonstrate safe and sanitary kitchen practices;
- Prepare a variety of hot and cold dishes, baked goods;
- Prepare complete meals in large volumes;
- Explain the major issues in restaurant management including issues of staffing, equipment, and menu design;
- Demonstrate proficiency with technology typical in food service operations; and
- Describe the primary issues faced by professional caterers;
- Explain issues related to financial viability and cost control in food service organizations; and
- Demonstrate the ability to work both independently and collaboratively in a commercial kitchen.

GENERAL EDUCATION COURSES

The list of general education courses appears in chapter 7. Some programs recommend or require specific courses to fulfill general education requirements. Please check your program's sequence of study for this information.

PROGRAM REQUIREMENTS

ACC-1030 Accounting for Managers

CUL-1100 Introduction to Culinary Arts

CUL-1150 Food Production I

CUL-1300 Baking Skills

CUL-2150 Food Production II

CUL-2200 Garde Manger and Catering

CUL-2300 Advanced Baking and Pastry

CUL-2450 International Cuisine

CUL-2760 Internship

HSM-1550 Food Service Manager Training
and Certification in Sanitation

HSM-1560 Catering and Banquet Planning

HSM-1580 Using Technology in the Hospitality Industry

HSM-1630 Food Service Operations

HSM-2020 Food and Beverage Purchasing and Cost Control

TRANSFERABILITY

Credit earned at any public institution in the state shall be transferable to any other institution if the:

- Credit is from a college or university parallel course or program;
- Grades in the block of courses transferred average 2.00 or higher; and
- Acceptance of the credit is consistent with the policies of the receiving institution governing students following the same program. Refer to ARTSYS at artweb.usmd.edu and the receiving institution's catalog to select transferable courses.

NEED HELP?

For help selecting an academic program or courses, consider using Career Coach, available at www.pgcc.edu/go/careercoach.

SEQUENCE OF STUDY— CULINARY ARTS A.A.S.

Below are the required courses for your program arranged in a suggested sequence. Please note that the sequence does not include developmental coursework. See Chapter 6 for the developmental course sequence if applicable to you.

1st Semester			
<input type="checkbox"/>	Program Requirement	CUL-1100 Introduction to Culinary Arts	3
<input type="checkbox"/>	English Composition I*	EGL-1010 Composition I: Expository Writing	3
<input type="checkbox"/>	Program Requirement	HSM-1550 Food Service Manager Training and Certification in Sanitation	1
<input type="checkbox"/>	Humanities*	General Education Speech course	3
<input type="checkbox"/>	Math*	MAT-1120 or higher	3
Total			13
2nd Semester			
<input type="checkbox"/>	Program Requirement	CUL-1150 Food Production I	3
<input type="checkbox"/>	Program Requirement	CUL-1300 Baking Skills	3
<input type="checkbox"/>	English Composition II*	EGL-1320 Writing for Business	3
<input type="checkbox"/>	Program Requirement	HSM-1580 Using Technology in the Hospitality Industry	3
<input type="checkbox"/>	Social Science*	General Education Social Sciences course	3
Total			15
3rd Semester			
<input type="checkbox"/>	Program Requirement	CUL-2150 Food Production II	3
<input type="checkbox"/>	Program Requirement	CUL-2300 Advanced Baking and Pastry	3
<input type="checkbox"/>	Program Requirement	CUL-2760 Internship	3
<input type="checkbox"/>	Program Requirement	HSM-2020 Food and Beverage Purchasing and Cost Control	3
<input type="checkbox"/>	Science*	NRT-1010 or NTR-1100	3
<input type="checkbox"/>	Program Requirement	HSM-1630 Food Service Ops	3
Total			18
4th Semester			
<input type="checkbox"/>	Program Requirement	ACC-1030 Accounting for Managers	3
<input type="checkbox"/>	Program Requirement	CUL-2200 Garde Manger and Catering	3
<input type="checkbox"/>	Program Requirement	CUL-2450 International Cuisine	3
<input type="checkbox"/>	Social Science*	General Education Social Science course	3
<input type="checkbox"/>	Program Requirement	HSM-1560 Catering and Banquet Planning	3
Total			15
Program Total			61

Culinary Arts Certificate | FOOD.CULIN.CT

www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442462386

Visit Chesapeake Hall, Room 100 or call 301-341-3090 for your faculty advisor

SEQUENCE OF STUDY— CULINARY ARTS CERTIFICATE

Below are the required courses for your program arranged in a suggested sequence. Please note that the sequence does not include developmental coursework. See Chapter 6 for the developmental course sequence if applicable to you.

1st Semester			
<input type="checkbox"/>	CUL-1100	Introduction to Culinary Arts	3
<input type="checkbox"/>	CUL-1300	Baking Skills	3
<input type="checkbox"/>	HSM-1550	Food Service Manager Training and Certification in Sanitation	1
Total			7
2nd Semester			
<input type="checkbox"/>	CUL-1150	Food Production I	3
<input type="checkbox"/>	CUL-2300	Advanced Baking and Pastry	3
<input type="checkbox"/>	HSM-1580	Using Technology in the Hospitality Industry	3
Total			9
3rd Semester			
<input type="checkbox"/>	CUL-2150	Food Production II	3
<input type="checkbox"/>	HSM-1630	Food Service Operations	3
<input type="checkbox"/>	HSM-2071	Managing Staff and Service in Hospitality	3
Total			9
4th Semester			
<input type="checkbox"/>	CUL-2200	Garde Manger and Catering	3
<input type="checkbox"/>	CUL-2450	International Cuisine	3
Total			6
Program Total			31



Hospitality Services Management Associate of Applied Science | HOSP.SERV.AAS | Career Program

www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442462427

Visit Chesapeake Hall, Room 100 or call 301-341-3090 for your faculty advisor

PROGRAM DESCRIPTION

The A.A.S. in Hospitality Services Management is a flexible degree designed to introduce students to the key skills and concepts required for a successful career in the expanding field of hospitality services. The core courses provide a strong background in aspects of the hospitality industry that cut across all segments with an emphasis on real world applications and experiential learning. The curriculum is designed with adequate credits allotted to electives within the department, thus allowing students the opportunity to pursue more specialized training in industry segments of their particular interest. These areas include restaurants and food service, hotels and resorts, meetings and conventions, special events, tourism, entrepreneurship, and more. Graduates of the Hospitality Services Management program will be able to:

- Communicate effectively both verbally and in writing
- Use appropriate technologies including Microsoft Office, industry specific software, and social media for marketing
- Describe industry standards of performance, career progressions, and quality guest service
- Discuss the essential role of interpersonal skills in the hospitality industry, including leadership, professionalism, ethics including the work ethic, networking, and cross-cultural awareness.

GENERAL EDUCATION COURSES

The list of general education courses appears in chapter 7. Some programs recommend or require specific courses to fulfill general education requirements. Please check your program's sequence of study for this information.

PROGRAM REQUIREMENTS

ACC-1030 Accounting for Managers	HSM-2050 Human Resource Management for Hospitality and Tourism
HSM-1510 Introduction to Hospitality Industry	HSM-2071 Managing Staff and Service in Hospitality
HSM-1515 Leadership/Interpersonal Dynamics in Hospitality	HSM-2530 Hospitality Sales and Marketing
HSM-1550 Food Service Manager Training and Certification in Sanitation	HSM-2550 Understanding Hospitality Law
HSM-1580 Using Technology in the Hospitality Industry	HSM-2760 Hospitality Seminar

Choose one of the following:

HSM-1621 Hotel Operations Management	HSM-1630 Food Service Operations
--------------------------------------	----------------------------------

Program Electives—choose eight credits, three of which must be at the 2000 level

HSM-1520 Convention Management and Service	HSM-1810 Introduction to Travel and Tourism
HSM-1560 Catering and Banquet Planning	HSM-2020 Food and Beverage Purchasing and Cost Control
HSM-1640 Special Event Planning	HSM-2040 Bar and Beverage Management
HSM-1740 Bed and Breakfasts	HSM-2640 Security and Loss Prevention Management
HSM-1750 Wines and Spirits	

TRANSFERABILITY

Credit earned at any public institution in the state shall be transferable to any other institution if the:

- Credit is from a college or university parallel course or program;
- Grades in the block of courses transferred average 2.00 or higher; and
- Acceptance of the credit is consistent with the policies of the receiving institution governing students following the same program. Refer to ARTSYS at artweb.usmd.edu and the receiving institution's catalog to select transferable courses.

NEED HELP?

For help selecting an academic program or courses, consider using Career Coach, available at www.pgcc.edu/go/careercoach

SEQUENCE OF STUDY— HOSPITALITY SERVICES MANAGEMENT A.A.S.

Below are the required courses for your program arranged in a suggested sequence. Please note that the sequence does not include developmental coursework. See Chapter 6 for the developmental course sequence if applicable to you.

1st Semester			
<input type="checkbox"/>	English Composition I*	EGL-1010 Composition I: Expository Writing	3
<input type="checkbox"/>	Program Requirement	HSM-1510 Introduction to the Hospitality Industry	3
<input type="checkbox"/>	Program Requirement	HSM-1580 Using Technology in the Hospitality Industry	3
<input type="checkbox"/>	Humanities*	General Education Humanities course	3
<input type="checkbox"/>	Math*	MAT-1120 or higher	3-4
Total			15-16
2nd Semester			
<input type="checkbox"/>	Program Requirement	ACC-1030 Accounting for Managers	3
<input type="checkbox"/>	Social Science*	General Education Social Sciences course	3
<input type="checkbox"/>	Program Requirement	HSM-1550 Food Service Manager Training and Certification...	1
<input type="checkbox"/>	Program Requirement	HSM-1621 or HSM-1630	3
<input type="checkbox"/>	English Composition II*	EGL-1320 recommended	3
<input type="checkbox"/>	Program Requirement	HSM-2071 Managing Staff and Service in Hospitality	3
Total			16
3rd Semester			
<input type="checkbox"/>	Elective	Any course	3
<input type="checkbox"/>	Science*	General Education Science course	3
<input type="checkbox"/>	Program Requirement	HSM-2050 Human Resource Management...	3
<input type="checkbox"/>	Program Requirement	HSM-2550 Understanding Hospitality Law	3
<input type="checkbox"/>	Program Elective	Choose from "Program Electives"	3
Total			15
4th Semester			
<input type="checkbox"/>	Program Requirement	HSM-2530 Hospitality Sales and Marketing	3
<input type="checkbox"/>	Program Elective	2000-level course from "Program Electives"	3
<input type="checkbox"/>	Program Requirement	HSM-1515 Leadership and Interpersonal Dynamics	3
<input type="checkbox"/>	Program Requirement	HSM-2760 Hospitality Seminar	3
<input type="checkbox"/>	Program Elective	Choose from "Program Electives"	2
Total			14
Program Total			60

Hospitality Services Management Certificate | HOSP.SERV.CT

www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442462407

Visit Chesapeake Hall, Room 100 or call 301-341-3090

PROGRAM ELECTIVES

Choose 5–6 credits from the following list:

- HSM-1520 Convention Management and Service
- HSM-1560 Catering and Banquet Planning
- HSM-1640 Special Event Planning
- HSM-1740 Bed and Breakfasts
- HSM-1750 Wines and Spirits
- HSM-1810 Introduction to Travel and Tourism
- HSM-2020 Food and Beverage Purchasing and Cost Control
- HSM-2040 Bar and Beverage Management
- HSM-2640 Security and Loss Prevention Management

SEQUENCE OF STUDY— HOSPITALITY SERVICES MANAGEMENT CERTIFICATE

Below are the required courses for your program arranged in a suggested sequence. Please note that the sequence does not include developmental coursework. See Chapter 6 for the developmental course sequence if applicable to you.

1st Semester			
<input type="checkbox"/>	HSM-1510	Introduction to the Hospitality Industry	3
<input type="checkbox"/>	HSM-1550	Food Service Manager Training and Certification in Sanitation	1
<input type="checkbox"/>	HSM-1580	Using Technology in the Hospitality Industry	3
<input type="checkbox"/>	HSM-1621 or 1630	Hotel Operations or Food Service Operations	3
Total			10
2nd Semester			
<input type="checkbox"/>	HSM-2050	Human Resource Management and Training for Hospitality and Tourism	3
<input type="checkbox"/>	HSM-2530	Hospitality Sales and Marketing	3
<input type="checkbox"/>	HSM-2550	Understanding Hospitality Law	3
<input type="checkbox"/>	Program Electives	Choose from "Program Electives"	3
Total			12
3rd Semester			
<input type="checkbox"/>	HSM-1515	Leadership and Interpersonal Dynamics	3
<input type="checkbox"/>	Program Elective	Choose from "Program Electives"	1-3
<input type="checkbox"/>	Program Elective	Choose from "Program Electives"	1-3
Total			5-9
Program Total			27-31

Food Service Management Letter of Recognition | FOOD.SERV.LOR

www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442462393

Visit Chesapeake Hall, Room 100 or call 301-341-3090

SEQUENCE OF STUDY—FOOD SERVICE MANAGEMENT LOR

Below are the required courses for your program arranged in a suggested sequence. Please note that the sequence does not include developmental coursework. See Chapter 6 for the developmental course sequence if applicable to you.

<input type="checkbox"/>	HSM-1550	Food Service Manager Training and Certification in Sanitation	1
<input type="checkbox"/>	HSM-1560	Catering and Banquet Operations	3
<input type="checkbox"/>	HSM-1630	Food Service Operations	3
<input type="checkbox"/>	HSM-2020	Food and Beverage Purchasing and Cost Control	3
Total			10
Program Total			10

Lodging Management Letter of Recognition | HOSP.LODGE.MGT.LOR

www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442462404

Visit Chesapeake Hall, Room 100 or call 301-341-3090

SEQUENCE OF STUDY—LODGING MANAGEMENT LOR

Below are the required courses for your program arranged in a suggested sequence. Please note that the sequence does not include developmental coursework. See Chapter 6 for the developmental course sequence if applicable to you.

<input type="checkbox"/>	HSM-1621	Hotel Operations Management	3
<input type="checkbox"/>	HSM-1520 or 2530	Convention Management or Hospitality Sales and Marketing	3
<input type="checkbox"/>	HSM-2640	Security and Loss Prevention Management	1
Total			7
Program Total			7

Marketing Management Associate of Applied Science | MKTG.AAS | Career Program

www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442462428

Visit Bladen Hall, Room 210 or call 301-322-0080 for your faculty advisor

PROGRAM DESCRIPTION

The Marketing Management program helps students develop the methods, tools, techniques, and management skills needed for success in marketing, which involves the distribution of goods and services. These skills have broad applications in private organizations as well as in government and nonprofit organizations. Graduates may get jobs in retailing, inventory control, transportation, warehousing, advertising, or selling. The courses required for the Marketing Management Certificate may be applied to the Associate of Applied Science (A.A.S.) degree in Marketing Management. Graduates of the Marketing Management A.A.S. will be able to:

- Develop strategic marketing plans to include a target market analysis, product/service mix, pricing strategy, distribution strategy, and promotional plan
- Analyze marketing information for effective decision-making
- Analyze the basic service of managing a retail business
- Evaluate the interpersonal determinants of consumer behavior and decision processes
- Articulate an understanding of e-business, B2B e-marketing, B2C e-marketing, and how the Internet has changed and challenged the traditional methods of doing business
- Analyze competitive domestic and international strategies for creating unique brands for different product categories
- Analyze the effects of a business evolving from a local, to a national, to a global marketplace
- Demonstrate sales techniques
- Illustrate how the product life-cycle affects the development of new products and the management of existing products

GENERAL EDUCATION COURSES

The list of general education courses appears in chapter 7. Some programs recommend or require specific courses to fulfill general education requirements. Please check your program's sequence of study for this information.

PROGRAM REQUIREMENTS

BMK-2510 Introduction to Marketing	MAT-2210 Statistics
BMK-2630 International Marketing	BUS-2220 Business Law I
BMK-2710 Salesmanship	BMT-1010 Introduction to Business
BMK-2730 Retail Business Management	BMT-1620 Financial Planning and Investments
BMK-2770 Advertising	BMT-2400 Strategic Management**

Choose one of the following:

ACC-2001 Principles of Accounting I	ACC-1030 Accounting for Managers
-------------------------------------	----------------------------------

Program Electives—choose two from the following:

ACC-2002–1040, BMT-1500, BMT-1550, BMT-1570, BMT-1600, BMT-1800, BMT-2500–2550, BMT-2580–2590, BMT-2610, BMT-2630, BMT-2650–2660, BMT-2700, BMT-2750, BMT-2910–2930, BRE-1030, BUS-2240, CAP-1310, PHL-2400

TRANSFERABILITY

Credit earned at any public institution in the state shall be transferable to any other institution if the:

- Credit is from a college or university parallel course or program;
- Grades in the block of courses transferred average 2.00 or higher; and
- Acceptance of the credit is consistent with the policies of the receiving institution governing students following the same program. Refer to ARTSYS at artweb.usmd.edu and the receiving institution's catalog to select transferable courses.

NEED HELP?

For help selecting an academic program or courses, consider using Career Coach, available at www.pgcc.edu/go/careercoach.

SEQUENCE OF STUDY— MARKETING MANAGEMENT A.A.S.

Below are the required courses for your program arranged in a suggested sequence. Please note that the sequence does not include developmental coursework. See Chapter 6 for the developmental course sequence if applicable to you.

1st Semester			
<input type="checkbox"/>	Program Requirement	BMT-1010 Introduction to Business	3
<input type="checkbox"/>	Science*	General Education Science course	3
<input type="checkbox"/>	English Composition I*	EGL-1010 Composition I: Expository Writing	3
<input type="checkbox"/>	Computer Literacy*	INT-1010 Introduction to Information Technology	3
<input type="checkbox"/>	Math*	General Education, MAT-1120 or higher	3
Total			15
2nd Semester			
<input type="checkbox"/>	English Composition II*	EGL-1020, 1100, 1320, or 1340	3
<input type="checkbox"/>	Program Requirement	MAT-2210 Statistics	3
<input type="checkbox"/>	Program Requirement	BMK-2510 Introduction to Marketing	3
<input type="checkbox"/>	Program Requirement	BMK-2630 International Marketing	3
<input type="checkbox"/>	Program Requirement	BMT-1620 Financial Planning and Investments	3
Total			15
3rd Semester			
<input type="checkbox"/>	Program Requirement	ACC-2001 or 1030	3
<input type="checkbox"/>	Program Requirement	BUS-2220 Business Law I	3
<input type="checkbox"/>	Program Requirement	BMK-2710 Salesmanship	3
<input type="checkbox"/>	Social Science*	ECN-1030 Principles of Macroeconomics	3
<input type="checkbox"/>	Humanities*	General Education Speech course	3
Total			15
4th Semester			
<input type="checkbox"/>	Program Elective	Choose from "Program Electives"	3
<input type="checkbox"/>	Program Elective	Choose from "Program Electives"	3
<input type="checkbox"/>	Program Requirement	BMK-2730 Retail Business Management	3
<input type="checkbox"/>	Program Requirement	BMK-2770 Advertising	3
<input type="checkbox"/>	Program Requirement	BMT-2400 Strategic Management**	3
Total			15
Program Total			60

Marketing Management Certificate | MKTG.CT

www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442462415

Visit Bladen Hall, Room 210 or call 301-322-0080 for your faculty advisor

PROGRAM DESCRIPTION

Graduates of the Marketing Management Certificate Program will be able to:

- Design strategic marketing plans to include target market analysis, product/services mix, pricing, and distribution strategy and promotion plan
- Analyze marketing information for effective decision-making
- Use technology in marketing and marketing information systems
- Demonstrate sales techniques
- Design a promotional plan
- Identify principles of E-commerce and web marketing

PROGRAM ELECTIVES

ACC-2001 Principles of Accounting I

BMT-1550 Elements of Supervision

BUS-2220 Business Law I

ACC-1030 Accounting for Managers

BMT-1500 Developing a Professional Image

BMT-1570 Small Business Management

BMT-1620 Financial Planning and Investments

MAT-1120 Finite Mathematics

SEQUENCE OF STUDY— MARKETING MANAGEMENT CERTIFICATE

Below are the required courses for your program arranged in a suggested sequence. Please note that the sequence does not include developmental coursework. See Chapter 6 for the developmental course sequence if applicable to you.

1st Semester			
<input type="checkbox"/>	BMK-2510	Introduction to Marketing	3
<input type="checkbox"/>	BMK-2630	International Marketing	3
<input type="checkbox"/>	BMK-2710	Salesmanship	3
<input type="checkbox"/>	Program Elective	Choose from "Program Electives"	3
<input type="checkbox"/>	Program Elective	Choose from "Program Electives"	3
<input type="checkbox"/>	BMK-2730	Retail Business Management	3
Total			18
2nd Semester			
<input type="checkbox"/>	BMK-2770	Advertising	3
<input type="checkbox"/>	BMT-1010	Introduction to Business	3
<input type="checkbox"/>	BMT-1800	Microcomputer Applications for the Business Manager	3
<input type="checkbox"/>	Program Elective	Choose from "Program Electives"	3
Total			12
Program Total			30

Meeting and Event Management

Associate of Applied Science | HOSP.MTG.EVENT.AAS | Career Program

www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442465120

Visit Chesapeake Hall, Room 100 or call 301-341-3090 for your faculty advisor

PROGRAM DESCRIPTION

This program is designed to prepare students for careers in the expanding fields of event and meeting management. The curriculum includes a strong core of courses that introduce students to the fundamentals of convention and meeting planning, as well as to more specialized aspects of the industry: trade show and exposition management, event sponsorship, association and special interest meeting management, and social event planning. Finally, the curriculum presents concepts related to the wider world of hospitality management sales and marketing, the law, hotel operations, and sustainability issues. Graduates of the Meeting and Event Management Program will be able to:

- Create a plan for a successful meeting or event
- Explain how to adjust meeting and event management skills based on the venue and/or context in which it would be held
- Demonstrate the critical skills of the professional meeting and event manager
- Demonstrate leadership in group setting

GENERAL EDUCATION COURSES

The list of general education courses appears in chapter 7. Some programs recommend or require specific courses to fulfill general education requirements. Please check your program's sequence of study for this information.

PROGRAM REQUIREMENTS

HSM-1510 Introduction to the Hospitality Industry

HSM-1520 Fundamentals of Meeting, Convention,
and Event Management

HSM-1580 Using Technology in the Hospitality Industry

HSM-1621 Hotel Operations

HSM-1640 Special Event Management

HSM-1680 Event Sponsorship

HSM-1810 Introduction to Travel and Tourism

HSM-2050 Human Resource Management
for Hospitality and Tourism

HSM-2071 Managing Staff and Service
in the Hospitality Industry

HSM-2530 Hospitality Sales and Marketing

HSM-2550 Hospitality Law

HSM-2700 Sustainability in Hospitality

HSM-2760 Hospitality Seminar

Choose one of the following:

HSM-1650 Planning for Association Events

HSM-1660 Planning for SMERF Events

Choose one of the following:

HSM-1670 Trade Shows and Expositions

HSM-1860 Weddings and Social Events

TRANSFERABILITY

Credit earned at any public institution in the state shall be transferable to any other institution if the:

- Credit is from a college or university parallel course or program;
- Grades in the block of courses transferred average 2.00 or higher; and
- Acceptance of the credit is consistent with the policies of the receiving institution governing students following the same program. Refer to ARTSYS at artweb.usmd.edu and the receiving institution's catalog to select transferable courses.

NEED HELP?

For help selecting an academic program or courses, consider using Career Coach, available at www.pgcc.edu/go/careercoach.

SEQUENCE OF STUDY— MEETING AND EVENT MANAGEMENT A.A.S.

Below are the required courses for your program arranged in a suggested sequence. Please note that the sequence does not include developmental coursework. See Chapter 6 for the developmental course sequence if applicable to you.

1st Semester			
<input type="checkbox"/>	Program Requirement	HSM-1510 Introduction to the Hospitality Industry	3
<input type="checkbox"/>	Program Requirement	HSM-1580 Using Technology in the Hospitality Industry	3
<input type="checkbox"/>	Program Requirement	HSM-1520 Fundamentals of Meeting, Convention, and Event Management	3
<input type="checkbox"/>	English Composition I*	EGL-1010 Composition I: Expository Writing	3
<input type="checkbox"/>	Math*	General Education, MAT-1120 or higher	3-4
Total			15-16
2nd Semester			
<input type="checkbox"/>	Program Requirement	HSM-1640 Special Event Management	3
<input type="checkbox"/>	English Composition II*	EGL-1320 Writing for Business	3
<input type="checkbox"/>	Program Requirement	HSM-2071 Managing Staff and Service in Hospitality	3
<input type="checkbox"/>	Program Requirement	HSM-1810 Introduction to Travel and Tourism	3
<input type="checkbox"/>	Humanities*	General Education Humanities course	3
Total			15
3rd Semester			
<input type="checkbox"/>	Program Requirement	HSM-2530 Hospitality Sales and Marketing	3
<input type="checkbox"/>	Program Requirement	HSM-2050 Human Resource Management and Training...	3
<input type="checkbox"/>	Program Requirement	HSM-1650 or 1660	1
<input type="checkbox"/>	Program Requirement	HSM-1670 or 1860	1
<input type="checkbox"/>	Program Requirement	HSM-1680 Event Sponsorship	1
<input type="checkbox"/>	Social Science*	General Education Social Sciences course	3
<input type="checkbox"/>	Computer Literacy	INT-1010 Introduction to Information Technology	3
Total			15
4th Semester			
<input type="checkbox"/>	Program Requirement	HSM-2700 Sustainability in Hospitality	3
<input type="checkbox"/>	Program Requirement	HSM-1621 Hotel Operations Management	3
<input type="checkbox"/>	Program Requirement	HSM-2550 Understanding Hospitality Law	3
<input type="checkbox"/>	Program Requirement	HSM-2760 Hospitality Seminar**	3
<input type="checkbox"/>	Science*	General Education Science course	3
Total			15
Program Total			60

Double asterisk (**) denotes a course that satisfies the culminating experience requirement for A.A.S. programs.

Meeting and Event Management Certificate | HOSP.MTG.EVENT.CT

www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442465119

Visit Chesapeake Hall, Room 100 or call 301-341-3090 for your faculty advisor

SEQUENCE OF STUDY— MEETING AND EVENT MANAGEMENT CERTIFICATE

Below are the required courses for your program arranged in a suggested sequence. Please note that the sequence does not include developmental coursework. See Chapter 6 for the developmental course sequence if applicable to you.

1st Semester			
<input type="checkbox"/>	HSM-1510	Introduction to the Hospitality Industry	3
<input type="checkbox"/>	HSM-1520	Fundamentals of Meeting, Convention, and Event Management	3
<input type="checkbox"/>	HSM-1580	Using Technology in the Hospitality Industry	3
<input type="checkbox"/>	HSM-1810	Introduction to Travel and Tourism	3
Total			12
2nd Semester			
<input type="checkbox"/>	HSM-1640	Special Event Management	3
<input type="checkbox"/>	HSM-1621	Hotel Operations Management	3
<input type="checkbox"/>	HSM-2530	Hospitality Sales and Marketing	3
<input type="checkbox"/>	HSM-1680	Event Sponsorship	1
Total			10
3rd Semester			
<input type="checkbox"/>	HSM-2700	Sustainability in Hospitality	3
<input type="checkbox"/>	HSM-1650	Planning for Association Events	1
<input type="checkbox"/>	HSM-2550	Hospitality Law	3
<input type="checkbox"/>	HSM-2760	Hospitality Seminar	3
<input type="checkbox"/>	HSM-1670 or 1860	Trade Shows and Expositions or Weddings and Social Events	1
Total			11
Program Total			33

Meeting and Event Management Letter of Recognition | HOSP.MTG.MGT.LOR

www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442462402

Visit Chesapeake Hall, Room 100 or call 301-341-3090 for your faculty advisor

SEQUENCE OF STUDY— MEETING AND EVENT MANAGEMENT LOR

Below are the required courses for your program arranged in a suggested sequence. Please note that the sequence does not include developmental coursework. See Chapter 6 for the developmental course sequence if applicable to you.

<input type="checkbox"/>	HSM-1520	Fundamentals of Meeting, Convention, and Event Management	3
<input type="checkbox"/>	HSM-1560	Catering and Banquet Operations	3
<input type="checkbox"/>	HSM-1640	Special Event Planning	3
Total			9
Program Total			9

General Studies Associate of Arts | GENL.STUDIES.AA | Transfer Program

www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442462413

Visit Marlboro Hall, Room 3077 or call 301-322-0561 for your faculty advisor

PROGRAM DESCRIPTION

This program is for students interested in transferring to a four-year institution. The program introduces a broad range of the liberal arts and sciences while providing a thorough preparation in verbal, mathematical, and critical-thinking skills. General studies include courses in humanities, social sciences, English, science, and math, which enable students to sample various subject matters and methodologies so they can make informed education and career choices. This program is designed to transfer to four-year colleges or universities. The various options of the General Studies A.A. degree are listed in the index and are located by discipline in this chapter. Students should consult with an advisor about transfer requirements. Graduates of the General Studies, Associate of Arts will be able to:

- Synthesize information and content across multiple disciplines
- Apply student core competencies in the development of a culminating project/assignment
- Analyze perspectives on key issues within the concentration

GENERAL EDUCATION COURSES

The list of general education courses appears in chapter 7. Some programs recommend or require specific courses to fulfill general education requirements. Please check your program's sequence of study for this information.

PROGRAM REQUIREMENTS

PAS-1000 Planning for Academic Success: FYE

Concentration: Choose 15 Credits from one of the concentrations below, at least 6 credits at the 2000-level

Humanities Concentration Courses:

Choose from Arabic, Art, Chinese, English, French, Humanities, Music, Philosophy, Public Relations/Journalism, Spanish, Speech, Television, Radio, and Film, Theatre (Note: If you are interested in taking a four-semester sequence of a foreign language, please see an advisor or a foreign-language instructor.)

STEM Concentration Courses:

Choose from Biology, Chemistry, Engineering, Information Technology, Mathematics, Physical Sciences, or Physics

Social Sciences and Business Concentration Courses:

Choose from Accounting, African American Studies, Anthropology, Criminal Justice, Economics, Forensic Science, History, Paralegal, Political Science, Psychology, Sociology, Teacher Education, Women's Studies

Health Sciences Concentration Courses:

Choose from Biology, Chemistry, Health Education, Nutrition

Electives: 12–13 credits (see note below)

1-credit course if necessary

NOTE: A total of 18 credits must be taken at the 2000 level. Some 2000-level courses may have prerequisites, so please plan carefully. General education, electives, and program concentration courses must equal a minimum of 60 credits.

TRANSFERABILITY

Credit earned at any public institution in the state shall be transferable to any other institution if the:

- Credit is from a college or university parallel course or program;
- Grades in the block of courses transferred average 2.00 or higher; and
- Acceptance of the credit is consistent with the policies of the receiving institution governing students following the same program. Refer to ARTSYS at artweb.usmd.edu and the receiving institution's catalog to select transferable courses.

NEED HELP?

For help selecting an academic program or courses, consider using Career Coach, available at www.pgcc.edu/go/careercoach

SEQUENCE OF STUDY— GENERAL STUDIES A.A.

Below are the required courses for your program arranged in a suggested sequence. Please note that the sequence does not include developmental coursework. See Chapter 6 for the developmental course sequence if applicable to you.

1st Semester			
<input type="checkbox"/>	Program Requirement	PAS-1000 Planning for Academic Success: First-Year Experience	1
<input type="checkbox"/>	English Composition I*	EGL-1010 Composition I: Expository Writing	3
<input type="checkbox"/>	Humanities*	General Education Speech course	3
<input type="checkbox"/>	Computer Literacy*	INT-1010 Introduction to Information Technology	3
<input type="checkbox"/>	Math*	MAT-1120 or higher	3-4
Total			13-14
2nd Semester			
<input type="checkbox"/>	English Composition II*	EGL-1020, 1100, 1320, or 1340	3
<input type="checkbox"/>	Social Science* ¹	General Education History course	3
<input type="checkbox"/>	Humanities*	General Education Humanities course other than Speech	3
<input type="checkbox"/>	Science with Lab*	General Education Science course	4
<input type="checkbox"/>	Social Science* ¹	General Education Social Sciences course	3
Total			16
3rd Semester			
<input type="checkbox"/>	Elective ²	Any course	3
<input type="checkbox"/>	Elective ²	Any course	3
<input type="checkbox"/>	Program Requirement	2000-level Concentration course (see explanation on previous page)	3
<input type="checkbox"/>	Program Requirement ²	Concentration course (see explanation on previous page)	3
<input type="checkbox"/>	Program Requirement ²	Concentration course (see explanation on previous page)	3
Total			15
4th Semester^j			
<input type="checkbox"/>	Science*	General Education Science course	3
<input type="checkbox"/>	Elective ²	Any course	3
<input type="checkbox"/>	Elective ²	Any course	3
<input type="checkbox"/>	Program Requirement	2000-level Concentration course (see explanation on previous page)	3
<input type="checkbox"/>	Program Requirement	2000-level Concentration course (see explanation on previous page)	3
<input type="checkbox"/>	Program Requirement ²	1-credit course (if necessary to reach a minimum of 60 credits)	1
Total			16
Program Total			60

¹ The two Social Science general education courses must be from different disciplines.

² A total of 18 credits must be taken at the 2000 level. Some 2000-level courses may have prerequisites, so please plan carefully. General education, electives, and program concentration must equal a minimum of 60 credits.

Transfer Studies Certificate | GENL.TRAN.CT

www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442462412

Visit Marlboro Hall, Room 3077 or call 301-322-0561 for your faculty advisor

PROGRAM DESCRIPTION

This is a flexible certificate that, with the exception of EGL-1010, allows students to take the general education courses of their choice. When students complete the certificate, they have achieved college sophomore standing and have earned credits that will transfer to many four-year institutions.

NOTE: This program is not approved for federal or state student financial aid.

SEQUENCE OF STUDY— TRANSFER STUDIES CERTIFICATE

Below are the required courses for your program arranged in a suggested sequence. Please note that the sequence does not include developmental coursework. See Chapter 6 for the developmental course sequence if applicable to you.

1st Semester			
<input type="checkbox"/>	English Composition I	EGL-1010 Composition I: Expository Writing	3
<input type="checkbox"/>	Humanities	General Education Humanities course	3
<input type="checkbox"/>	Social Science	General Education Social Sciences course	3
<input type="checkbox"/>	Math	General Education Math course	3
<input type="checkbox"/>	Elective	Any course but PED-1000 or PED-1030	3
Total			15
2nd Semester			
<input type="checkbox"/>	English Composition II	General Education English Comp course	3
<input type="checkbox"/>	Humanities	General Education Humanities course	3
<input type="checkbox"/>	Social Science	General Education Social Sciences course	3
<input type="checkbox"/>	Social Science	General Education Social Sciences course	3
<input type="checkbox"/>	Science	General Education Science course	3-4
Total			15-16
Program Total			30-31



Clinical Health Sciences Program Information

One of the most rapidly growing career paths is in health care. In response to the need for highly skilled health care workers, Prince George's Community College continues to offer state-of-the-art health science programs. As the health care delivery system changes, health personnel find employment opportunities in hospitals and community agencies designed to provide different types of care, including intensive, chronic, and ambulatory.

All clinical health science programs have state approval and specialized accreditation. Both nursing programs are approved by the Maryland Board of Nursing and the RN program is accredited by the Accreditation Commission for Education in Nursing (ACEN), formerly the National League for Nursing Accrediting Commission (NLNAC). The Paramedic programs are approved by The Maryland Institute for Emergency Medical Services Systems (MIEMSS), The Emergency Medical Services Board. All allied health programs are accredited by the applicable accrediting body:

- The Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoA EMSP) through the Commission on Accreditation of Allied Health Education Programs (CAAHEP)
- Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM)
- Committee on Accreditation for Respiratory Care (CoARC)
- Joint Review Committee on Education in Radiologic Technology (JRCERT)
- Joint Review Committee on Educational Programs in Nuclear Medicine Technology (JRCNMT)

Although graduates are eligible to take the licensure/certification examinations upon program completion, there are restrictions about sitting for the examination if an applicant has been convicted of a felony or a misdemeanor. See department chair or program coordinator for additional information.

Satisfactory completion of a health sciences career program prepares the graduate to:

- Perform the cognitive, technical, and psychomotor skills necessary for a beginning health care practitioner in his/her respective program
- Demonstrate ethical behaviors and a professional demeanor consistent with the profession's code of ethics
- Sit for the certification/licensing examination appropriate to the field of study

Students interested in one of the health career programs must meet the eligibility criteria for admission. For more information about these programs, call 301-322-0151 (Advising), or 301-322-0731 (Allied Health and Nursing). The programs of study for the following health science clinical areas are included alphabetically throughout this chapter:

- Health Information Management
- Medical Assisting
- Nuclear Medicine Technology
- Nursing
- Paramedic
- Radiography
- Respiratory Therapy
- Surgical Technology

The curriculum codes identified in this chapter are used only by students formally accepted into one of the clinical health sciences programs. Students seeking admission into one of these program are to use the curriculum codes listed on page 442 of the catalog.

Dietetics Option Associate of Arts | FOOD.DIET.AA | Transfer Program

www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442462410

Visit [Novak Field House, Room 104](#) or call 301-322-0504 for your faculty advisor

PROGRAM DESCRIPTION

This is the recommended program of study for students planning to pursue a B.S. in Dietetics. Working closely with the department chair and Advising is strongly recommended, because both program concentration and general education requirements vary among receiving institutions. Graduates of the Dietetics Option program will be able to:

- Apply the principles of food and nutrition to promote healthy eating patterns
- Demonstrate an understanding of the relationships between diet and disease/wellness
- Apply critical thinking and abstract reasoning to current issues in nutrition
- Communicate effectively using basic nutrition terminology
- Pursue a bachelor's degree at a four-year institution.

GENERAL EDUCATION COURSES

The list of general education courses appears in chapter 7. Some programs recommend or require specific courses to fulfill general education requirements. Please check your program's sequence of study for this information.

PROGRAM REQUIREMENTS

PAS-1000 Planning for Academic Success: FYE

BIO-2010 Microbiology

CHM-1010 General Chemistry

CHM-1020 General Chemistry II

CHM-1030 General Chemistry II Lab

CHM-2010 Organic Chemistry I

CHM-2020 Organic Chemistry II

CHM-2040 Organic Chemistry II Lab

HLE-2000 Application of Concepts of Fitness and Wellness

NTR-1100 Introduction to Food Science

TRANSFERABILITY

Credit earned at any public institution in the state shall be transferable to any other institution if the:

- Credit is from a college or university parallel course or program;
- Grades in the block of courses transferred average 2.00 or higher; and
- Acceptance of the credit is consistent with the policies of the receiving institution governing students following the same program. Refer to ARTSYS at artweb.usmd.edu and the receiving institution's catalog to select transferable courses.

NEED HELP?

For help selecting an academic program or courses, consider using Career Coach, available at www.pgcc.edu/go/careercoach.

SEQUENCE OF STUDY ON NEXT PAGE

SEQUENCE OF STUDY— DIETETICS OPTION A.A.

Below are the required courses for your program arranged in a suggested sequence. Please note that the sequence does not include developmental coursework. See Chapter 6 for the developmental course sequence if applicable to you.

1st Semester			
<input type="checkbox"/>	Program Requirement	PAS-1000 Planning for Academic Success: First-Year Experience	1
<input type="checkbox"/>	English Composition I*	EGL-1010 Composition I: Expository Writing	3
<input type="checkbox"/>	Math*	MAT-1350 College Algebra and Trigonometry I	3
<input type="checkbox"/>	Science*	NTR-1010 Introductory Nutrition	3
<input type="checkbox"/>	Program Requirement	CHM-1010 General Chemistry	4
Total			14
2nd Semester			
<input type="checkbox"/>	Science*	BIO-1140 Principles of Biology: Cellular and Molecular Biology	4
<input type="checkbox"/>	English Composition II*	EGL-1020 recommended	3
<input type="checkbox"/>	Social Science*	General Education History course	3
<input type="checkbox"/>	Program Requirement	CHM-1020 General Chemistry II	3
<input type="checkbox"/>	Program Requirement	CHM-1030 General Chemistry II Lab	2
Total			15
3rd Semester			
<input type="checkbox"/>	Computer Literacy*	INT-1010 Introduction to Information Technology	3
<input type="checkbox"/>	Humanities*	General Education Speech course	3
<input type="checkbox"/>	Program Requirement	NTR-1100 Introduction to Food Science	3
<input type="checkbox"/>	Program Requirement	HLE-2000 Application of Concepts of Fitness and Wellness	3
<input type="checkbox"/>	Program Requirement	CHM-2010 Organic Chemistry I	4
Total			16
4th Semester			
<input type="checkbox"/>	Program Requirement	CHM-2020 Organic Chemistry II	3
<input type="checkbox"/>	Program Requirement	CHM-2040 Organic Chemistry II Laboratory	2
<input type="checkbox"/>	Social Science*	PSY-1010 General Psychology	3
<input type="checkbox"/>	Program Requirement	BIO-2010 Microbiology	4
<input type="checkbox"/>	Humanities*	2000-level General Education Humanities course other than Speech	3
Total			15
Program Total			60

Dietetics Certificate | FOOD.DIET.CT

www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442462387

Visit Novak Field House, Room 104 or call 301-322-0504 for your faculty advisor

PROGRAM DESCRIPTION

The Dietetics Certificate is designed as the first 29 credits of the Dietetics Option. It also may be used to transfer into the A.A.S. in Dietetic Technology at Baltimore City Community College, provided the student maintains a C average or better. Dietetic technicians, part of allied health and food service management teams, work independently or under the supervision of a registered dietitian in various settings, including hospitals, schools and universities, public health agencies, the armed forces, and research laboratories.

SEQUENCE OF STUDY—DIETETICS CERTIFICATE

Below are the required courses for your program arranged in a suggested sequence. Please note that the sequence does not include developmental coursework. See Chapter 6 for the developmental course sequence if applicable to you.

1st Semester			
<input type="checkbox"/>	EGL-1010	Composition I: Expository Writing	3
<input type="checkbox"/>	BIO-1010	General Biology	4
<input type="checkbox"/>	MAT-1350	College Algebra and Trigonometry I	3
<input type="checkbox"/>	SOC-1010	Introduction to Sociology	3
Total			13
2nd Semester			
<input type="checkbox"/>	NTR-1010	Introductory Nutrition	3
<input type="checkbox"/>	BIO-2050	Human Anatomy and Physiology I	4
<input type="checkbox"/>	PSY-1010	General Psychology	3
<input type="checkbox"/>	Speech	Any Speech course	3
Total			13
3rd Semester			
<input type="checkbox"/>	NTR-1100	Introduction to Food Science	3
<input type="checkbox"/>	BIO-2060	Human Anatomy and Physiology II	4
Total			7
Program Total			33

Food Science Option Associate of Arts | FOOD.SCI.AA | Transfer Program

www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442462411

Visit Novak Field House, Room 104 or call 301-322-0504 for your faculty advisor

PROGRAM DESCRIPTION

This is the recommended program of study for students planning to pursue a B.S. in Food Science at the University of Maryland, College Park (UMCP). Working closely with the department chair and Advising is strongly recommended in order to meet UMCP's CORE requirements. Graduates of the Food Science Option program will be able to:

- Apply the principles of chemical, physical, and microbiological sciences to foods
- Demonstrate an understanding of the relationships between food complexity and food processing
- Apply critical thinking and abstract reasoning to current research in food manufacture and safety
- Communicate effectively using basic scientific and nutrition terminology
- Transfer into a bachelor's degree program at a four-year institution

GENERAL EDUCATION COURSES

The list of general education courses appears in chapter 7. Some programs recommend or require specific courses to fulfill general education requirements. Please check your program's sequence of study for this information.

PROGRAM REQUIREMENTS

PAS-1000 Planning for Academic Success: FYE

NTR-1010 Introductory Nutrition

NTR-1100 Introduction to Food Science

CHM-1020 General Chemistry II

CHM-1030 General Chemistry II Lab

CHM-2010 Organic Chemistry I

CHM-2020 Organic Chemistry II

CHM-2040 Organic Chemistry II Lab

BIO-2010 Microbiology

MAT-2160 Applied Calculus I

TRANSFERABILITY

Credit earned at any public institution in the state shall be transferable to any other institution if the:

- Credit is from a college or university parallel course or program;
- Grades in the block of courses transferred average 2.00 or higher; and
- Acceptance of the credit is consistent with the policies of the receiving institution governing students following the same program. Refer to ARTSYS at artweb.usmd.edu and the receiving institution's catalog to select transferable courses.

NEED HELP?

For help selecting an academic program or courses, consider using Career Coach, available at www.pgcc.edu/go/careercoach

SEQUENCE OF STUDY— FOOD SCIENCE OPTION A.A.

Below are the required courses for your program arranged in a suggested sequence. Please note that the sequence does not include developmental coursework. See Chapter 6 for the developmental course sequence if applicable to you.

1st Semester			
<input type="checkbox"/>	Program Requirement	PAS-1000 Planning for Academic Success: First-Year Experience	1
<input type="checkbox"/>	English Composition I*	EGL-1010 Composition I: Expository Writing	3
<input type="checkbox"/>	Program Requirement	CHM-1010 General Chemistry I	4
<input type="checkbox"/>	Math*	MAT-1350 College Algebra and Trigonometry I	3
<input type="checkbox"/>	Science*	NTR-1010 Introductory Nutrition	3
Total			14
2nd Semester			
<input type="checkbox"/>	Science with Lab*	BIO-1140 Principles of Biology: Cellular and Molecular Biology	4
<input type="checkbox"/>	English Composition II*	EGL-1020 recommended	3
<input type="checkbox"/>	Computer Literacy*	INT-1010 Introduction to Information Technology	3
<input type="checkbox"/>	Program Requirement	CHM-1020 General Chemistry II	3
<input type="checkbox"/>	Program Requirement	CHM-1030 General Chemistry II Laboratory	2
Total			15
3rd Semester			
<input type="checkbox"/>	Humanities*	2000-level General Education Humanities course other than Speech	3
<input type="checkbox"/>	Program Requirement	CHM-2010 Organic Chemistry I	4
<input type="checkbox"/>	Social Science*	PSY-1010 General Psychology	3
<input type="checkbox"/>	Social Science*	General Education History course	3
<input type="checkbox"/>	Program Requirement	NTR-1100 Introduction to Food Science	3
Total			16
4th Semester			
<input type="checkbox"/>	Program Requirement	MAT-2160 Applied Calculus I	3
<input type="checkbox"/>	Program Requirement	CHM-2020 Organic Chemistry II	3
<input type="checkbox"/>	Program Requirement	CHM-2040 Organic Chemistry II Laboratory	2
<input type="checkbox"/>	Program Requirement	BIO-2010 Microbiology	4
<input type="checkbox"/>	Humanities*	General Education Speech course	3
Total			15
Program Total			60

Double asterisk (**) denotes a course that satisfies the culminating experience requirement for A.A.S. programs.

Health Education Option, General Studies Associate of Arts | HLTH.ED.AA | Transfer Program

www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442462421

Visit Novak Field House, Room 104 or call 301-322-0504 for your faculty advisor

PROGRAM DESCRIPTION

The Health Education option program prepares students with the foundation to become competent professionals in areas of health education, health promotion and community health based programs. Students will develop a strong background in principles of wellness, various topics of health, well-being and human behavior, which is required to teach or develop health based programs. Graduates of the Health Education program will be able to:

- Apply critical thinking skills to assess health, wellness, and physical fitness
- Demonstrate use of interpersonal skills using verbal and written communication
- Use technology to research consumer-related health information and changing health-related trends
- Provide First Aid and CPR
- Evaluate health issues from a multicultural perspective
- Analyze issues related to individual and community health

GENERAL EDUCATION COURSES

The list of general education courses appears in chapter 7. Some programs recommend or require specific courses to fulfill general education requirements. Please check your program's sequence of study for this information.

PROGRAM REQUIREMENTS

PAS-1000 Planning For Academic Success: FYE

BIO-2050 Human Anatomy and Physiology I

BIO-2060 Human Anatomy and Physiology II

HLE-1150 Personal and Community Health

HLE-2000 Application of Concepts for Fitness/Wellness

HLE-2130 First Aid—

Responding to Emergencies/CPR FPR

NTR-1010 Introductory Nutrition

PED-1030 Lifetime Fitness and Leisure Activities

Program Electives—choose six credits from the following:

HLE-2010 Health Issues in a Culturally Diverse Society

HLE-2150 Introduction to Child Health

HLE-2210 Human Sexuality

HLE-2250 Health Issues for Women

HLE-2300 Integrated Health and Physical Education

TRANSFERABILITY

Credit earned at any public institution in the state shall be transferable to any other institution if the:

- Credit is from a college or university parallel course or program;
- Grades in the block of courses transferred average 2.00 or higher; and
- Acceptance of the credit is consistent with the policies of the receiving institution governing students following the same program. *Refer to ARTSYS at artweb.usmd.edu and the receiving institution's catalog to select transferable courses.*

NEED HELP?

For help selecting an academic program or courses, consider using Career Coach, available at www.pgcc.edu/go/careercoach

SEQUENCE OF STUDY— HEALTH EDUCATION OPTION A.A.

Below are the required courses for your program arranged in a suggested sequence. Please note that the sequence does not include developmental coursework. See Chapter 6 for the developmental course sequence if applicable to you.

1st Semester			
<input type="checkbox"/>	Program Requirement	PAS-1000 Planning for Academic Success: First-Year Experience	1
<input type="checkbox"/>	English Composition I*	EGL-1010 Composition I: Expository Writing	3
<input type="checkbox"/>	Program Requirement	HLE-1150 Personal and Community Health	3
<input type="checkbox"/>	Program Requirement	NTR-1010 Introductory Nutrition	3
<input type="checkbox"/>	Computer Literacy*	INT-1010 Introduction to Information Technology	3
<input type="checkbox"/>	Science*	BIO-1010 General Biology	4
Total			17
2nd Semester			
<input type="checkbox"/>	English Composition II*	EGL-1020 recommended	3
<input type="checkbox"/>	Social Science*	General Education Social Science course other than History	3
<input type="checkbox"/>	Social Science*	General Education History course	3
<input type="checkbox"/>	Program Elective	Choose from "Program Electives"	3
<input type="checkbox"/>	Math*	MAT-1120 or higher	3-4
Total			15-16
3rd Semester			
<input type="checkbox"/>	Science with Lab*	BIO-2050 Human Anatomy and Physiology I	4
<input type="checkbox"/>	Humanities*	General Education Humanities course other than Speech	3
<input type="checkbox"/>	Program Elective	Choose from "Program Electives"	3
<input type="checkbox"/>	Humanities*	General Education Speech course	3
<input type="checkbox"/>	Program Requirement	PED-1030 Lifetime Fitness and Leisure	2
Total			15
4th Semester			
<input type="checkbox"/>	Program Requirement	BIO-2060 Human Anatomy and Physiology II	4
<input type="checkbox"/>	Program Requirement	HLE-2000 Application of Concepts for Fitness and Wellness	3
<input type="checkbox"/>	Program Requirement	HLE-2130 First Aid—Responding to Emergencies/CPR FPR	3
<input type="checkbox"/>	Elective	Any course	3
Total			13
Program Total			60

Health Information Management Associate of Applied Science | HLTH.INFO.AAS | Career Program

www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442462409

Visit Center for Health Studies, Room 1402 or call 301-322-0733 for your faculty advisor

PROGRAM DESCRIPTION

Designed for the dynamic field of health information management, this program integrates the disciplines of medicine, computer technology, and business management. Students who are interested in studying diseases and treatments but are not interested in hands-on patient care will find this a challenging career path. The graduate is prepared to perform technical and supervisory duties in organizing, analyzing, and generating health data for reimbursement, planning, quality improvement, research, and the legal issues surrounding the release of health information. Employment opportunities exist in a broad range of settings, such as hospitals, home health care, nursing homes, health maintenance organizations (HMOs), physicians' offices, consulting, computer software companies, and government agencies. The program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM), in cooperation with the American Health Information Management Association (AHIMA). Graduates of the Health Information program will be able to:

- Apply skills in releasing medical information according to legal, regulatory, and facility policies
- Apply knowledge of anatomy and physiology, medical terminology, and disease processes to the classification of diagnoses and procedures to meet statistical and reimbursement requirements
- Analyze clinical information needed for decision support, research, and performance improvement
- Use technology, including hardware and software, to ensure data collection, storage, retrieval, and reporting of information; protect data integrity, security, and confidentiality of patient health records
- Demonstrate effective oral and written communication skills
- Maintain behaviors consistent with the professional Code of Ethics of the AHIMA
- Apply for the American Health Information Management Association's national certifying examination for Registered Health Information Technicians (RHIT); passing this examination entitles the graduate to use the RHIT credential

GENERAL EDUCATION COURSES

The list of general education courses appears in chapter 7. Some programs recommend or require specific courses to fulfill general education requirements. Please check your program's sequence of study for this information.

PROGRAM REQUIREMENTS

BIO-2050 Human Anatomy and Physiology I	HIM-2510 Health Information Statistics and Quality Improvement
BIO-2060 Human Anatomy and Physiology II	HIM-2530 Health Information Management**
HIM-1500 Fundamentals of Health Information	HIM-2550 Health Information in Alternative Care
HIM-1530 Medical Terminology	HIM-2560 Directed Clinical Practice II
HIM-1540 Directed Clinical Practice I	HIM-2580 Directed Clinical Practice III**
HIM-1550 Disease Processes	HIM-2600 Medical Reimbursement and Billing
HIM-1581 Principles and Applications of ICD Coding	BMT-1550 Elements of Supervision
HIM-1600 Principles and Applications of CPT	

TRANSFERABILITY

Credit earned at any public institution in the state shall be transferable to any other institution if the:

- Credit is from a college or university parallel course or program;
- Grades in the block of courses transferred average 2.00 or higher; and
- Acceptance of the credit is consistent with the policies of the receiving institution governing students following the same program. Refer to ARTSYS at artweb.usmd.edu and the receiving institution's catalog to select transferable courses.

NEED HELP?

For help selecting an academic program or courses, consider using Career Coach, available at www.pgcc.edu/go/careercoach

SEQUENCE OF STUDY— HEALTH INFORMATION MANAGEMENT A.A.S.

Below are the required courses for your program arranged in a suggested sequence. Please note that the sequence does not include developmental coursework. See Chapter 6 for the developmental course sequence if applicable to you.

Prerequisites			
<input type="checkbox"/>	Computer Literacy*	INT-1010 Introduction to Information Technology	3
<input type="checkbox"/>	Science*	BIO-1010 General Biology	4
<input type="checkbox"/>	Program Requirement ¹	BIO-2050 Human Anatomy and Physiology I	4
Total			11
1st Semester			
<input type="checkbox"/>	English Composition I*	EGL-1010 Expository Writing	3
<input type="checkbox"/>	Program Requirement	BIO-2060 Human Anatomy and Physiology II	4
<input type="checkbox"/>	Program Requirement	HIM-1530 Medical Terminology	4
<input type="checkbox"/>	Program Requirement	HIM-1500 Fundamentals of Health Information	4
Total			15
2nd Semester			
<input type="checkbox"/>	Math*	MAT-1140 Introduction to Statistics	3
<input type="checkbox"/>	English Composition II*	EGL-1320 Writing for Business	3
<input type="checkbox"/>	Program Requirement	HIM-1581 Principles and Applications of ICD Coding	4
<input type="checkbox"/>	Program Requirement	HIM-1540 Directed Clinical Practice I	1
<input type="checkbox"/>	Program Requirement	HIM-1550 Disease Processes	4
Total			15
Summer			
<input type="checkbox"/>	Program Requirement	HIM-1600 Principles and Applications of CPT	2
Total			2
3rd Semester			
<input type="checkbox"/>	Program Requirement	BMT-1550 Elements of Supervision	3
<input type="checkbox"/>	Program Requirement	HIM-2600 Medical Reimbursement and Billing	3
<input type="checkbox"/>	Program Requirement	HIM-2510 Health Information Statistics and Quality Improvement	4
<input type="checkbox"/>	Program Requirement	HIM-2560 Directed Clinical Practice II	3
<input type="checkbox"/>	Humanities*	SPH-1010 or SPH-1090	3
Total			16
4th Semester			
<input type="checkbox"/>	Social Science*	PSY-1010 General Psychology	3
<input type="checkbox"/>	Program Requirement	HIM-2550 Health Information in Alternative Care	2
<input type="checkbox"/>	Program Requirement	HIM-2530 Health Information Management	3
<input type="checkbox"/>	Program Requirement	HIM-2580 Directed Clinical Practice III**	2
Total			10
Program Total			69

¹ Refer to Chapter 9, Course Descriptions, for eligibility requirements for BIO-2050.

Medical Coder/Billing Specialist Certificate | HLTH.BILL.CT (pending MHEC approval)

www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442462400

Visit [Center for Health Studies, Room 1402](#) or call 301-322-0733 for your faculty advisor

PROGRAM DESCRIPTION

This certificate prepares students for employment in hospitals, physicians' offices, and other health care settings as medical coders, abstractors, and medical billers of clinical patient information using the International Classification of Diseases (ICD) as modified for use in the United States and the HCPCS/CPT coding systems. In addition, students will learn about other related classification systems, clinical documentation requirements, prospective payment systems, e.g., diagnosis related groups (DRGs), reimbursement strategies, and the processing of medical claims. The program incorporates classroom instruction and a practicum covering a wide variety of medical specialties in both ambulatory and inpatient care. Graduates of the Medical Coder/Billing Specialist program will be able to:

- Apply knowledge of anatomy and physiology, medical terminology, and diseases processes to the classification of diagnoses and procedures to meet statistical and reimbursement requirements
- Demonstrate effective oral and written communication skills as a medical coder/billing specialist
- Apply to take one of three national certifying examinations administered by the American Health Information Management Association to become a certified coding associate, certified coding specialist, or certified coding specialist-physician
- Apply to take the national certifying examinations administered by the American Academy of Professional Coders

SEQUENCE OF STUDY— MEDICAL CODER/BILLING SPECIALIST CERTIFICATE

Below are the required courses for your program arranged in a suggested sequence. Please note that the sequence does not include developmental coursework. See Chapter 6 for the developmental course sequence if applicable to you.

Prerequisites			
<input type="checkbox"/>	BIO-2050 ¹	Human Anatomy and Physiology I	4
<input type="checkbox"/>	INT-1010	Introduction to Information Technology	3
Total			11
1st Semester			
<input type="checkbox"/>	BIO-2060	Human Anatomy and Physiology II	4
<input type="checkbox"/>	HIM-1530	Medical Terminology	4
<input type="checkbox"/>	HIM-1500	Fundamentals of Health Information	4
Total			12
2nd Semester			
<input type="checkbox"/>	EGL-1010	Composition I: Expository Writing	3
<input type="checkbox"/>	HIM-1550	Disease Processes	4
<input type="checkbox"/>	HIM-1581	Principles and Applications of ICD Coding	4
Total			11
Summer			
<input type="checkbox"/>	HIM-1600	Principles and Applications of CPT	2
Total			2
3rd Semester			
<input type="checkbox"/>	HIM-2560	Directed Clinical Practice II	3
<input type="checkbox"/>	HIM-2600	Medical Reimbursement and Billing	3
Total			6
Program Total			42

¹ Refer to Chapter 9, Course Descriptions, for eligibility requirements for BIO-2050.

Medical Assisting Associate of Applied Science | MED.ASSIST.AAS | Career Program

Visit Center for Health Studies, Room 1402 or call 301-322-0733 for your faculty advisor

PROGRAM DESCRIPTION

The Medical Assisting program prepares students for employment and career in health care industries, such as physician's offices, outpatient clinics, in-patient administration, government, and health insurance industries. The curriculum is designed to provide didactic, laboratory, and externship learning experiences where students develop the knowledge, skills, and abilities to perform medical billing and coding, patient scheduling, data entry into the electronic medical record, electrocardiogram and cardiology diagnostic testing, phlebotomy procedures, basic laboratory tests, and maintain overall daily operations in a clinical setting.

Medical assistants are the only multi-skilled allied health professional that is professionally trained to work in ambulatory settings.

Graduates of the Medical Assisting Program will be able to:

- Demonstrate professional and therapeutic communication skills
- Utilize medical terminology as related to body functions
- Perform administrative functions in an outpatient setting
- Perform clinical functions/procedures in the outpatient setting
- Describe the implications of health law in the clinical setting
- Demonstrate the standards of care for the medical assisting profession

GENERAL EDUCATION COURSES

The list of general education courses appears in chapter 7. Some programs recommend or require specific courses to fulfill general education requirements. Please check your program's sequence of study for this information.

PROGRAM REQUIREMENTS

PAS-1000 Planning for Academic Success: FYE	MAS-1060 Introduction to Computerized Medical Practice
BIO-2060 Human Anatomy and Physiology II	MAS-2010 Administrative Medical Assisting
HIM-1530 Medical Terminology	MAS-2020 Clinical Procedures I
HIM-1581 Principles and Applications of ICD Coding	MAS-2030 Pharmacology for Medical Assistants
HIM-1600 Principles of CPT	MAS-2040 Professional Seminar
HIM-2600 Medical Reimbursement and Billing	MAS-2050 Clinical Procedures II
MAS-1050 Law and Ethics for Medical Assistants and Allied Health	MAS-2060 Medical Assisting Practicum

TRANSFERABILITY

Credit earned at any public institution in the state shall be transferable to any other institution if the:

- Credit is from a college or university parallel course or program;
- Grades in the block of courses transferred average 2.00 or higher; and
- Acceptance of the credit is consistent with the policies of the receiving institution governing students following the same program. Refer to ARTSYS at artweb.usmd.edu and the receiving institution's catalog to select transferable courses.

NEED HELP?

For help selecting an academic program or courses, consider using Career Coach, available at www.pgcc.edu/go/careercoach.

SEQUENCE OF STUDY— MEDICAL ASSISTING A.A.S.

Below are the required courses for your program arranged in a suggested sequence. Please note that the sequence does not include developmental coursework. See Chapter 6 for the developmental course sequence if applicable to you.

1st Semester			
<input type="checkbox"/>	Program Requirement	PAS-1000 Planning For Academic Success: First-Year Experience	1
<input type="checkbox"/>	Program Requirement	MAS-1050 Law and Ethics for Medical Assistants and Allied Health	3
<input type="checkbox"/>	English Composition I*	EGL-1010 Composition I: Expository Writing	3
<input type="checkbox"/>	Program Requirement	HIM-1530 Medical Terminology	4
<input type="checkbox"/>	Science* ²	BIO-2050 Human Anatomy and Physiology I	4
Total			15
2nd Semester			
<input type="checkbox"/>	Program Requirement	BIO-2060 Human Anatomy and Physiology II	4
<input type="checkbox"/>	Program Requirement ¹	MAS-1060 Introduction to Computerized Medical Practice	3
<input type="checkbox"/>	English Composition II*	EGL-1100, EGL-1320, or EGL-1340 recommended	3
<input type="checkbox"/>	Math*	MAT-1120 Finite Math or higher	3
<input type="checkbox"/>	Program Requirement	HIM-1600 Principles of CPT	2
Total			15
3rd Semester			
<input type="checkbox"/>	Program Requirement	HIM-1581 Principles and Applications of ICD Coding	4
<input type="checkbox"/>	Program Requirement	MAS-2010 Administrative Medical Assisting	3
<input type="checkbox"/>	Program Requirement	HIM-2600 Medical Reimbursement and Billing	3
<input type="checkbox"/>	Program Requirement	MAS-2020 Clinical Procedures I	4
<input type="checkbox"/>	Program Requirement	MAS-2030 Pharmacology for Medical Assistants	3
Total			17
4th Semester			
<input type="checkbox"/>	Program Requirement	MAS-2040 Professional Seminar	1
<input type="checkbox"/>	Program Requirement	MAS-2050 Clinical Procedures II	3
<input type="checkbox"/>	Program Requirement	MAS-2060 Medical Assisting Practicum	3
<input type="checkbox"/>	Social Science*	PSY-1010 General Psychology	3
<input type="checkbox"/>	Humanities*	SPH-1090 Interpersonal Communication	3
Total			13
Program Total			60

¹ *Fulfills Computer Literacy requirement*

² *Refer to Chapter 9, Course Descriptions, for eligibility requirements for BIO-2050.*

Nuclear Medicine Technology Associate of Applied Science | NUCL.MED.AAS | Career Program

www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442462425

Visit Center for Health Studies, Room 1402 or call 301-322-0733 for your faculty advisor

PROGRAM DESCRIPTION

The Nuclear Medicine Technology program prepares students to practice as professional, capable technologists in a variety of diverse health care settings. Through a structured curriculum comprised of both academic and directed clinical experience, students progress from novice to proficient health care practitioners and graduate with the skills necessary to perform high-quality nuclear medicine procedures.

The Nuclear Medicine Technology program provides two options: a certificate option for students who have current licensure or certification in radiography, nursing, respiratory therapy, radiation therapy, or medical lab technology; and an Associate of Applied Science (A.A.S.) degree. Both options require evidence of successful completion of prerequisite courses and current certification in basic cardiac life support (CPR for health care professionals).

The Nuclear Medicine Technology program at Prince George's Community College is accredited by the Joint Review Committee on Educational Programs in Nuclear Medicine Technology (JRCNMT), 2000 W. Danforth Road, Suite 130 #203, Edmond, OK 73003; phone: 405-285-0546; e-mail: mail@jrcnmt.org; www.jrcnmt.org. This program is currently on probation but it is accredited. For more information, go to <http://jrcnmt.org/news/other-news-documents/> and refer to the appropriate Accreditation Action Report.

Graduates of the program are eligible to take the Nuclear Medicine Technology Certification Board (NMTCB) exam and to use the credential CNMT upon successful completion of the exam. Graduates are also eligible to take the American Registry of Radiologic Technologists (ARRT) exam and to use the credential RT(N) when successfully completing the exam. Graduates of the Nuclear Medicine Technology program will be able to:

- Perform Nuclear Medicine imaging and non-imaging procedures.
- Operate and troubleshoot imaging and non-imaging instrumentation used in Nuclear Medicine.
- Demonstrate communication methods necessary to work in a culturally diverse healthcare setting.
- Use appropriate radiation safety and radiopharmaceutical handling techniques to protect patients, self and others.
- Appraise situations and use problem-solving skills to construct appropriate solutions when needed.
- Display professional, moral and ethical standards consistent with the Society of Nuclear Medicine Code of Ethics.
- Apply the principles of the social sciences in the practice of nuclear medicine technology and patient care.

GENERAL EDUCATION COURSES

The list of general education courses appears in chapter 7. Some programs recommend or require specific courses to fulfill general education requirements. Please check your program's sequence of study for this information.

PROGRAM REQUIREMENTS

BIO-2050 Human Anatomy and Physiology I

BIO-2060 Human Anatomy and Physiology II

CHM-1010 General Chemistry I

HIM-1800 Introduction to Medical Terms
for Health Professionals

NUM-1550 Introduction to Nuclear Medicine Technology

NUM-1560 Introduction to Nuclear Medicine Technology II

NUM-2510 Nuclear Medicine Techniques I

NUM-2530 Clinical Nuclear Medicine Technology I

NUM-2520 Nuclear Medicine Techniques II

NUM-2540 Clinical Nuclear Medicine Technology

NUM-2550 Radiopharmacy and Radiation Chemistry

NUM-2600 Clinical Nuclear Medicine Technology III**

SEQUENCE OF STUDY— NUCLEAR MEDICINE TECHNOLOGY A.A.S.

Below are the required courses for your program arranged in a suggested sequence. Please note that the sequence does not include developmental coursework. See Chapter 6 for the developmental course sequence if applicable to you.

1st Semester			
<input type="checkbox"/>	Program Requirement ¹	PAS-1000 Preparing for Academic Success: First-Year Experience	1
<input type="checkbox"/>	English Composition I*	EGL-1010 Composition I: Expository Writing	3
<input type="checkbox"/>	Program Requirement ²	BIO-2050 Human Anatomy and Physiology I	4
<input type="checkbox"/>	Math*	MAT-1350 College Algebra and Trigonometry I	3
<input type="checkbox"/>	Science*	PHY-1010 Introductory Physics I	4
Total			15
2nd Semester			
<input type="checkbox"/>	Program Requirement	NUM-1550 Introduction to Nuclear Medicine Technology	4
<input type="checkbox"/>	Program Requirement	NUM-1560 Introduction to Nuclear Medicine Technology II	4
<input type="checkbox"/>	Program Requirement	BIO-2060 Human Anatomy and Physiology II	4
<input type="checkbox"/>	English Composition II*	EGL-1100, 1320, or 1340 recommended	3
Total			15
Summer			
<input type="checkbox"/>	Program Requirement	NUM-2530 Clinical Nuclear Medicine Technology I	3
<input type="checkbox"/>	Program Requirement	HIM-1800 Introduction to Medical Terms for Health Professionals	1
Total			4
3rd Semester			
<input type="checkbox"/>	Program Requirement	NUM-2510 Nuclear Medicine Techniques I	3
<input type="checkbox"/>	Program Requirement	NUM-2550 Radiopharmacy and Radiation Chemistry	2
<input type="checkbox"/>	Program Requirement	NUM-2540 Clinical Nuclear Medicine Technology II	6
<input type="checkbox"/>	Program Requirement	CHM-1010 General Chemistry I	4
Total			15
4th Semester			
<input type="checkbox"/>	Program Requirement	NUM-2520 Nuclear Medicine Techniques II	3
<input type="checkbox"/>	Program Requirement	NUM-2600 Clinical Nuclear Medicine Technology III**	6
<input type="checkbox"/>	Humanities*	SPH-1090 Interpersonal Communication	3
<input type="checkbox"/>	Social Science*	PSY-1010 General Psychology	3
Total			15
Program Total			64

¹ PAS-1000 is recommended but not required for program admission.

² Refer to Chapter 9, Course Descriptions, for eligibility requirements for BIO-2050.

Nuclear Medicine Technology Certificate | NUCL.MED.CT

www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=644246247

Visit Center for Health Studies, Room 1402 or call 301-322-0733 for your faculty advisor

PROGRAM DESCRIPTION

Students planning to petition for admission to the Nuclear Medicine Certificate Program must apply to the college using this program. The Nuclear Medicine Technology program prepares students to practice as professional, capable technologists in a variety of diverse health care settings. Through a structured curriculum comprised of both academic and directed clinical experience, students progress from novice to proficient health care practitioners and graduate with the skills necessary to perform high-quality nuclear medicine procedures.

The Nuclear Medicine Technology program provides two options: a certificate option for students who have current licensure or certification in radiography, nursing, respiratory therapy, radiation therapy, or medical lab technology; and an Associate of Applied Science (A.A.S.) degree. Both options require evidence of successful completion of prerequisite courses and current certification in basic cardiac life support (CPR for health care professionals).

The Nuclear Medicine Technology program at Prince George's Community College is accredited by the Joint Review Committee on Educational Programs in Nuclear Medicine Technology (JRCNMT), 2000 W. Danforth Road, Suite 130 #203, Edmond, OK 73003; phone: 405-285-0546; e-mail: mail@jrcnmt.org; www.jrcnmt.org. This program is currently on probation but it is accredited. For more information, go to <http://jrcnmt.org/news/other-news-documents/> and refer to the appropriate Accreditation Action Report.

Graduates of the program are eligible to take the Nuclear Medicine Technology Certification Board (NMTCB) exam and to use the credential CNMT upon successful completion of the exam. Graduates are also eligible to take the American Registry of Radiologic Technologists (ARRT) exam and to use the credential RT(N) when successfully completing the exam. Graduates of the Nuclear Medicine Technology Certificate will be able to:

- Perform Nuclear Medicine imaging and non-imaging procedures.
- Operate and troubleshoot imaging and non-imaging instrumentation used in Nuclear Medicine.
- Demonstrate communication methods necessary to work in a culturally diverse healthcare setting.
- Use appropriate radiation safety and radiopharmaceutical handling techniques to protect patients, self and others.
- Appraise situations and use problem-solving skills to construct appropriate solutions when needed.
- Display professional, moral and ethical standards consistent with the Society of Nuclear Medicine Code of Ethics.

PROGRAM REQUIREMENTS

NUM-1550 Introduction to Nuclear Medicine Technology I
 NUM-1560 Introduction to Nuclear Medicine Technology II
 NUM-2510 Nuclear Medicine Techniques I
 NUM-2520 Nuclear Medicine Techniques II
 NUM-2530 Clinical Nuclear Medicine Technology I
 NUM-2540 Clinical Nuclear Medicine Technology II
 NUM-2550 Radiopharmacy and Radiation Chemistry
 NUM-2600 Clinical Nuclear Medicine Technology III**

SEQUENCE OF STUDY— NUCLEAR MEDICINE TECHNOLOGY CERTIFICATE

Below are the required courses for your program arranged in a suggested sequence. Please note that the sequence does not include developmental coursework. See Chapter 6 for the developmental course sequence if applicable to you.

Prerequisites			
<input type="checkbox"/>	BIO-2050	Human Anatomy and Physiology I	4
<input type="checkbox"/>	MAT-1350	College Algebra and Trigonometry I	3
<input type="checkbox"/>	PHY-1010	Introductory Physics I	4
<input type="checkbox"/>	PSY-1010	General Psychology	3
<input type="checkbox"/>	HIM-1800	Introduction to Medical Terms for Health Professionals	1
Total			15
1st Semester (Spring)			
<input type="checkbox"/>	BIO-2060	Human Anatomy and Physiology II	4
<input type="checkbox"/>	NUM-1550	Introduction to Nuclear Medicine Technology	4
<input type="checkbox"/>	NUM-1560	Introduction to Nuclear Medicine Technology II	4
Total			12
Summer			
<input type="checkbox"/>	NUM-2530	Clinical Nuclear Medicine Technology I	3
Total			3
2nd Semester (Fall)			
<input type="checkbox"/>	NUM-2510	Nuclear Medicine Techniques I	3
<input type="checkbox"/>	NUM-2550	Radiopharmacy and Radiation Chemistry	2
<input type="checkbox"/>	NUM-2540	Clinical Nuclear Medicine Technology	6
<input type="checkbox"/>	CHM-1010	General Chemistry I	4
Total			15
3rd Semester (Spring)			
<input type="checkbox"/>	NUM-2520	Nuclear Medicine Techniques II	3
<input type="checkbox"/>	NUM-2600	Clinical Nuclear Medicine Technology III	6
Total			9
Program Total			54

Nursing (RN) Associate of Science | NURS.RN.AS | Transfer Program

www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442462431

Visit [Center for Health Studies, Room 1402](#) or call 301-322-0733 for your faculty advisor

PROGRAM DESCRIPTION

The Nursing Program prepares graduates to provide direct client care in a safe, effective manner across multiple settings. The registered nurse (RN) is prepared to manage the care of clients in any setting to achieve an optimal state of health. The RN uses the nursing process to assess and analyze the health needs and/or problems of clients, plan and implement appropriate actions based upon nursing diagnosis or identified client needs, and evaluate the extent to which expected outcomes are achieved. Graduates of the Registered Nurse program earn an Associate of Science degree (A.S.) and are eligible to sit for the RN licensure examination (NCLEX-RN).

The RN program articulates with bachelor's degree nursing programs allowing graduates to transfer or challenge credits. Under a special articulation agreement with Stevenson University, RNs are able to complete all requirements for the Bachelor of Science degree, except upper-level nursing courses, through Prince George's Community College (PGCC). Stevenson University's upper-level nursing courses also are offered at PGCC, allowing all requirements to be completed in the county. For more information, contact Stevenson University at 877-468-6852 or www.vjc.edu.

The ratio of credit to clock hours is consistent throughout both nursing programs and both transition options and is based on a 15-week semester. The credit-clock allocation in all NUR courses is as follows:

Lecture—one credit hour = one clock hour

Campus Nursing Skills Laboratory—one credit hour = three clock hours

Clinical Laboratory Experience—one credit hour = three clock hours

A grade of C or higher is required in all NUR courses. No NUR course may be repeated more than once. A cumulative grade point average of 2.0 is required for continuation in the nursing course sequence in both nursing programs.

Both Nursing programs are approved by the Maryland Board of Nursing and the RN program is accredited by Accreditation Commission for Education in Nursing (ACEN) (formerly National League for Nursing Accrediting Commission, NLNAC), 3343 Peachtree Road, N.E., Suite 850, Atlanta, Georgia 30326; telephone 404-975-5000.

Students seeking admission to the Nursing (RN) Program should select this petitioner program for admission to the college. Graduates of the Nursing (RN) will be able to:

- Prescribe nursing activities within an environment which reflects ethical and legal standards of nursing practice.
- Manage the patient care environment in a variety of settings with regard to factors affecting safety across the lifespan.
- Evaluate the patient's adaptation to developmental changes across the lifespan.
- Evaluate the patient's ability for self-care and initiate activities that promote optimal functioning.
- Develop a therapeutic plan for patients, families/significant others with psychosocial health alterations in a variety of settings.
- Evaluate the effects of culture, values, and the environment, to develop a plan of care that facilitates coping of patients/family members/significant others.
- Evaluate therapeutic nursing interventions to reduce risks of patients' health alteration within a variety of settings.
- Collaborate with member of the health care team to modify the plan of care and promote optimal physiologic function for patients within a variety of settings.
- Document and analyze care-related information using knowledge of computer hardware and software to manage patient care.

GENERAL EDUCATION COURSES

The list of general education courses appears in chapter 7. Some programs recommend or require specific courses to fulfill general education requirements. Please check your program's sequence of study for this information.

PROGRAM REQUIREMENTS

BIO-2010 Microbiology	NUR-2010 Nursing Care of Children and Family
BIO-2060 Human Anatomy and Physiology II	NUR-2020 Physiological Integrity II
NUR-1010 Introduction to Nursing	NUR-2031 Psychosocial Integrity
NUR-1020 Foundation of Nursing Practice	NUR-2032 Physiological Integrity III
NUR-1030 Reproductive Health	NUR-2040 Management of Care and Professional Issues
NUR-1040 Physiological Integrity I	

TRANSFERABILITY

Credit earned at any public institution in the state shall be transferable to any other institution if the:

- Credit is from a college or university parallel course or program;
- Grades in the block of courses transferred average 2.00 or higher; and
- Acceptance of the credit is consistent with the policies of the receiving institution governing students following the same program. Refer to ARTSYS at artweb.usmd.edu and the receiving institution's catalog to select transferable courses.

NEED HELP?

For help selecting an academic program or courses, consider using Career Coach, available at www.pgcc.edu/go/careercoach.

SEQUENCE OF STUDY— NURSING (RN) A.S.

Below are the required courses for your program arranged in a suggested sequence. Please note that the sequence does not include developmental coursework. See Chapter 6 for the developmental course sequence if applicable to you.

Prerequisites			
<input type="checkbox"/>	Math*	General Education, MAT-1120 or higher, 1350 or 1140 recommended	3
<input type="checkbox"/>	Science with Lab*	BIO-1010 General Biology	4
<input type="checkbox"/>	Science* ¹	BIO-2050 Human Anatomy and Physiology I	4
<input type="checkbox"/>	English Composition I*	EGL-1010 Expository Writing	3
Total			14
1st Semester			
<input type="checkbox"/>	Program Requirement	BIO-2060 Human Anatomy and Physiology II	4
<input type="checkbox"/>	Social Science*	PSY-1010 General Psychology	3
<input type="checkbox"/>	Program Requirement	NUR-1010 Introduction to Nursing (RN)	1
Total			8
2nd Semester			
<input type="checkbox"/>	Program Requirement	NUR-1020 Foundations of Nursing Practice	7
<input type="checkbox"/>	Program Requirement	BIO-2010 Microbiology	4
Total			11

¹ Refer to Chapter 9, Course Descriptions, for eligibility requirements for BIO-2050.

SEQUENCE OF STUDY CONTINUED ON NEXT PAGE

3rd Semester			
<input type="checkbox"/>	English Composition II*	EGL-1020, 1320 or 1340 recommended	3
<input type="checkbox"/>	Program Requirement	NUR-1030 Reproductive Health	3
<input type="checkbox"/>	Program Requirement	NUR-1040 Physiological Integrity I	5
<input type="checkbox"/>	Social Science*	SOC-1010 Introduction to Sociology	3
Total			14
4th Semester			
<input type="checkbox"/>	Program Requirement	NUR-2010 Nursing Care of Children and Families	3
<input type="checkbox"/>	Program Requirement	NUR-2020 Physiological Integrity II	5
<input type="checkbox"/>	Humanities*	General Education Humanities course other than Speech	3
<input type="checkbox"/>	Humanities*	SPH-1010, 1050, 1090, or 1110	3
Total			14
5th Semester			
<input type="checkbox"/>	Program Requirement	NUR-2031 Psychosocial Integrity	3
<input type="checkbox"/>	Program Requirement	NUR-2032 Physiological Integrity III	3
<input type="checkbox"/>	Program Requirement	NUR-2040 Management of Care and Professional Issues	3
Total			9
Program Total			70

Nursing (LPN) Certificate | NURS.LPN.CT

www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442462418

Visit Center for Health Studies, Room 1402 or call 301-322-0733 for your faculty advisor

PROGRAM DESCRIPTION

The Licensed Practical Nurse (LPN) program prepares students to use the nursing process to collect and organize relevant health care data and assist in the identification of the health needs/problems of clients throughout their life span and in a variety of settings. The entry-level licensed practical nurse, under appropriate supervision, is prepared to coordinate and provide care, while contributing to the plan for nursing interventions to meet the needs of clients with commonly occurring health problems having predictable outcomes. Graduates of the LPN program earn a certificate and are eligible to sit for the LPN licensure examination. The LPN program articulates with associate degree RN programs providing graduates with advanced standing.

Those seeking admission to the LPN program should select this petitioner category as their program for admission to the college. Graduates of the Nursing (LPN) Certificate program will be able to:

- Use the nursing process to collect and organize relevant health care data
- Assist in the identification of the health needs/problems of clients throughout their life span and in a variety of settings
- Under appropriate supervision, coordinate and provide care of clients with commonly occurring health problems
- Under appropriate supervision, contribute to the plan for nursing interventions to meet the needs of clients with commonly occurring health problems with predictable outcomes
- Sit for the LPN licensure examination (NCLEX-PN)

SEQUENCE OF STUDY— NURSING (LPN) CERTIFICATE

Below are the required courses for your program arranged in a suggested sequence. Please note that the sequence does not include developmental coursework. See Chapter 6 for the developmental course sequence if applicable to you.

Prerequisites			
<input type="checkbox"/>	BIO-1010	General Biology	4
<input type="checkbox"/>	BIO-2050 ¹	Human Anatomy and Physiology I	4
<input type="checkbox"/>	EGL-1010	Composition I: Expository Writing	3
<input type="checkbox"/>	PSY-1010	General Psychology	3
<input type="checkbox"/>	NUR 1000	Introduction to Practical Nursing (spring only)	3
Total			17
1st Semester, Fall			
<input type="checkbox"/>	BIO-2060	Human Anatomy and Physiology II	4
<input type="checkbox"/>	NUR-1020	Foundations of Nursing Practice	7
Total			11
2nd Semester, Spring			
<input type="checkbox"/>	NUR-1030	Reproductive Health	3
<input type="checkbox"/>	NUR-1040	Physiological Integrity I	5
<input type="checkbox"/>	SPH-1010, 1050, 1090, 1110	Speech (see chapter 9 for course names)	3
Total			11
3rd Semester, Summer only			
<input type="checkbox"/>	NUR-1050	Adaptation and Practices (PN)	8
Total			8
Program Total			47

¹ Refer to Chapter 9, Course Descriptions, for eligibility requirements for BIO-2050.

Paramedic to RN Transition Option Associate of Science | NURS.PMD.RN.TRANS.AS | Transfer Program

www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442462435

Visit Center for Health Studies, Room 1402 or call 301-322-0733 for your faculty advisor

PROGRAM DESCRIPTION

Paramedics who wish to obtain licensure as a registered nurse should select this petitioner program for admission to the college. This course of study facilitates educational and career nursing mobility from a paramedic to the Nursing (RN) Associate of Science (A.S.) degree program. The paramedic must have three years of employment as a paramedic and hold a valid, active Maryland license as a paramedic and National Board of Registry Certification (NREMT). (Students must be graduates of an accredited program.) Upon satisfactory completion of the transition course, NUR-1070, the student can progress to the second year of the Nursing (RN) A.S. degree program. Eight additional credits are awarded to the student upon completion of NUR-1070, for a total of 16 credits accumulated. The total number of credits required for graduation is 70. Graduates of the P to RN transition will be able to:

- Prescribe nursing activities within an environment which reflects ethical and legal standards of nursing practice
- Manage the patient care environment in a variety of settings with regard to factors affecting safety across the lifespan
- Evaluate the patient's adaptation to developmental changes across the lifespan
- Evaluate the patient's ability for self-care and initiate activities that promote optimal functioning
- Develop a therapeutic plan for patients, families/significant others with psychosocial health alterations in a variety of settings
- Evaluate the effects of culture, values, and the environment, to develop a plan of care that facilitates coping of patients/family members/significant others
- Evaluate therapeutic nursing interventions to reduce risks of patients' health alteration within a variety of settings
- Collaborate with member of the health care team to modify the plan of care and promote optimal physiologic function for patients within a variety of settings
- Document and analyze care-related information using knowledge of computer hardware and software to manage patient care

GENERAL EDUCATION COURSES

The list of general education courses appears in chapter 7. Some programs recommend or require specific courses to fulfill general education requirements. Please check your program's sequence of study for this information.

PROGRAM REQUIREMENTS

BIO-2010 Microbiology	NUR-2020 Physiological Integrity II
BIO-2060 Human Anatomy and Physiology II	NUR-2031 Psychosocial Integrity
NUR-1070 Paramedic to RN Transition (credits awarded upon successful completion)	NUR-2032 Physiological Integrity III
NUR-2010 Nursing Care of Children and Families	NUR-2040 Management of Care and Professional Issues

TRANSFERABILITY

Credit earned at any public institution in the state shall be transferable to any other institution if the:

- Credit is from a college or university parallel course or program;
- Grades in the block of courses transferred average 2.00 or higher; and
- Acceptance of the credit is consistent with the policies of the receiving institution governing students following the same program. *Refer to ARTSYS at artweb.usmd.edu and the receiving institution's catalog to select transferable courses.*

NEED HELP?

For help selecting an academic program or courses, consider using Career Coach, available at www.pgcc.edu/go/careercoach.

SEQUENCE OF STUDY— PARAMEDIC TO RN TRANSITION OPTION A.S.

Below are the required courses for your program arranged in a suggested sequence. Please note that the sequence does not include developmental coursework. See Chapter 6 for the developmental course sequence if applicable to you.

1st Semester, Summer only			
<input type="checkbox"/>	Program Requirement	NUR-1070 (additional 8 credits awarded upon successful completion)	8
Total			8
2nd Semester, Fall			
<input type="checkbox"/>	Science*	BIO-1010 General Biology	4
<input type="checkbox"/>	Science with Lab ¹	BIO-2050 Human Anatomy and Physiology I	4
<input type="checkbox"/>	English Composition I*	EGL-1010 Composition I: Expository Writing	3
<input type="checkbox"/>	Math*	General Education, MAT-1120 or higher, 1140 or 1350 recommended	3
<input type="checkbox"/>	Social Science*	PSY-1010 General Psychology	3
Total			17
3rd Semester, Spring			
<input type="checkbox"/>	Program Requirement	BIO-2010 Microbiology	4
<input type="checkbox"/>	Program Requirement	BIO-2060 Human Anatomy and Physiology II	4
<input type="checkbox"/>	English Composition II*	EGL-1020, 1320, or 1340 recommended	3
<input type="checkbox"/>	Humanities*	SPH-1010, 1050, 1090, or 1111	3
Total			14
4th Semester, Fall			
<input type="checkbox"/>	Program Requirement	NUR-2010 Nursing Care of Children and Families	3
<input type="checkbox"/>	Program Requirement	NUR-2020 Physiological Integrity II	5
<input type="checkbox"/>	Social Science*	SOC-1010 Introduction to Sociology	3
<input type="checkbox"/>	Humanities*	General Education Humanities course other than Speech	3
Total			14
5th Semester, Spring			
<input type="checkbox"/>	Program Requirement	NUR-2040 Management of Care and Professional Issues	3
<input type="checkbox"/>	Program Requirement	NUR-2031 Psychosocial Integrity	3
<input type="checkbox"/>	Program Requirement	NUR-2032 Physiological Integrity III	3
Total			9
Program Total			70

¹ Refer to Chapter 9, Course Descriptions, for eligibility requirements for BIO-2050.

LPN to RN Transition Option Associate of Science | NURS.TRANS.AS | Transfer Program

www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442462423

Visit [Center for Health Studies, Room 1402](#) or call [301-322-0733](tel:301-322-0733) for your faculty advisor

PROGRAM DESCRIPTION

This course of study facilitates educational and career nursing mobility from the LPN level to the Nursing (RN) Associate of Science (A.S.) degree program. The LPN who holds a valid, active Maryland license and has completed all of the prerequisites for the RN program with a grade point average of 2.5 or higher may be granted advanced placement. Upon satisfactory completion of the transition course, NUR-1060, the student can progress to the second year of the Nursing (RN) A.S. degree program. Ten credits on top of the six course credits are awarded upon completion of NUR-1060. The total number of credits required for graduation is 70. Graduates of the LPN to RN transition will be able to:

- Prescribe nursing activities within an environment which reflects ethical and legal standards of nursing practice
- Manage the patient care environment in a variety of settings with regard to factors affecting safety across the lifespan
- Evaluate the patient's adaptation to developmental changes across the lifespan
- Evaluate the patient's ability for self-care and initiate activities that promote optimal functioning
- Develop a therapeutic plan for patients, families/significant others with psychosocial health alterations in a variety of settings.
- Evaluate the effects of culture, values, and the environment, to develop a plan of care that facilitates coping of patients/family members/significant others.
- Evaluate therapeutic nursing interventions to reduce risks of patients' health alteration within a variety of settings.
- Collaborate with member of the health care team to modify the plan of care and promote optimal physiologic function for patients within a variety of settings.
- Document and analyze care-related information using knowledge of computer hardware and software to manage patient care.

GENERAL EDUCATION COURSES

The list of general education courses appears in chapter 7. Some programs recommend or require specific courses to fulfill general education requirements. Please check your program's sequence of study for this information.

PROGRAM REQUIREMENTS

BIO-2010 Microbiology	NUR-2020 Physiological Integrity II
NUR-1060 LPN to RN Transition	NUR-2031 Psychosocial Integrity
(Additional 10 credits awarded upon completion)	NUR-2032 Physiological Integrity III
NUR-2010 Nursing Care of Children and Families	NUR-2040 Management of Care and Professional Issues

TRANSFERABILITY

Credit earned at any public institution in the state shall be transferable to any other institution if the:

- Credit is from a college or university parallel course or program;
- Grades in the block of courses transferred average 2.00 or higher; and
- Acceptance of the credit is consistent with the policies of the receiving institution governing students following the same program. *Refer to ARTSYS at artweb.usmd.edu and the receiving institution's catalog to select transferable courses.*

NEED HELP?

For help selecting an academic program or courses, consider using Career Coach, available at www.pgcc.edu/go/careercoach.

SEQUENCE OF STUDY— LPN TO RN TRANSITION OPTION A.S.

Below are the required courses for your program arranged in a suggested sequence. Please note that the sequence does not include developmental coursework. See Chapter 6 for the developmental course sequence if applicable to you.

Prerequisites			
<input type="checkbox"/>	Math*	General Education, MAT-1120 or higher, 1140 or 1350 recommended	3
<input type="checkbox"/>	Science with Lab*	BIO-1010 General Biology	4
<input type="checkbox"/>	Program Requirement	BIO-2010 Microbiology	4
<input type="checkbox"/>	Science* ¹	BIO-2050 Human Anatomy and Physiology I	4
<input type="checkbox"/>	Program Requirement	BIO-2060 Human Anatomy and Physiology II	4
<input type="checkbox"/>	English Composition I*	EGL-1010 Composition I: Expository Writing	3
<input type="checkbox"/>	Social Science*	PSY-1010 General Psychology	3
Total			25
Fall or Spring Admission			
<input type="checkbox"/>	English Composition II*	EGL-1020, 1320, or 1340 recommended	3
<input type="checkbox"/>	Program Requirement	NUR-1060 (additional 10 credits awarded upon completion)	6
Total			9
3rd Semester			
<input type="checkbox"/>	Program Requirement	NUR-2010 Nursing Care of Children and Families	3
<input type="checkbox"/>	Program Requirement	NUR-2020 Physiological Integrity II	5
<input type="checkbox"/>	Humanities*	Speech 1010, 1050, 1090, or 1110	3
<input type="checkbox"/>	Humanities*	General Education Humanities course other than Speech	3
Total			14
4th Semester			
<input type="checkbox"/>	Program Requirement	NUR 2031 Physiological Integrity I	3
<input type="checkbox"/>	Social Science*	SOC-1010 Introduction to Sociology	3
<input type="checkbox"/>	Program Requirement	NUR-2032 Physiological Integrity III	3
<input type="checkbox"/>	Program Requirement	NUR-2040 Management of Care and Professional Issues	3
Total			12
Program Total			70

¹ Refer to Chapter 9, Course Descriptions, for eligibility requirements for BIO-2050.

Paramedic Associate of Applied Science | PMD.AAS | Career Program

www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442462391

Visit [Center for Health Studies, Room 1402](#) or call 301-322-0733 for your faculty advisor

PROGRAM DESCRIPTION

The paramedic is a professional provider of emergency care to acutely ill or injured patients. The Paramedic Program provides students with the skills, knowledge, and clinical experience required to provide safe and effective pre-hospital care. Students may elect to take courses leading to completion of the Associate of Applied Science degree or certificate options. The program integrates classroom, laboratory, and applied clinical practice following the national standard curriculum of the Department of Transportation. The program collaborates with local fire departments and nationally recognized hospitals and emergency departments for medical, trauma, and specialty rotations. The program is approved by the Maryland Institute for Emergency Medical Service Systems, The Emergency Medical Services Board, and nationally by the Committee on Accreditation (CoAEMSP) through the Commission on Accreditation of Allied Health Education Programs (CAAHEP). Upon successful completion of the program, graduates are eligible to take the national certifying examination. Graduates of the Paramedic A.A.S. Program will be able to:

- Evaluate the clinical information of patients who are ill or injured relative to their role as an entry-level Paramedic.
- Perform skills necessary to fulfill the role of an entry-level Paramedic.
- Operate and troubleshoot equipment necessary to perform as an entry-level Paramedic.
- Demonstrate communication methods necessary to perform as an entry-level Paramedic.
- Demonstrate critical thinking skills to execute care to the culturally diverse populations encountered in the prehospital environment.

GENERAL EDUCATION COURSES

The list of general education courses appears in chapter 7. Some programs recommend or require specific courses to fulfill general education requirements. Please check your program's sequence of study for this information.

PROGRAM REQUIREMENTS

PAS-1000 Preparing for Academic Success: FYE	PMD-1100 Paramedic Clinical Experience
BIO-2060 Human Anatomy and Physiology II	PMD-2000 Study of Human Systems
PMD-1000 Introduction to Paramedic and Medical Emergencies	PMD-2010 Special Patient Populations
PMD-1010 Advanced Airway Management	PMD-2020 Medical Emergencies II
PMD-1020 Pharmacology, IV Therapy, and Med Math	PMD-2030 Shock and Trauma
PMD-1030 Cardiology and EKG Interpretation	PMD-2040 Preparation for Paramedic Licensing Exam
	PMD-2200 Summative Clinical Experience

TRANSFERABILITY

Credit earned at any public institution in the state shall be transferable to any other institution if the:

- Credit is from a college or university parallel course or program;
- Grades in the block of courses transferred average 2.00 or higher; and
- Acceptance of the credit is consistent with the policies of the receiving institution governing students following the same program. *Refer to ARTSYS at artweb.usmd.edu and the receiving institution's catalog to select transferable courses.*

NEED HELP?

For help selecting an academic program or courses, consider using Career Coach, available at www.pgcc.edu/go/careercoach.

SEQUENCE OF STUDY— PARAMEDIC A.A.S.

Below are the required courses for your program arranged in a suggested sequence. Please note that the sequence does not include developmental coursework. See Chapter 6 for the developmental course sequence if applicable to you.

PREREQUISITES EMT/B Certification: This may be obtained by completing EMT-1000 and EMT-1100 and successfully passing the national certification exam.

1st Semester			
<input type="checkbox"/>	Program Requirement	PAS-1000 Preparing for Academic Success: First-Year Experience	1
<input type="checkbox"/>	Science* ¹	BIO-2050 Human Anatomy and Physiology I	4
<input type="checkbox"/>	English Composition I*	EGL-1010 Expository Writing	3
<input type="checkbox"/>	Humanities*	SPH-1090 Interpersonal Communications	3
<input type="checkbox"/>	Social Science*	PSY-1010 General Psychology	3
Total			14
2nd Semester			
<input type="checkbox"/>	Program Requirement	BIO-2060 Human Anatomy and Physiology II	4
<input type="checkbox"/>	English Composition I*	EGL-1100, 1320, or 1340	3
<input type="checkbox"/>	Math*	MAT-1120 Finite Mathematics or higher	3
Total			10
3rd Semester			
<input type="checkbox"/>	Program Requirement	PMD-1000 Introduction to Paramedic	4
<input type="checkbox"/>	Program Requirement	PMD-1010 Advanced Airway Management	3
<input type="checkbox"/>	Program Requirement	PMD-1020 Pharmacology, IV Therapy, and Med Math	3
<input type="checkbox"/>	Program Requirement	PMD-1100 Paramedic Clinical Experience	4
<input type="checkbox"/>	Program Requirement	PMD-1030 Cardiology and EKG Preparation	3
Total			17
Intersession			
<input type="checkbox"/>	Program Requirement	PMD-2000 Study of Human Systems	3
Total			3
4th Semester			
<input type="checkbox"/>	Program Requirement	PMD-2010 Special Patient Populations	3
<input type="checkbox"/>	Program Requirement	PMD-2020 Medical Emergencies II	3
<input type="checkbox"/>	Program Requirement	PMD-2030 Shock and Trauma	4
<input type="checkbox"/>	Program Requirement	PMD-2040 Preparation for Paramedic Licensing Exam	3
<input type="checkbox"/>	Program Requirement	PMD-2200 Summative Clinical Experiences	4
Total			17
Program Total			61

¹ Refer to Chapter 9, Course Descriptions, for eligibility requirements for BIO-2050.

Paramedic Certificate | PMD.CT

www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442462377

Visit Center for Health Studies, Room 1402 or call 301-322-0733 for your faculty advisor

PROGRAM DESCRIPTION

The paramedic is a professional provider of emergency care to acutely ill or injured patients. The Paramedic Program provides students with the skills, knowledge, and clinical experience required to provide safe and effective pre-hospital care. Students may elect to take courses leading to completion of the Associate of Applied Science degree or certificate options. The program integrates classroom, laboratory, and applied clinical practice following the national standard curriculum of the Department of Transportation. The program collaborates with local fire departments and nationally recognized hospitals and emergency departments for medical, trauma, and speciality rotations. The program is approved by the Maryland Institute for Emergency Medical Service Systems, The Emergency Medical Services Board, and nationally by the Committee on Accreditation (CoAEMSP) through the Commission on Accreditation of Allied Health Education Programs (CAAHEP). Upon successful completion of the program, graduates are eligible to take the national certifying examination. Graduates of the Paramedic Program will be able to:

- Evaluate the clinical information of patients who are ill or injured relative to their role as an entry-level paramedic
- Perform skills necessary to fulfill the role of an entry-level paramedic
- Operate equipment necessary to perform as an entry-level paramedic
- Demonstrate personal behaviors consistent with professional and employer expectations for an entry-level paramedic
- Communicate effectively using verbal and nonverbal communication methods
- Appreciate cultural diversity
- Apply to take the national certifying paramedic

SEQUENCE OF STUDY— PARAMEDIC CERTIFICATE

Below are the required courses for your program arranged in a suggested sequence. Please note that the sequence does not include developmental coursework. See Chapter 6 for the developmental course sequence if applicable to you.

PREREQUISITES EMT/B Certification: This may be obtained by completing EMT-1000 and EMT-1100 and successfully passing the national certification exam.

1st Semester			
<input type="checkbox"/>	PMD-1000	Introduction to Paramedic	4
<input type="checkbox"/>	PMD-1010	Advanced Airway Management	3
<input type="checkbox"/>	PMD-1020	Pharmacology, IV Therapy, and Med Math	3
<input type="checkbox"/>	PMD-1100	Paramedic Clinical Experience	4
<input type="checkbox"/>	PMD-1030	Cardiology and EKG Preparation	3
Total			17
Interession			
<input type="checkbox"/>	PMD-2000	Study of Human Systems	3
Total			3
2nd Semester			
<input type="checkbox"/>	PMD-2010	Special Patient Populations	4
<input type="checkbox"/>	PMD-2020	Medical Emergencies II	3
<input type="checkbox"/>	PMD-2030	Shock and Trauma	4
<input type="checkbox"/>	PMD-2040	Preparation for Paramedic Licensing Exam	3
<input type="checkbox"/>	PMD-2200	Summative Clinical Experiences	4
Total			18
Program Total			37

Emergency Medical Technician Intermediate–Paramedic Certificate | EMTI.CT

(To be discontinued pending MHEC approval and replaced by Paramedic Certificate)

www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442462377

Visit Center for Health Studies, Room 1402 or call 301-322-0733 for your faculty advisor

PROGRAM DESCRIPTION

This program is only for students who have already completed an EMT-Intermediate course. This program will be discontinued following fall 2014. Students who wish to take a Paramedic course at PGCC after fall 2014 will be required to take a full Paramedic course regardless of whether they have completed the Intermediate portion prior to enrollment.

Students already in this program should follow the sequence below. The EMT-I is a professional provider of emergency care to acutely ill or injured patients. The Emergency Medical Technician-Paramedic program provides students with the skills, knowledge, and clinical experience required to provide safe and effective pre-hospital care. Students may elect to take courses leading to completion of the Associate of Applied Science degree or certificate options. The program integrates classroom, laboratory, and applied clinical practice following the national standard curriculum of the Department of Transportation. The program collaborates with local fire departments and nationally recognized hospitals and emergency departments for medical, trauma, and specialty rotations. The program is approved by the Maryland Institute for Emergency Medical Service Systems, The Emergency Medical Services Board and nationally by the Committee on Accreditation (CoAEMSP) through the Commission on Accreditation of Allied Health Education Programs (CAAHEP). Upon successful completion of the program, graduates are eligible to take the national certifying examination. Graduates of the Paramedic Program will be able to:

- Evaluate the clinical information of patients who are ill or injured relative to their role as an entry-level paramedic
- Perform skills necessary to fulfill the role of an entry-level paramedic
- Operate equipment necessary to perform as an entry-level paramedic
- Demonstrate personal behaviors consistent with professional and employer expectations for an entry-level paramedic
- Communicate effectively using verbal and nonverbal communication methods
- Appreciate cultural diversity
- Apply to take the national certifying paramedic

SEQUENCE OF STUDY— EMERGENCY MEDICAL TECHNICIAN INTERMEDIATE–PARAMEDIC CERTIFICATE

Below are the required courses for your program arranged in a suggested sequence. Please note that the sequence does not include developmental coursework. See Chapter 6 for the developmental course sequence if applicable to you.

Prerequisites			
<input type="checkbox"/>	30 credits of EMT-I		
Total		30	
1st Semester			
<input type="checkbox"/>	EMT-2530	Paramedic Practice III	3
<input type="checkbox"/>	EMT-2520	Medical Emergencies Patient Assessment II	3
<input type="checkbox"/>	EMT-2540	Paramedic Practice IV	3
<input type="checkbox"/>	EMT-2560	Preparation for EMT-P Certification	2
<input type="checkbox"/>	EMT-2580	Study of Human Systems for Paramedics	3
Total		14	
Program Total		44	

Physical Education Option, General Studies

Associate of Arts | PHYS.EDUC.AA | Transfer Program

www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442462439

Visit Novak Field House, Room 104 or call 301-322-0504 for your faculty advisor

PROGRAM DESCRIPTION

The Physical Education option program prepares students with the foundation to become competent professionals in areas of physical education and fitness related programs. Students will develop a strong science foundation, which is required to study human movement and skills related to sports. Graduates of the Physical Education Option will be able to:

- Apply critical thinking skills to assess health, wellness, and physical fitness
- Use technology to research consumer-related fitness information and changes in fitness trends and products
- Incorporate skills and techniques into sport, physical fitness, and recreation activities
- Analyze issues related to individual and community health
- Provide First Aid and CPR

GENERAL EDUCATION COURSES

The list of general education courses appears in chapter 7. Some programs recommend or require specific courses to fulfill general education requirements. Please check your program's sequence of study for this information.

PROGRAM REQUIREMENTS

PAS-1000 Planning for Academic Success: FYE

PED-1110 Introduction to Physical Education

PED-1130 Rhythmics

PED-1810 Weight Training/Physical Fitness

HLE-1150 Personal and Community Health

HLE-2130 First Aid-Responding to Emergencies/CPR FPR

HLE-2000 Application of Concepts for Fitness and Wellness

4 credits of PED-1570–1810 PE Skills Lab

BIO-2050 Human Anatomy and Physiology I

BIO-2060 Human Anatomy and Physiology II

TRANSFERABILITY

Credit earned at any public institution in the state shall be transferable to any other institution if the:

- Credit is from a college or university parallel course or program;
- Grades in the block of courses transferred average 2.00 or higher; and
- Acceptance of the credit is consistent with the policies of the receiving institution governing students following the same program. *Refer to ARTSYS at artweb.usmd.edu and the receiving institution's catalog to select transferable courses.*

NEED HELP?

For help selecting an academic program or courses, consider using Career Coach, available at www.pgcc.edu/go/careercoach.

SEQUENCE OF STUDY— PHYSICAL EDUCATION OPTION A.A.

Below are the required courses for your program arranged in a suggested sequence. Please note that the sequence does not include developmental coursework. See Chapter 6 for the developmental course sequence if applicable to you.

1st Semester			
<input type="checkbox"/>	Program Requirement	PAS-1000 Planning for Academic Success: First-Year Experience	1
<input type="checkbox"/>	English Composition I*	EGL-1010 Expository Writing	3
<input type="checkbox"/>	Science*	NTR-1010 Introductory Nutrition	3
<input type="checkbox"/>	Math*	MAT-1120 Finite Mathematics or higher	3–4
<input type="checkbox"/>	Program Requirement	PED-1110 Introduction to Physical Education	2
<input type="checkbox"/>	Computer Literacy*	INT-1010 Introduction to Information Technology	3
Total			15–16
2nd Semester			
<input type="checkbox"/>	Science with Lab*	BIO-1010 General Biology	4
<input type="checkbox"/>	Program Requirement	HLE-1150 Personal and Community Health	3
<input type="checkbox"/>	Program Requirement	PED-1130 Rhythmic Activities	2
<input type="checkbox"/>	Program Requirement	PED-1570–1810 PE Skills Lab	1
<input type="checkbox"/>	English Composition II*	EGL-1020 Writing About Literature	3
<input type="checkbox"/>	Humanities*	2000-level General Education Humanities course other than Speech	3
Total			16
3rd Semester			
<input type="checkbox"/>	Program Requirement	BIO-2050 Human Anatomy and Physiology I	4
<input type="checkbox"/>	Humanities*	General Education Speech course	3
<input type="checkbox"/>	Social Science*	General Education History course	3
<input type="checkbox"/>	Program Requirement	PED-1570–1810 PE Skills Lab	1
<input type="checkbox"/>	Program Requirement	PED-1570–1810 PE Skills Lab	1
<input type="checkbox"/>	Program Requirement	HLE-2000 Application of Concepts for Fitness and Wellness	3
Total			15
4th Semester			
<input type="checkbox"/>	Program Requirement	BIO-2060 Human Anatomy and Physiology II	4
<input type="checkbox"/>	Elective*	2000-level Elective	3
<input type="checkbox"/>	Social Science*	General Education Social Sciences course other than History	3
<input type="checkbox"/>	Program Requirement	HLE-2130 First Aid—Responding to Emergencies/CPR FPR	3
<input type="checkbox"/>	Program Requirement	PED-1570–1810 PE Skills Lab	1
Total			14
Program Total			60

Radiography Associate of Applied Science | RAD1.AAS | Career Program

www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442462441 (technical standards for admission; plus important program info)
Visit Center for Health Studies, Room 1402 or call 301-322-0733 for your faculty advisor

PROGRAM DESCRIPTION

The Radiography Program prepares students to practice as a proficient, professional radiographer in diverse health care settings. Through courses in patient care and education, radiographic procedures, radiation protection, equipment operation and quality control, image production and evaluation, and clinical practice, students progress from the learning phase to the multi-skilled, practitioner phase. Students will be prepared with the skills necessary to perform radiologic examinations that produce high-quality diagnostic images to be used in the diagnosis and treatment of patient disease. The program is structured to allow students to earn an Associate of Applied Science (A.A.S.) degree and qualify and prepare them for the American Registry of Radiologic Technologists (ARRT) board exam upon successful completion of all required courses. The Radiography Program is fully accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT); 20 N. Wacker Drive, Suite 2850, Chicago, Illinois 60606; telephone 312-704-5300; mail@jrcert.org.

Radiography Program Goals— Graduates will be clinically competent; apply critical thinking skills; demonstrate professional growth and development; and communicate effectively.

Graduates of the Radiography Program will be able to:

- Properly position patients
- Select correct exposure factors
- Apply radiation protection principals
- Modify positioning based upon patient condition
- Critique radiographic images
- Explain the importance of continued professional development
- Demonstrate professional behavior
- Demonstrate effective oral communication skills in the practice of radiography
- Demonstrate effective written communication skills in the practice of radiography

GENERAL EDUCATION COURSES

The list of general education courses appears in chapter 7. Some programs recommend or require specific courses to fulfill general education requirements. Please check your program's sequence of study for this information.

PROGRAM REQUIREMENTS

PAS-1000 Planning for Academic Success: FYE	RAD-1530 Clinical Radiography I
HIM-1800 Intro. to Medical Terms for Health Professionals	RAD-1540 Clinical Radiography II
BIO-2060 Human Anatomy and Physiology II	RAD-1550 Clinical Radiography III
RAD-1410 Radiographic Procedures I	RAD-2580 Image Production and Imaging Equipment II
RAD-1420 Radiographic Procedures II	RAD-2410 Radiographic Procedures III
RAD-2440 Radiation Biology/Protection	RAD-2420 Radiographic Procedures IV
RAD-1500 Image Production and Imaging Equipment I	RAD-2530 Clinical Radiography IV
RAD-1510 Patient Care and Education I	RAD-2540 Clinical Radiography V**

TRANSFERABILITY

Credit earned at any public institution in the state shall be transferable to any other institution if the:

- Credit is from a college or university parallel course or program;
- Grades in the block of courses transferred average 2.00 or higher; and
- Acceptance of the credit is consistent with the policies of the receiving institution governing students following the same program. Refer to ARTSYS at artweb.usmd.edu and the receiving institution's catalog to select transferable courses.

NEED HELP?

For help selecting an academic program or courses, consider using Career Coach, available at www.pgcc.edu/go/careercoach.

SEQUENCE OF STUDY— RADIOGRAPHY A.A.S.

Below are the required courses for your program arranged in a suggested sequence. Please note that the sequence does not include developmental coursework. See Chapter 6 for the developmental course sequence if applicable to you.

Prerequisites			
<input type="checkbox"/>	Program Requirement ¹	PAS-1000 Planning for Academic Success: First-Year Experience	1
<input type="checkbox"/>	Science* ²	BIO-2050 Human Anatomy and Physiology I	4
<input type="checkbox"/>	English Composition I*	EGL-1010 Expository Writing	3
<input type="checkbox"/>	Math*	MAT-1120 Finite Mathematics or higher	3
<input type="checkbox"/>	Program Requirement ¹	HIM-1800 Introduction to Medical Terms for Health Professionals	1
Total			12
1st Semester			
<input type="checkbox"/>	Program Requirement	RAD-1410 Radiographic Procedures I	3
<input type="checkbox"/>	Program Requirement	RAD-1510 Patient Care and Management	2
<input type="checkbox"/>	Program Requirement	RAD-1530 Clinical Radiography I	2
<input type="checkbox"/>	Program Requirement	BIO-2060 Human Anatomy and Physiology II	4
<input type="checkbox"/>	English Composition II*	EGL-1320, 1340, or 1100 recommended	3
Total			14
2nd Semester			
<input type="checkbox"/>	Program Requirement	RAD-1420 Radiographic Procedures II	3
<input type="checkbox"/>	Program Requirement	RAD-1540 Clinical Radiography II	4
<input type="checkbox"/>	Program Requirement	RAD-1500 Image Production and Imaging Equipment I	3
<input type="checkbox"/>	Humanities*	SPH-1090 Interpersonal Communication	3
Total			13
Summer			
<input type="checkbox"/>	Program Requirement	RAD-1550 Clinical Radiography III	4
Total			4
3rd Semester			
<input type="checkbox"/>	Program Requirement	RAD-2410 Radiographic Procedures III	3
<input type="checkbox"/>	Program Requirement	RAD-2530 Clinical Radiography IV	4
<input type="checkbox"/>	Program Requirement	RAD-2580 Image Production and Image Equipment II	3
<input type="checkbox"/>	Social Science*	PSY-1010 General Psychology	3
Total			13
4th Semester			
<input type="checkbox"/>	Program Requirement	RAD-2420 Radiographic Procedures IV	3
<input type="checkbox"/>	Program Requirement	RAD-2540 Clinical Radiography IV**	4
<input type="checkbox"/>	Program Requirement	RAD-2440 Radiation Biology/Protection	3
Total			10
Program Total			66

¹ Recommended prior to program admission. If not completed prior to program admission, must be taken concurrently with RAD-1410, RAD-1510, and RAD-1530.

² Refer to Chapter 9, Course Descriptions, for eligibility requirements for BIO-2050.

Respiratory Therapy Associate of Applied Science | RESP.AAS | Career Program

www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442462447

Visit Center for Health Studies, Room 1402 or call 301-322-0733 for your faculty advisor

PROGRAM DESCRIPTION

The Respiratory Therapy Program prepares students to work in a variety of health care settings, to care for patients with acute and chronic respiratory disease, to assist in the treatment of trauma patients, and to provide life support to critically ill newborn, pediatric, and adult patients. Students receive a solid foundation in principles of cardiopulmonary physiology and respiratory care practices prior to providing hands-on care within actual clinical settings. Clinical experiences begin with basic general care and progress to extensive experience in adult medical and surgical intensive care and neonatal/pediatric intensive care units. Throughout the curriculum, students are expected to develop a caring commitment to the patient along with safe and effective respiratory care. Students rotate through renowned and respected clinical sites, including Prince George's Hospital Center, Washington Hospital Center, Children's National Medical Center, University of Maryland Medical Center, Anne Arundel Medical Center, and Calvert Memorial Hospital. The Respiratory Therapy Program is fully accredited by the Committee on Accreditation for Respiratory Care (CoARC); 1248 Harwood Road, Bedford, Texas 76021-4244; telephone 817-283-2835; fax 817-354-8519. This program is currently on probation, but it is accredited. Upon graduation, students are awarded an Associate of Applied Science (A.A.S.) degree and are eligible to take both the entry-level exam (for the CRT credential) and the advanced practitioner exams (for the RRT credential). Upon successful completion of this program, the graduate will be able to:

- Work in a variety of health care settings
- Assess and treat patients with acute and chronic respiratory diseases
- Assist in the treatment of trauma patients
- Provide life support to critically ill newborn, pediatric, and adult patients
- Meet eligibility requirements for the National Board for Respiratory Care Examination system
- Demonstrate behaviors consistent with professional practice and the ethical and moral standards consistent with the American Association for Respiratory Care

GENERAL EDUCATION COURSES

The list of general education courses appears in chapter 7. Some programs recommend or require specific courses to fulfill general education requirements. Please check your program's sequence of study for this information.

PROGRAM REQUIREMENTS

PAS-1000 Planning for Academic Success: FYE (see note)
 BIO-2060 Human Anatomy and Physiology II
 RST-1531 Principles and Practice of Respiratory Therapy
 RST-1570 Principles of Cardiopulmonary Physiology
 RST-1600 Principles of Ventilatory Diseases
 RST-1631 Clinical Practice in Respiratory Therapy I
 RST-1730 Clinical Practice in Respiratory Therapy II
 RST-1741 Principles of Mechanical Ventilation
 and Introduction to Critical Care
 HIM-1800 Intro to Medical Terms for Health Professionals

RST-2490 Neonatal and Pediatric Respiratory Care
 RST-2500 Pharmacology for Respiratory Therapy
 RST-2530 Clinical Practice in Critical Care I
 RST-2620 Trends in Respiratory Therapy
 RST-2630 Clinical Practice in Critical Care II**

Note: PAS-1000 is not a prerequisite to the Respiratory Therapy Program and will not be included in the qualifying GPA used in the ranking for program admission. It is recommended that students take PAS-1000 prior to program admission, but it may be taken concurrently with RST-1531 and RST-1570.

TRANSFERABILITY

Credit earned at any public institution in the state shall be transferable to any other institution if the:

- Credit is from a college or university parallel course or program;
- Grades in the block of courses transferred average 2.00 or higher; and
- Acceptance of the credit is consistent with the policies of the receiving institution governing students following the same program. Refer to ARTSYS at artweb.usmd.edu and the receiving institution's catalog to select transferable courses.

NEED HELP?

For help selecting an academic program or courses, consider using Career Coach, available at www.pgcc.edu/go/careercoach.

SEQUENCE OF STUDY— RESPIRATORY THERAPY A.A.S.

Below are the required courses for your program arranged in a suggested sequence. Please note that the sequence does not include developmental coursework. See Chapter 6 for the developmental course sequence if applicable to you.

Prerequisites			
<input type="checkbox"/>	Program Requirement	PAS-1000 Planning for Academic Success: First-Year Experience	1
<input type="checkbox"/>	English Composition I*	EGL-1010 Expository Writing	3
<input type="checkbox"/>	Math*	General Education Math, MAT-1120 or higher, MAT-1350 recommended	3
<input type="checkbox"/>	Program Requirement ¹	BIO-2050 Human Anatomy and Physiology I	4
Total			11
1st Semester			
<input type="checkbox"/>	English Composition II*	EGL-1320, EGL-1340, or EGL-1100 recommended	3
<input type="checkbox"/>	Program Requirement	RST-1531 Principles and Practice of Respiratory Therapy	4
<input type="checkbox"/>	Program Requirement	RST-1570 Principles of Cardiopulmonary Physiology	4
<input type="checkbox"/>	Program Requirement	BIO-2060 Human Anatomy and Physiology II	4
Total			15
2nd Semester			
<input type="checkbox"/>	Program Requirement	RST-1600 Principles of Ventilatory Diseases	3
<input type="checkbox"/>	Program Requirement	RST-1631 Clinical Practice in Respiratory Therapy I	2
<input type="checkbox"/>	Program Requirement	RST-1741 Principles of Mechanical Ventilation and Introduction to Critical Care	6
<input type="checkbox"/>	Program Requirement	HIM-1800 Intro to Medical Terms for Health Professionals	1
Total			12
Summer Semester			
<input type="checkbox"/>	Program Requirement	RST-1730 Clinical Practice in Respiratory Therapy II	2
Total			2
3rd Semester			
<input type="checkbox"/>	Program Requirement	RST-2490 Neonatal and Pediatric Respiratory Care	3
<input type="checkbox"/>	Program Requirement	RST-2500 Pharmacology for Respiratory Therapy	3
<input type="checkbox"/>	Program Requirement	RST-2530 Clinical Practice in Critical Care I	4
<input type="checkbox"/>	Science*	CHM-1010 General Chemistry	4
Total			14
4th Semester			
<input type="checkbox"/>	Humanities*	SPH-1090 Interpersonal Communication	3
<input type="checkbox"/>	Social Science*	PSY-1010 General Psychology	3
<input type="checkbox"/>	Program Requirement	RST-2620 Trends in Respiratory Therapy	2
<input type="checkbox"/>	Program Requirement	RST-2630 Clinical Practice in Critical Care II**	4
Total			12
Program Total			66

¹ Refer to Chapter 9, Course Descriptions, for eligibility requirements for BIO-2050.

Surgical Technology Associate of Applied Science | Career Program (pending MHEC approval)

Visit Center for Health Studies, Room 1402 or call 301-322-0733 for your faculty advisor

PROGRAM DESCRIPTION

The Surgical Technology Program at Prince George's Community College is dedicated to preparing students for success as employees in the operating room setting. Overall, the Surgical Technology Program supports the college's mission to transform students' lives through a rigorous training program, empowering them with skills for employment in a variety of settings. The goal of the Surgical Technology Program is to provide didactic and clinical experiences/instruction through a nationally accredited program which will enable students to enter the work industry as competent entry-level personnel, satisfying the urgent need for surgical technologists in local and regional communities/areas. Instruction shall include cognitive, psychomotor, and affective domains of learning, meeting or exceeding the criteria set forth in the current CAAHEP Standards and Guidelines for the Accreditation of Educational Programs in Surgical Technology. At the end of the program all students meet minimum eligibility requirements to take the national certifying examination administered by the National Board of Surgical Technology and Surgical Assisting (NBSTSA). Upon program completion, the graduate will be able to:

- Perform one's role as a surgical technologist before, during, and after surgical procedures.
- Exhibit skills that are required for a safe operating room environment such as decontamination and sterility.
- Demonstrate the ability to follow/adhere to the moral, legal, and ethical responsibilities to the patient.
- Organize surgical instrumentation, equipment, and supplies in an efficient, responsible, and safe manner while utilizing principles of surgical asepsis.
- Demonstrate knowledge of various surgical procedures in surgical specialties in a simulated operating room environment.
- Work effectively with members of the operating room team.

GENERAL EDUCATION COURSES

The list of general education courses appears in chapter 7. Some programs recommend or require specific courses to fulfill general education requirements. Please check your program's sequence of study for this information.

PROGRAM REQUIREMENTS

PAS-1000 Planning for Academic Success: FYE	SGT-2050 Surgical Procedures II
BIO-2060 Human Anatomy and Physiology II	SGT-2070 Surgical Procedures III
HIM-1530 Medical Terminology	SGT-2100 Surgical Technology Clinical II
SGT-1010 Introduction to Surgical Technology	SGT-2200 Surgical Technology Clinical III
SGT-1030 Surgical Procedures I	SGT-2300 Professional Success Preparation
SGT-2010 Surgical Technology Clinical I	

TRANSFERABILITY

Credit earned at any public institution in the state shall be transferable to any other institution if the:

- Credit is from a college or university parallel course or program;
- Grades in the block of courses transferred average 2.00 or higher; and
- Acceptance of the credit is consistent with the policies of the receiving institution governing students following the same program. Refer to ARTSYS at artweb.usmd.edu and the receiving institution's catalog to select transferable courses.

NEED HELP?

For help selecting an academic program or courses, consider using Career Coach, available at www.pgcc.edu/go/careercoach.

SEQUENCE OF STUDY— SURGICAL TECHNOLOGY A.A.S.

Below are the required courses for your program arranged in a suggested sequence. Please note that the sequence does not include developmental coursework. See Chapter 6 for the developmental course sequence if applicable to you.

1st Semester, Fall			
<input type="checkbox"/>	Science*	BIO-2050 Human Anatomy and Physiology I	4
<input type="checkbox"/>	Program Requirement	SGT-1010 Introduction to Surgical Technology	3
<input type="checkbox"/>	Math*	MAT-1120 Finite Mathematics or higher	3
<input type="checkbox"/>	Program Requirement	HIM-1530 Medical Terminology	4
<input type="checkbox"/>	Program Requirement	PAS-1000 Planning for Academic Success: First-Year Experience	1
Total			15
2nd Semester, Spring			
<input type="checkbox"/>	Program Requirement	SGT-1030 Surgical Procedures I	3
<input type="checkbox"/>	English Composition I*	EGL-1010 Expository Writing	3
<input type="checkbox"/>	Humanities*	SPH-1090 Interpersonal Communication	3
<input type="checkbox"/>	Program Requirement	BIO-2060 Human Anatomy and Physiology II	4
Total			13
Summer Semester			
<input type="checkbox"/>	Program Requirement	SGT-2010 Surgical Technology Clinical I	5
Total			13
3rd Semester, Fall			
<input type="checkbox"/>	Program Requirement	SGT-2050 Surgical Procedures II	3
<input type="checkbox"/>	Program Requirement	SGT-2100 Surgical Technology Clinical II	4
<input type="checkbox"/>	Program Requirement	BIO-2010 Microbiology	4
<input type="checkbox"/>	English Composition II*	EGL-1340 or EGL-1100 recommended	3
Total			14
4th Semester, Spring			
<input type="checkbox"/>	Program Requirement	SGT-2070 Surgical Procedures III	3
<input type="checkbox"/>	Program Requirement	SGT-2200 Surgical Technology Clinical III	4
<input type="checkbox"/>	Program Requirement	SGT-2300 Professional Success Preparation	3
<input type="checkbox"/>	Social Science*	PSY-1010 General Psychology	3
Total			13
Program Total			60

Double asterisk (**) denotes a course that satisfies the culminating experience requirement for A.A.S. programs.

Art Option, General Studies Associate of Arts | A.A.ARTS.AA | Transfer Program

www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442462336 |

Visit Marlboro Hall, Room 1034 or call 301-322-0966 for your faculty advisor

PROGRAM DESCRIPTION

The Art Option prepares students to transfer into a bachelor's degree program in fine or digital/graphic arts. The program introduces students to the theories, history and practices associated with the visual arts through its foundation courses and stresses critical thinking and a commitment to the highest ethical and professional standards. The program allows students to concentrate in the areas of traditional studio media and/or digital/graphics media. A primary goal of the program is to develop students' understanding and appreciation of how art impacts and enriches their everyday lives. As a result, both art and non-art majors benefit from the professional art instruction and creative learning environment provided in the studio courses. Prior art experience is not necessary. Graduates of the Art Option will be able to:

- Use the vocabulary of visual art and design correctly
- Create original two-dimensional or three-dimensional works of art using the Elements of Art and Principles of Design
- Apply traditional and/or digital materials, media, techniques, and equipment to the creation of art and design
- Create works of art using various conceptual and perceptual sources
- Identify art from different time periods and explain the significance of art within historical, cultural, social, and economic contexts
- Evaluate works of art doing formal analysis
- Transfer into a bachelor's degree program in Art at a four-year institution

GENERAL EDUCATION COURSES

The list of general education courses appears in chapter 7. Some programs recommend or require specific courses to fulfill general education requirements. Please check your program's sequence of study for this information.

PROGRAM REQUIREMENTS

PAS-1000 Planning for Academic Success: FYE	ART-1540 Painting I
ART-1510 Two-Dimensional Design	ART-2520 Color Theory and Application
ART-1530 Drawing I	ART-2700 Art Survey I

Program Electives—choose 12 credits from the following list (6 of 12 credits must be at the 2000-level).

A mix of fine art and digital/graphic art is possible if desired by an art major.

Fine Art Emphasis:

ART-1550, ART-1560, ART-1590, ART-1600, ART-2510, ART-2530, ART-2540, ART-2550,
ART-2560, ART-2590, ART-2600, ART-2640, ART-2720, ART-2730, ART-2740

Digital/Graphic Art Emphasis:

ART-1570, ART-2410, ART-1620, ART-1630, ART-2570, ART-1780, ART-2610, ART-2620,
ART-2630, ART-2650, ART-2660, ART-2670, ART-2740, ART-2750, ART-2780, ART-2900

1-credit course if necessary

NOTE: General education and program requirements must equal a minimum of 60 credits.

TRANSFERABILITY

Credit earned at any public institution in the state shall be transferable to any other institution if the:

- Credit is from a college or university parallel course or program;
- Grades in the block of courses transferred average 2.00 or higher; and
- Acceptance of the credit is consistent with the policies of the receiving institution governing students following the same program. Refer to ARTSYS at artweb.usmd.edu and the receiving institution's catalog to select transferable courses.

NEED HELP?

For help selecting an academic program or courses, consider using Career Coach, available at www.pgcc.edu/go/careercoach.

SEQUENCE OF STUDY—ART OPTION A.A.

Below are the required courses for your program arranged in a suggested sequence. Please note that the sequence does not include developmental coursework. See Chapter 6 for the developmental course sequence if applicable to you.

1st Semester			
<input type="checkbox"/>	English Composition I*	EGL-1010 Composition I: Expository Writing	3
<input type="checkbox"/>	Program Requirement	ART-1510 Two-Dimensional Design	3
<input type="checkbox"/>	Program Requirement	PAS-1000 Planning for Academic Success: First-Year Experience	1
<input type="checkbox"/>	Math*	MAT-1120 or higher	3-4
<input type="checkbox"/>	Computer Literacy*	INT-1010 Introduction to Information Technology	3
Total			13-14
2nd Semester			
<input type="checkbox"/>	Program Requirement	ART-2520 Color Theory and Application	3
<input type="checkbox"/>	Program Elective	Choose from "Program Electives"	3
<input type="checkbox"/>	Humanities*	General Education Speech course	3
<input type="checkbox"/>	Program Requirement	ART-1530 Drawing I	3
<input type="checkbox"/>	English Composition II*	EGL-1020 Writing about Literature recommended	3
Total			15
3rd Semester			
<input type="checkbox"/>	Program Requirement	ART-1540 Painting I	3
<input type="checkbox"/>	Program Elective ¹	Choose from "Program Electives"	3
<input type="checkbox"/>	Social Science* ¹	General Education Social Sciences course other than History	3
<input type="checkbox"/>	Science with Lab*	General Education Lab Science course	4
<input type="checkbox"/>	Program Requirement*	ART-2700 Art Survey I	3
Total			16
4th Semester			
<input type="checkbox"/>	Science*	General Education Science course	3
<input type="checkbox"/>	Social Science* ¹	General Education History course	3
<input type="checkbox"/>	Program Elective	2000-level course from "Program Electives"	3
<input type="checkbox"/>	Program Elective	2000-level course from "Program Electives"	3
<input type="checkbox"/>	Humanities*	ART-2710 Art Survey II	3
<input type="checkbox"/>	Elective	1-credit course (if necessary to reach a minimum of 60 credits)	1
Total			15-16
Program Total			60

¹ Either the General Education history course, the General Education social science course, or the unspecified program elective must be at the 2000-level to reach a minimum of 18 credits of 2000-level courses.

Visual Communication/Graphic Design

Associate of Applied Science | ARTS.GRAPHD.AAS | Career Program

www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442462334

Visit Marlboro Hall, Room 1034 or call 301-322-0966 for your faculty advisor

PROGRAM DESCRIPTION

The Visual Communication (VisComm) A.A.S. degree program prepares students in the production methods, digital media and traditional design related to the visual communications field. Students learn to apply a variety of media to a range of audiences. Students acquire professional skills to be competitive in the visual communications industries, to include design for print, screen, and motion graphics. Visual Communication/Graphic Design is a Workforce Development program, which prepares students for entry-level job positions. Non-degree-seeking students may upgrade and enrich their basic computer skill sets. Some of its courses transfer to four-year institutions. Students are encouraged to consult with an academic advisor to consider specific transfer goals. Graduates of the Visual Communication/Graphic Design program will be able to:

- Use the vocabulary of the elements of art, principles of design, and visual communication terminology correctly.
- Apply traditional and digital methods to student-created works of visual communication
- Identify the evolving practices and emerging technologies of the visual communication industry
- Demonstrate the stages of developing a visual product.
- Evaluate client/project goals.
- Demonstrate ethical standards within the standards of professional practice.
- Assemble a portfolio suitable for workforce entry or professional advancement.

GENERAL EDUCATION COURSES

The list of general education courses appears in chapter 7. Some programs recommend or require specific courses to fulfill general education requirements. Please check your program's sequence of study for this information.

PROGRAM REQUIREMENTS

ART-1510 Basic Design

ART-1530 Drawing I

ART-1570 Introduction to Computer Graphics

ART-1620 Digital Publication Design

ART-2900 Portfolio Development for Visual Art**

ART-2410 Graphic Design I

ART-2520 Color Theory and Application

ART-2570 Lettering, Typography, and Layout

ART-2610 Graphic Design II

ART-2620 Digital Illustration

ART-2730 Integrated Arts

Choose one of the following:

ART-2700 Art Survey I

ART-2710 Art Survey II

ART-2720 African-American Art

ART-2740 Contemporary Art

Choose one of the following:

ART-2650 Animation and Multimedia I

ART-2670 3-D Digital Modeling and Animation

Program Elective: Any art studio course

Elective: Any one course except for PED-1000 or PED-1030

NEED HELP?

For help selecting an academic program or courses, consider using Career Coach, available at www.pgcc.edu/go/careercoach.

SEQUENCE OF STUDY—VISUAL COMMUNICATION/GRAPHIC DESIGN A.A.S.

Below are the required courses for your program arranged in a suggested sequence. Please note that the sequence does not include developmental coursework. See Chapter 6 for the developmental course sequence if applicable to you.

1st Semester			
<input type="checkbox"/>	English Composition I*	EGL-1010 Expository Writing	3
<input type="checkbox"/>	Math*	General Education Math course	3–4
<input type="checkbox"/>	Program Requirement	ART-1510 Two-Dimensional Design	3
<input type="checkbox"/>	Program Requirement	ART-1570 Introduction to Computer Graphics	3
<input type="checkbox"/>	Program Requirement	ART-1530 Drawing I	3
Total			15–16
2nd Semester			
<input type="checkbox"/>	English Composition II*	EGL-1340 recommended	3
<input type="checkbox"/>	Program Requirement	ART-2620 Digital Illustration	3
<input type="checkbox"/>	Program Requirement	ART-2650 or 2670	3
<input type="checkbox"/>	Program Requirement	ART-2700, 2710, 2720, or 2740	3
<input type="checkbox"/>	Humanities*	General Education Speech course	3
Total			15
3rd Semester			
<input type="checkbox"/>	Program Requirement	ART-2410 Graphic Design I	3
<input type="checkbox"/>	Program Requirement	ART-2730 Integrated Arts	3
<input type="checkbox"/>	Program Requirement	ART-1620 Digital Publication Design	3
<input type="checkbox"/>	Program Requirement	ART-2520 Color Theory and Application	3
<input type="checkbox"/>	Science*	General Education Science course	3
Total			15
4th Semester			
<input type="checkbox"/>	Program Requirement	ART-2900 Portfolio Development for Visual Art**	1
<input type="checkbox"/>	Program Requirement	ART-2610 Graphic Design II	3
<input type="checkbox"/>	Program Requirement	ART-2570 Lettering, Typography, and Layout	3
<input type="checkbox"/>	Program Elective	Any Art Studio course	3
<input type="checkbox"/>	Social Science*	General Education Social Sciences course	3
<input type="checkbox"/>	Elective	Any course but PED-1000 or PED-1030	3
Total			16
Program Total			61–62

Graphic Design Certificate | ARTS.GRAPHD.CT

www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442462311

Visit Marlboro Hall, Room 1034 or call 301-322-0966 for your faculty advisor

PROGRAM DESCRIPTION

Students who complete the Graphic Design Certificate will have the ability to produce print and screen-based graphics for commercial purposes using traditional and digital tools. Students will be able to assemble a portfolio suitable for workforce entry or professional advancement. Graduates of the Graphic Design Certificate will be able to:

- Use the vocabulary of visual communication, elements of art, and principles of design
- Apply traditional and digital methods to student-created projects
- Demonstrate the stages of developing a visual product
- Assemble a portfolio suitable for workforce entry or professional development applicable to graphic design

SEQUENCE OF STUDY— GRAPHIC DESIGN CERTIFICATE

Below are the required courses for your program arranged in a suggested sequence. Please note that the sequence does not include developmental coursework. See Chapter 6 for the developmental course sequence if applicable to you.

1st Semester			
<input type="checkbox"/>	EGL-1010	Composition I: Expository Writing	3
<input type="checkbox"/>	ART-1510	Two-Dimensional Design	3
<input type="checkbox"/>	ART-1570	Introduction to Computer Graphics	3
<input type="checkbox"/>	ART-1530	Drawing I	3
<input type="checkbox"/>	Art History course	ART-2700, 2710, 2720, or 2740	3
Total			15
2nd Semester			
<input type="checkbox"/>	ART-2650 or 2670	Animation and Multimedia I or 3-D Digital Modeling and Animation	3
<input type="checkbox"/>	ART-2570	Lettering, Typography, and Layout	3
<input type="checkbox"/>	ART-1620	Publication Design Using Computers	3
<input type="checkbox"/>	ART-2410	Graphic Design I	3
Total			12
3rd Semester			
<input type="checkbox"/>	ART-2610 or 2620	Graphic Design II or Digital Illustration	3
<input type="checkbox"/>	ART-2900	Portfolio Development for Visual Art	1
Total			4
Program Total			31

Animation and Screen-Based Design Certificate | ARTS.ANIM.CT

www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442465116

Visit Marlboro Hall, Room 1034 or call 301-322-0966 for your faculty advisor

PROGRAM DESCRIPTION

Students who complete the Animation and Screen-Based Design Certificate will be able to create 3-D modeling, animation, interactive multimedia projects, and digital video for output to the screen and Web, using animation concepts and methods. Students will be able to assemble a portfolio suitable for workforce entry or professional advancement. Graduates of the Animation and Screen-Based Design Certificate will be able to:

- Use the vocabulary of visual communication, animation, elements of art, and principles of design correctly
- Apply traditional and/or digital methods to student-created still and time-based compositions
- Demonstrate the stages of developing an animation
- Assemble a portfolio suitable for workforce entry or professional advancement applicable to animation and multimedia

SEQUENCE OF STUDY— ANIMATION AND SCREEN-BASED DESIGN CERTIFICATE

Below are the required courses for your program arranged in a suggested sequence. Please note that the sequence does not include developmental coursework. See Chapter 6 for the developmental course sequence if applicable to you.

1st Semester			
<input type="checkbox"/>	EGL-1010	Composition I: Expository Writing	3
<input type="checkbox"/>	ART-1510	Two-Dimensional Design	3
<input type="checkbox"/>	ART-1530	Drawing I	3
<input type="checkbox"/>	ART-1570	Introduction to Computer Graphics	3
<input type="checkbox"/>	ART-2700, 2710, 2720, or 2740	Art Survey I or II or African American Art or Contemporary Art	3
Total			15
2nd Semester			
<input type="checkbox"/>	ART-2650	Animation and Multimedia I	3
<input type="checkbox"/>	ART-2410	Graphic Design I	3
<input type="checkbox"/>	ART-2670	3-D Digital Modeling and Animation	3
<input type="checkbox"/>	INT-1800	Internet and Web Technology	3
<input type="checkbox"/>	ART-2900	Portfolio Development for Visual Art	1
<input type="checkbox"/>	ART-2730 or Elective	Integrated Arts or Art Studio Elective	3
Total			16
Program Total			31



Asterisk (*) denotes general education course.

Illustration Certificate | ARTS.ILLUS.CT

www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442462312

Visit Marlboro Hall, Room 1034 or call 301-322-0966 for your faculty advisor

PROGRAM DESCRIPTION

Students who complete the Illustration Certificate will have the ability to produce original illustrations using traditional and digital tools, which are applicable to technical, editorial and information graphics; advertising; or visual narrative. Students will be able to assemble a portfolio suitable for workforce entry or professional advancement. Graduates of the Illustration Certificate will be able to:

- Use the vocabulary of visual communication, elements of art, and principles of design correctly
- Apply traditional and/or digital methods to student-created projects
- Demonstrate the stages of developing a visual product
- Assemble a portfolio suitable for workforce entry or professional advancement applicable to illustration

SEQUENCE OF STUDY— ILLUSTRATION CERTIFICATE

Below are the required courses for your program arranged in a suggested sequence. Please note that the sequence does not include developmental coursework. See Chapter 6 for the developmental course sequence if applicable to you.

1st Semester			
<input type="checkbox"/>	EGL-1010	Composition I: Expository Writing	3
<input type="checkbox"/>	ART-1510	Two-Dimensional Design	3
<input type="checkbox"/>	ART-1530	Drawing I	3
<input type="checkbox"/>	ART-1570	Introduction to Computer Graphics	3
<input type="checkbox"/>	ART-2700, 2710, 2720, or 2740	Art Survey I or II or African American Art or Contemporary Art	3
Total			15
2nd Semester			
<input type="checkbox"/>	ART-1540 or 1590 or Elective	Painting I or Watercolor or Art Studio Elective	3
<input type="checkbox"/>	ART-2410 or 2620 or 2640	Graphic Design I or Digital Illustration or Computer Painting	3
<input type="checkbox"/>	ART-1630	Commercial Illustration I	3
<input type="checkbox"/>	ART-1780 or 2660	Digital Photography I or Digital Imaging	3
Total			12
3rd Semester			
<input type="checkbox"/>	ART-2900	Portfolio Development for Visual Art	1
<input type="checkbox"/>	ART-2630 or 2530	Commercial Illustration II or Drawing II	3
Total			4
Program Total			31

Communication/Public Relations and Journalism Option, General Studies

Associate of Arts | COMM.PR.AA | Transfer Program

www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442462369

Visit [Queen Anne Fine Arts, Room 112](#) or call 301-583-1587 for your faculty advisor

PROGRAM DESCRIPTION

This program of study is recommended for students planning to pursue a bachelor's degree in journalism or public relations. Students are encouraged to consult with an academic advisor for recommended courses to take and specific transfer requirements. Graduates of the Public Relations and Journalism program will be able to:

- Apply communication theory
- Develop and execute basic public relations plans
- Communicate with diverse audiences
- Execute varied communication techniques
- Explain how public relations supports organizations and individuals

GENERAL EDUCATION COURSES

The list of general education courses appears in chapter 7. Some programs recommend or require specific courses to fulfill general education requirements. Please check your program's sequence of study for this information.

PROGRAM REQUIREMENTS

EGL-2270 Applied Grammar

PAS-1000 Planning for Academic Success: FYE

PRJ-1210 Public Relations Techniques

PRJ-2000 News Writing for Public Relations

PRJ-2210 Introduction to Communication Theory

TRF-1310 Introduction to Mass Communication

SPH-2230 Intercultural Communication

SPH-1130 Interviewing

EGL-2270 Applied Grammar

Electives: Six credits of 2000-level electives (Any credit courses except PED-1000 or PED-1030)

1-credit course if necessary

NOTE: General education and program requirements must equal a minimum of 60 credits.

TRANSFERABILITY

Credit earned at any public institution in the state shall be transferable to any other institution if the:

- Credit is from a college or university parallel course or program;
- Grades in the block of courses transferred average 2.00 or higher; and
- Acceptance of the credit is consistent with the policies of the receiving institution governing students following the same program. *Refer to ARTSYS at artweb.usmd.edu and the receiving institution's catalog to select transferable courses.*

NEED HELP?

For help selecting an academic program or courses, consider using Career Coach, available at www.pgcc.edu/go/careercoach.

SEQUENCE OF STUDY—COMMUNICATION/PUBLIC RELATIONS AND JOURNALISM OPTION A.A.

Below are the required courses for your program arranged in a suggested sequence. Please note that the sequence does not include developmental coursework. See Chapter 6 for the developmental course sequence if applicable to you.

1st Semester			
<input type="checkbox"/>	English Composition I*	EGL-1010 Composition I: Expository Writing	3
<input type="checkbox"/>	Science*	General Education Science course	3–4
<input type="checkbox"/>	Computer Literacy*	INT-1010 Introduction to Information Technology	3
<input type="checkbox"/>	Program Requirement	PAS-1000 Planning for Academic Success: First-Year Experience	1
<input type="checkbox"/>	Humanities*	SPH-1010 Public Speaking	3
Total			13–14
2nd Semester			
<input type="checkbox"/>	English Composition II*	EGL-1020: Writing About Literature recommended	3
<input type="checkbox"/>	Science with Lab*	General Education Lab Science course	4
<input type="checkbox"/>	Program Requirement	PRJ-1210 Public Relations Techniques	3
<input type="checkbox"/>	Math*	MAT-1120 or higher	3
<input type="checkbox"/>	Humanities*	General Education Humanities course	3
Total			16
3rd Semester			
<input type="checkbox"/>	Program Requirement	PRJ-2210 Introduction to Communication Theory	3
<input type="checkbox"/>	Program Requirement	2000-level elective (any course except PED-1000 or PED-1030)	3
<input type="checkbox"/>	Program Requirement	SPH-1120 Interviewing	3
<input type="checkbox"/>	Social Science*	General Education History course	3
<input type="checkbox"/>	Program Requirement	TRF-1310 Introduction to Mass Communication	3
Total			15
4th Semester			
<input type="checkbox"/>	Program Requirement	PRJ-2000 News Writing for Public Relations	3
<input type="checkbox"/>	Program Requirement	EGL-2270: Applied Grammar	3
<input type="checkbox"/>	Social Science*	General Education Social Sciences course other than History	3
<input type="checkbox"/>	Program Requirement	SPH-2230 Intercultural Communication	3
<input type="checkbox"/>	Program Requirement	2000-level elective (any course except PED-1000 or PED-1030)	3
<input type="checkbox"/>	Program Requirement	1-credit course (if necessary to reach a minimum of 60 credits)	1
Total			15–16
Program Total			60

Mass Communication Option, General Studies

Associate of Arts | COMM.MASS.AA | Transfer Program

www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442462365

Visit [Queen Anne Fine Arts, Room 112](#) or call 301-583-1587 for your faculty advisor

PROGRAM DESCRIPTION

The Mass Communication Option prepares students for career positions in film, television, video, radio, and other digital and mass media industries. Most students who complete this program transfer to four-year colleges and universities to earn a bachelor's degree in one of a wide range of communications and media programs. Students should be acquainted with the program requirements of their desired transfer institution when making course selections. Students should consult with academic advisors and mass communication faculty for transfer opportunities. Graduates of the Mass Communication Option degree program will be able to:

- Think critically about how mass media influence society
- Communicate effectively using visual, written, spoken, and non-verbal methods
- Understand how the various fields in mass communication are structured and function
- Have an understanding of how technologies associated with mass communication are used

GENERAL EDUCATION COURSES

The list of general education courses appears in chapter 7. Some programs recommend or require specific courses to fulfill general education requirements. Please check your program's sequence of study for this information.

PROGRAM REQUIREMENTS

PAS-1000 Planning for Academic Success: FYE

EGL-1040 Media Writing

SPH-1130 Interviewing

SPH-2230 Intercultural Communication

SPH-2070 Voice and Diction

TRF-1310 Introduction to Mass Communication

TRF-1330 Television Production I

TRF-2310 Introduction to Film

TRF-2330 Television Production II

Choose one of the following:

THE-1150 Technical Theatre

TRF-1410 Introduction to Radio

TRANSFERABILITY

Credit earned at any public institution in the state shall be transferable to any other institution if the:

- Credit is from a college or university parallel course or program;
- Grades in the block of courses transferred average 2.00 or higher; and
- Acceptance of the credit is consistent with the policies of the receiving institution governing students following the same program. *Refer to ARTSYS at artweb.usmd.edu and the receiving institution's catalog to select transferable courses.*

NEED HELP?

For help selecting an academic program or courses, consider using Career Coach, available at www.pgcc.edu/go/careercoach.

SEQUENCE OF STUDY— MASS COMMUNICATION OPTION A.A.

Below are the required courses for your program arranged in a suggested sequence. Please note that the sequence does not include developmental coursework. See Chapter 6 for the developmental course sequence if applicable to you.

1st Semester			
<input type="checkbox"/>	Program Requirement	PAS-1000 Planning for Academic Success: First-Year Experience	1
<input type="checkbox"/>	English Composition I*	EGL-1010 Composition I: Expository Writing	3
<input type="checkbox"/>	Science*	General Education Science course	3-4
<input type="checkbox"/>	Computer Literacy*	INT-1010 Introduction to Information Technology	3
<input type="checkbox"/>	Humanities*	SPH-1090 Interpersonal Communication	3
Total			13-14
2nd Semester			
<input type="checkbox"/>	English Composition II	EGL-1020 Writing about Literature	3
<input type="checkbox"/>	Math*	MAT-1120 or higher	3-4
<input type="checkbox"/>	Program Requirement	TRF-1310 Introduction to Mass Communication	3
<input type="checkbox"/>	Program Requirement	TRF-2310 Introduction to Film	3
<input type="checkbox"/>	Science with Lab*	General Education Lab Science course	4
Total			16-17
3rd Semester			
<input type="checkbox"/>	Program Requirement	TRF-1330 Television Production I	3
<input type="checkbox"/>	Program Requirement	THE-1150 or TRF 1410	3
<input type="checkbox"/>	Program Requirement	EGL-1040 Media Writing	3
<input type="checkbox"/>	Program Requirement	SPH-2070 Voice and Diction	3
<input type="checkbox"/>	Social Science*	2000-level General Education History course	3
Total			15
4th Semester			
<input type="checkbox"/>	Program Requirement	TRF-2330 Television Production II	3
<input type="checkbox"/>	Social Science*	General Education Social Sciences course other than History	3
<input type="checkbox"/>	Program Requirement	SPH-1130 Interviewing	3
<input type="checkbox"/>	Program Requirement	SPH-2230 Intercultural Communication	3
<input type="checkbox"/>	Humanities*	2000-level General Education Humanities course other than Speech	3
<input type="checkbox"/>	Program Requirement	1-credit course (if necessary to reach a minimum of 60 credits)	1
Total			15-16
Program Total			60

English Option, General Studies Associate of Arts | ENGL.AA | Transfer Program

www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442462408

Visit Marlboro Hall, Room 3078 or call 301-322-0561 for your faculty advisor

PROGRAM DESCRIPTION

The English Option is recommended for students planning to pursue a bachelor's degree in English. The American, British, and world literature survey courses and electives in this option provide the foundation for the upper-level literature classes students will take when they transfer to a four-year college or university. To build an understanding of the cultural context for the works of literature, the option also includes history courses. Students should consider the program requirements of their desired transfer institution as they make their course selections. Some colleges may require courses in a foreign language. Graduates of the English Option will be able to:

- Identify major authors, titles, and literary trends of the periods studied
- Produce written and oral analyses of characters, themes, plots, symbolism, and language of works in American, British, and world literature
- Explain how the works studied reflect the social and intellectual climate of the historical period when they were written
- Demonstrate some familiarity with literary criticism and its application
- Work with primary and secondary sources, attributing and documenting them ethically in Modern Language Association style
- Demonstrate knowledge of the history and development of English grammar and usage

GENERAL EDUCATION COURSES

The list of general education courses appears in chapter 7. Some programs recommend or require specific courses to fulfill general education requirements. Please check your program's sequence of study for this information.

PROGRAM REQUIREMENTS

PAS-1000 Planning for Academic Success: FYE

EGL-2270 Applied Grammar

Choose three courses from the following literature surveys:

EGL-2010 British Literature from the Anglo-Saxon Period

Through the 18th Century

EGL-2030 British Literature of the 19th and 20th Centuries

EGL-2050 American Literature from the Beginnings

to the Late 19th Century

EGL-2070 American Literature from the Late

19th Century to the Present

EGL-2130 African-American Literature Pre-1800 to 1920

EGL-2140 African-American Literature 1920 to the present

Choose one course from the following:

EGL-2090 World Literature from Ancient Times

Through the Middle Ages

EGL-2110 World Literature from the Renaissance–Present

EGL-2410 Mythology and Folklore

Choose one course from the following that

complements one of the literature surveys:

HST-1310 Ancient and Medieval History

HST-1320 Modern History

HST-1370 The World in the Twentieth Century

HST-1410 History of the United States I

HST-1430 History of the United States II

HST-1510 History of African Americans I

HST-1530 History of African Americans II

Electives: 9 credits of electives, 3 credits of which must be at the 2000 level

Any credit courses except PED-1000 or PED 1030 (Recommended: 2000-level EGL literature or creative writing courses)

1-credit course if necessary

NOTE: General education and program requirements must equal a minimum of 60 credits.

TRANSFERABILITY

Credit earned at any public institution in the state shall be transferable to any other institution if the:

- Credit is from a college or university parallel course or program;
- Grades in the block of courses transferred average 2.00 or higher; and

- Acceptance of the credit is consistent with the policies of the receiving institution governing students following the same program. Refer to ARTSYS at artweb.usmd.edu and the receiving institution's catalog to select transferable courses.

NEED HELP?

For help selecting an academic program or courses, consider using Career Coach, available at www.pgcc.edu/go/careercoach

SEQUENCE OF STUDY— ENGLISH OPTION A.A.

Below are the required courses for your program arranged in a suggested sequence. Please note that the sequence does not include developmental coursework. See Chapter 6 for the developmental course sequence if applicable to you.

1st Semester			
<input type="checkbox"/>	Program Requirement	PAS-1000 Planning for Academic Success: First-Year Experience	1
<input type="checkbox"/>	English Composition I*	EGL-1010 Composition I: Expository Writing	3
<input type="checkbox"/>	Science*	General Education Science course	3-4
<input type="checkbox"/>	Computer Literacy*	INT-1010 Introduction to Information Technology	3
<input type="checkbox"/>	Humanities*	General Education Speech course	3
Total			13-14
2nd Semester			
<input type="checkbox"/>	Math*	MAT-1120 or higher	3-4
<input type="checkbox"/>	English Composition II*	EGL-1020 Writing About Literature	3
<input type="checkbox"/>	Science with Lab*	General Education Lab Science course	4
<input type="checkbox"/>	Social Science ¹	General Education History course that complements first literature survey	3
<input type="checkbox"/>	Humanities*	General Education Humanities course other than Speech	3
Total			16-17
3rd Semester			
<input type="checkbox"/>	Program Requirement	EGL-2270 Applied Grammar	3
<input type="checkbox"/>	Program Requirement	First literature survey (see choices previous page)	3
<input type="checkbox"/>	Program Requirement	History course that complements literature survey (see choices previous page)	3
<input type="checkbox"/>	Program Requirement	Second literature survey (see choices previous page)	3
<input type="checkbox"/>	Elective	Any credit course except PED-1000 or PED-1030	3
Total			15
4th Semester			
<input type="checkbox"/>	Social Science*	General Education Social Science course other than History	3
<input type="checkbox"/>	Program Requirement	Third literature survey (see choices previous page)	3
<input type="checkbox"/>	Program Requirement	EGL-2090, 2110, or 2140	3
<input type="checkbox"/>	Elective	2000-level course	3
<input type="checkbox"/>	Elective	Any credit courses except PED-1010 or PED-1030	3
<input type="checkbox"/>	Elective	1-credit course (if necessary to reach a minimum of 60 credits)	1
Total			15-16
Program Total			60

¹ History course should complement one of the literature surveys to be taken in semester 3 or 4.

For example, if you plan to take African-American literature, you would select African-American history.

Media Production Certificate | COMM.MEDIA.CT

www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442462344

Visit Queen Anne Fine Arts, Room 112 or call 301-583-1587 for your faculty advisor

PROGRAM DESCRIPTION

The Media Production Certificate program prepares students to utilize current technology to produce, shoot, and edit video and multimedia productions. It is geared toward people who may need to gain production skills for their current position or to those pursuing a career change. Students will gain technical knowledge and training with a background in mass media history and trends.

SEQUENCE OF STUDY— MEDIA PRODUCTION CERTIFICATE

Below are the required courses for your program arranged in a suggested sequence. Please note that the sequence does not include developmental coursework. See Chapter 6 for the developmental course sequence if applicable to you.

1st Semester			
<input type="checkbox"/>	TRF-1310	Introduction to Mass Communication Film	3
<input type="checkbox"/>	TRF-1330	Television Production I	3
<input type="checkbox"/>	ART-1570	Introduction to Computer Graphics	3
Total			9
2nd Semester			
<input type="checkbox"/>	TRF-2040	Introduction to Broadcast News	3
<input type="checkbox"/>	THE-1150	Technical Theatre	3
<input type="checkbox"/>	ART-2650	Animation and Multimedia I	3
Total			9
3rd Semester			
<input type="checkbox"/>	TRF-2310	Introduction to Film	3
<input type="checkbox"/>	THE-2040	Event and Conference Multimedia Production	3
<input type="checkbox"/>	ART-2750	Animation and Multimedia II	3
Total			9
4th Semester			
<input type="checkbox"/>	TRF-2330	Television Production II and Editing	3
<input type="checkbox"/>	THE-2120	Film and Studio Mechanics	3
Total			6
Program Total			33

Music Option, General Studies Associate of Arts | MUSI.AA | Transfer Program

academic.pgcc.edu/music

Visit Marlboro Hall, Room 1068 or call 301-322-0955 for your faculty advisor

PROGRAM DESCRIPTION

The Music Option Program prepares students to transfer into a bachelor's program in music at a four-year college or university. Graduates of the Music Option will be able to:

- Apply principles of music theory to the evaluation and interpretation of musical scores
- Describe the historical evolution of Western music as it relates to stylistic periods, performance practices, and representative composers and their works
- Utilize current technologies in performance, composition, notation, and distribution of music
- Demonstrate through performance technical proficiency and stylistic grasp at the sophomore level
- Work collaboratively to apply technical and stylistic knowledge and skills to an ensemble performance
- Transfer into a bachelor's degree program in music at a four-year institution

GENERAL EDUCATION COURSES

The list of general education courses appears in chapter 7. Some programs recommend or require specific courses to fulfill general education requirements. Please check your program's sequence of study for this information.

PROGRAM REQUIREMENTS

PAS-1000 Preparing for Academic Success: FYE

Applied Music—(choose one of the 4-semester sequences below, each course 2 credits)

Voice:

MUS-1290, MUS-1300, MUS-2290, MUS-2300

Woodwinds:

MUS-1310, MUS-1320, MUS-2310, MUS-2320

Brass:

MUS-1330, MUS-1340, MUS-2330, MUS-2340 *or*

Strings:

MUS-1350, MUS-1360, MUS-2350, MUS-2360 *or*

Percussion:

MUS-1370, MUS-1380, MUS-2370, MUS-2380 *or*

Piano:

MUS-1390, MUS-1400, MUS-2390, MUS-2400

Music Theory—(4-semester sequence, each course 3 credits)

MUS-1150 Theory I

NOTE: MUS-1000 is recommended for students not prepared for MUS-1150.

MUS-1160 Theory II

MUS-2150 Theory III

MUS-2160 Theory IV

Ensemble—(three courses from the following, each course 1 credit, may be repeated)

MUS-1030 Concert Choir

MUS-1110 Jazz Ensemble

MUS-1250 Sight Singing

MUS-1500 Intro to Music Technology

NOTE: MUS-1500 fulfills the computer literacy requirement in the Music Option Program

Choose one of the following

MUS-1210 Class Piano I

MUS-1230 Class Voice I

Choose one of the following:

MUS-2510 Digital Notation

MUS-2520 Digital Audio

MUS-2600 MIDI Sequencing

TRANSFERABILITY

Credit earned at any public institution in the state shall be transferable to any other institution if the:

- Credit is from a college or university parallel course or program;
- Grades in the block of courses transferred average 2.00 or higher; and
- Acceptance of the credit is consistent with the policies of the receiving institution governing students following the same program. *Refer to ARTSYS at artweb.usmd.edu and the receiving institution's catalog to select transferable courses.*

SEQUENCE OF STUDY ON NEXT PAGE

NEED HELP?

For help selecting an academic program or courses, consider using Career Coach, available at www.pgcc.edu/go/careercoach.

SEQUENCE OF STUDY— MUSIC OPTION A.A.

Below are the required courses for your program arranged in a suggested sequence. Please note that the sequence does not include developmental coursework. See Chapter 6 for the developmental course sequence if applicable to you.

1st Semester			
<input type="checkbox"/>	Program Requirement	PAS-1000 Preparing for Academic Success: First-Year Experience	1
<input type="checkbox"/>	Program Requirement	Applied Music (see choices previous page)	2
<input type="checkbox"/>	Program Requirement	MUS-1150 Theory I	3
<input type="checkbox"/>	Program Requirement	MUS-1210 Class Piano I or 1230 Class Voice I	1
<input type="checkbox"/>	English Composition I*	EGL-1010 Composition I: Expository Writing	3
<input type="checkbox"/>	Math*	General Education Math course	3
Total			13
2nd Semester			
<input type="checkbox"/>	Program Requirement	Applied Music (see choices previous page)	2
<input type="checkbox"/>	Program Requirement	MUS-1160 Theory II	3
<input type="checkbox"/>	Program Requirement	MUS-1030 Concert Choir or MUS-1110 Jazz Ensemble	1
<input type="checkbox"/>	Program Requirement	MUS-1250 Sight Singing and Ear Training	1
<input type="checkbox"/>	Program Requirement	MUS-1500 Introduction to Music Technology (fulfills Computer Literacy requirement)	3
<input type="checkbox"/>	English Composition II*	EGL-1020, 1100, 1320 or 1340	3
<input type="checkbox"/>	Humanities*	General Education Speech course	3
Total			16
3rd Semester			
<input type="checkbox"/>	Program Requirement	Applied Music (see choices previous page)	2
<input type="checkbox"/>	Program Requirement	MUS-2150 Theory III	3
<input type="checkbox"/>	Program Requirement	MUS-1030 Concert Choir or MUS-1110 Jazz Ensemble	1
<input type="checkbox"/>	Program Requirement	MUS-2510, 2520, or 2600	3
<input type="checkbox"/>	Science*	General Education Science course	3
<input type="checkbox"/>	Social Science* ¹	General Education History course	3
Total			15
4th Semester			
<input type="checkbox"/>	Program Requirement	Applied Music (see choices previous page)	2
<input type="checkbox"/>	Program Requirement	MUS-2160 Theory IV	3
<input type="checkbox"/>	Program Requirement	MUS-1030 Concert Choir or MUS-1110 Jazz Ensemble	1
<input type="checkbox"/>	Humanities*	MUS-2050 Survey of Music Literature	3
<input type="checkbox"/>	Science with Lab*	General Education Lab Science course	4
<input type="checkbox"/>	Social Science* ¹	General Education Social Sciences course other than history	3
Total			16
Program Total			60

¹ Either the Social Science course or the History course must be taken at the 2000 level to reach 18 credits of 2000-level courses.

Philosophy Option, General Studies Associate of Arts | PHIL.AA | Transfer Option

www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442462454

Visit Marlboro Hall, Room 1034 or call 301-322-0966 for your faculty advisor

PROGRAM DESCRIPTION

This degree is for students planning to transfer to four-year institutions to earn bachelor's degrees in philosophy or in disciplines in which a major or minor in philosophy would be useful, such as liberal arts, law, allied health, community organizing, social sciences, and business. Graduates of the Philosophy Option will be able to:

- Differentiate between philosophical and other kinds of questions
- Conduct clear logical analyses of problems and questions within philosophy
- Write coherent and comprehensive philosophical essays
- Understand the major traditions and trends of philosophical development
- Apply philosophical principles to contemporary issues

GENERAL EDUCATION COURSES

The list of general education courses appears in chapter 7. Some programs recommend or require specific courses to fulfill general education requirements. Please check your program's sequence of study for this information.

PROGRAM REQUIREMENTS

PAS-1000 Planning for Academic Success: FYE

PHL-2190 Philosophic Ideas in Imaginative Literature

PHL-1090 Introduction to Logic

PHL-2270 Thinking about Religion

PHL-1330 Ethics

Electives: 15 credits of electives, 12 credits must be at the 2000 level. Courses may include additional 2000-level philosophy courses; also recommended are 2000-level EGL courses, such as EGL-2320, 2390, or 2370

1-credit course if necessary

NOTE: General education and program requirements must equal a minimum of 60 credits.

TRANSFERABILITY

Credit earned at any public institution in the state shall be transferable to any other institution if the:

- Credit is from a college or university parallel course or program;
- Grades in the block of courses transferred average 2.00 or higher; and
- Acceptance of the credit is consistent with the policies of the receiving institution governing students following the same program. *Refer to ARTSYS at artweb.usmd.edu and the receiving institution's catalog to select transferable courses.*

NEED HELP?

For help selecting an academic program or courses, consider using Career Coach, available at www.pgcc.edu/go/careercoach.

SEQUENCE OF STUDY ON NEXT PAGE

SEQUENCE OF STUDY— PHILOSOPHY OPTION A.A.

Below are the required courses for your program arranged in a suggested sequence. Please note that the sequence does not include developmental coursework. See Chapter 6 for the developmental course sequence if applicable to you.

1st Semester			
<input type="checkbox"/>	Program Requirement	PAS-1000 Planning for Academic Success: First-Year Experience	1
<input type="checkbox"/>	English Composition I*	EGL-1010 Composition I: Expository Writing	3
<input type="checkbox"/>	Math*	General Education, MAT-1120 or higher	3–4
<input type="checkbox"/>	Computer Literacy*	INT-1010 Introduction to Information Technology	3
<input type="checkbox"/>	Humanities*	PHL-1010 Introduction to Philosophy: The Art of Questioning	3
Total			13–14
2nd Semester			
<input type="checkbox"/>	Science with Lab*	General Education Lab Science course	4
<input type="checkbox"/>	English Composition II*	EGL-1020 recommended	3
<input type="checkbox"/>	Social Science*	General Education History, HST-1310, 1320, or 1370 recommended	3
<input type="checkbox"/>	Program Requirement	PHL-1090 Introduction to Logic	3
<input type="checkbox"/>	Social Science*	General Education Social Science course other than History	3
Total			16
3rd Semester			
<input type="checkbox"/>	Humanities*	General Education Speech course (SPH-1030 recommended)	3
<input type="checkbox"/>	Program Requirement	PHL-1330 Ethics	3
<input type="checkbox"/>	Elective	Any course	3
<input type="checkbox"/>	Elective	2000-level course (EGL-2370 or 2390 recommended)	3
<input type="checkbox"/>	Elective	2000-level course (EGL-2600 or 2320 recommended)	3
Total			15
4th Semester			
<input type="checkbox"/>	Program Requirement	PHL-2190 Philosophic Ideas in Imaginative Literature	3
<input type="checkbox"/>	Elective	2000-level course (EGL-2600 or 2320 recommended)	3
<input type="checkbox"/>	Elective	2000-level course	3
<input type="checkbox"/>	Science*	General Education Science course	3
<input type="checkbox"/>	Program Requirement	PHL-2270 Thinking about Religion	3
<input type="checkbox"/>	Program Requirement	1-credit course (if necessary to reach a minimum of 60 credits)	1
Total			15–16
Program Total			60

Theatre and Entertainment Technology Certificate | THTR.CT

www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442462452

Visit Queen Anne Fine Arts, Room 112 or call 301-583-1587 for your faculty advisor

PROGRAM DESCRIPTION

The Theatre and Entertainment Technology Program is a cooperative venture between Prince George's Community College and the International Alliance of Theatrical Stage Employees (IATSE) in Washington, D.C. The college and IATSE have designed the Theatre and Entertainment Technology Certificate program for students interested in this field. The program has two goals. The first is to provide students with the specialized skills needed to attain employment in the entertainment technology field. The second goal is to upgrade and enrich the skills of existing IATSE members. For more information on the Theatre and Entertainment Technology Program, call 301-322-0926.

SEQUENCE OF STUDY— THEATRE AND ENTERTAINMENT TECHNOLOGY CERTIFICATE

Below are the required courses for your program arranged in a suggested sequence. Please note that the sequence does not include developmental coursework. See Chapter 6 for the developmental course sequence if applicable to you.

1st Semester			
<input type="checkbox"/>	THE-1040 or 1150	Introduction to Event Staging or Technical Theatre	3-4
<input type="checkbox"/>	THE-1080	Lighting for the Stage	4
<input type="checkbox"/>	THE-1100	Concert and Stage Sound Reinforcement	4
<input type="checkbox"/>	THE-1060	Theatrical Rigging	4
Total			15-16
2nd Semester			
<input type="checkbox"/>	THE-2040	Event and Conference Multimedia Production	3
<input type="checkbox"/>	THE-2060	Theatre Computer Automation and Control	3
<input type="checkbox"/>	THE-2080	Stage Scenery Construction	4
<input type="checkbox"/>	THE-2100	Concert and Stage Special Effects	3
<input type="checkbox"/>	THE-2120	Film and Studio Mechanics	3
Total			16
Program Total			31-32

Biology Option, General Studies Associate of Arts | BIOL.AA | Transfer Program

www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442462330

Visit Chesapeake Hall, Room 100 or call 301-322-0422 for your faculty advisor

PROGRAM DESCRIPTION

This is a recommended program of study for students planning to pursue a bachelor's degree in biology or a career in medicine, veterinary medicine, or physical therapy. Graduates of the Biology Option will be able to:

- Apply the scientific method and basic experimental design to interpret information and draw conclusions
- Use critical thinking and abstract reasoning to synthesize biological concepts
- Demonstrate an understanding of the relationship between biological structure and function and the biological hierarchy of organization
- Apply key concepts from chemistry and mathematics to solving biological problems
- Communicate effectively using basic scientific terminology

GENERAL EDUCATION COURSES

The list of general education courses appears in chapter 7. Some programs recommend or require specific courses to fulfill general education requirements. Please check your program's sequence of study for this information.

PROGRAM REQUIREMENTS

PAS-1000 Planning for Academic Success: FYE

BIO-1130 Principles of Biology: Evolution,
Ecology, and Behavior

BIO-1140 Principles of Biology:
Cellular and Molecular Biology

CHM-1030 General Chemistry II Lab

CHM-2010 Organic Chemistry I

CHM-2020 Organic Chemistry II

CHM-2040 Organic Chemistry II Lab

Program Electives—choose two of the following (one must be at the 2000-level):

BIO-2010 Microbiology

BIO-2030 Genetics

BIO-2050 Human Anatomy and Physiology I

BIO-2090 Cell Biology

MAT-1360 or higher

PHY-1010 Introductory Physics I

1-credit course if necessary

NOTE: General education and program requirements must equal a minimum of 60 credits.

TRANSFERABILITY

Credit earned at any public institution in the state shall be transferable to any other institution if the:

- Credit is from a college or university parallel course or program;
- Grades in the block of courses transferred average 2.00 or higher; and
- Acceptance of the credit is consistent with the policies of the receiving institution governing students following the same program. *Refer to ARTSYS at artweb.usmd.edu and the receiving institution's catalog to select transferable courses.*

NEED HELP?

For help selecting an academic program or courses, consider using Career Coach, available at www.pgcc.edu/go/careercoach.

SEQUENCE OF STUDY—BIOLOGY OPTION

Below are the required courses for your program arranged in a suggested sequence. Please note that the sequence does not include developmental coursework. See Chapter 6 for the developmental course sequence if applicable to you.

1st Semester			
<input type="checkbox"/>	Program Requirement	BIO-1130 Principles of Biology: Evolution, Ecology, and Behavior	4
<input type="checkbox"/>	Science with Lab*	CHM-1010 General Chemistry I	4
<input type="checkbox"/>	English Composition I*	EGL-1010 Composition I: Expository Writing	3
<input type="checkbox"/>	Computer Literacy*	INT-1010 Introduction to Information Technology	3
<input type="checkbox"/>	Program Requirement	PAS-1000 Planning for Academic Success: First-Year Experience	1
Total			15
2nd Semester			
<input type="checkbox"/>	Program Requirement	BIO-1140 Principles of Biology: Cellular and Molecular Biology	4
<input type="checkbox"/>	Science*	CHM-1020 General Chemistry II	3
<input type="checkbox"/>	Program Requirement	CHM-1030 General Chemistry II Laboratory	2
<input type="checkbox"/>	English Composition II*	EGL-1340 recommended	3
<input type="checkbox"/>	Social Science*	General Education History course	3
Total			15
3rd Semester			
<input type="checkbox"/>	Program Elective ^{1, 2, 3}	Choose from "Program Electives"	4
<input type="checkbox"/>	Humanities*	General Education Speech course	3
<input type="checkbox"/>	Math*	MAT-1360 or higher	3–4
<input type="checkbox"/>	Program Requirement	CHM-2010 Organic Chemistry I	4
<input type="checkbox"/>	Elective	1-credit course (if necessary to reach a minimum of 60 credits)	0–1
Total			15
4th Semester			
<input type="checkbox"/>	Program Elective ^{1, 2, 3}	Choose from "Program Electives"	4
<input type="checkbox"/>	Program Requirement	CHM-2020 Organic Chemistry II	3
<input type="checkbox"/>	Program Requirement	CHM-2040 Organic Chemistry II Lab	2
<input type="checkbox"/>	Humanities*	2000-level General Education Humanities course other than Speech	3
<input type="checkbox"/>	Social Science	2000-level Social Science General Education course other than History	3
Total			15
Program Total			60

¹ Two semesters of calculus (MAT-2410 and 2420) are required for admission to biology programs at some transfer institutions, including the UMCP Limited Enrollment Programs. Students eligible for calculus should take MAT-2410 as the general education math requirement and 2420 as one of the program electives.

² Students pursuing careers in physical therapy should take BIO-2050 and PHY-1010 as their two program electives.

³ One of the program electives must be at the 2000 level.

Chemistry Option, General Studies Associate of Arts | CHEM.AA | Transfer Program

www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442462362

Visit Chesapeake Hall, Room 100G or call 301-341-3023 for your faculty advisor

PROGRAM DESCRIPTION

This is a recommended program of study for students planning to pursue a bachelor's degree in chemistry. The Chemistry Option also supports pre-pharmacy (see your advisor for more information). Graduates of the Chemistry Program will be able to:

- Reason abstractly and think critically
- Use appropriate methods of quantitative reasoning to understand, interpret, and manipulate numerical data
- Understand and apply the scientific method

GENERAL EDUCATION COURSES

The list of general education courses appears in chapter 7. Some programs recommend or require specific courses to fulfill general education requirements. Please check your program's sequence of study for this information.

PROGRAM REQUIREMENTS

PAS-1000 Planning for Academic Success: FYE

CHM-1020 General Chemistry II

CHM-1030 General Chemistry II Lab

CHM-2010 Organic Chemistry I

CHM-2020 Organic Chemistry II

CHM-2040 Organic Chemistry II Lab

MAT-2420 Calculus II

Choose one of the following:

BIO-1130, BIO-2010, BIO-2030, BIO-2050, BIO-2090

PHY-1010

Choose one of the following:

PHY-1010, PHY-1020, BIO-2060

Note: Students pursuing careers in pharmacy should consider taking two semesters of Physics (PHY-1010/1020) or Human Anatomy and Physiology (BIO-2050/2060). Review admissions requirements of potential pharmacy programs with your advisor.

TRANSFERABILITY

Credit earned at any public institution in the state shall be transferable to any other institution if the:

- Credit is from a college or university parallel course or program;
- Grades in the block of courses transferred average 2.00 or higher; and
- Acceptance of the credit is consistent with the policies of the receiving institution governing students following the same program. Refer to ARTSYS at artweb.usmd.edu and the receiving institution's catalog to select transferable courses.

NEED HELP?

For help selecting an academic program or courses, consider using Career Coach, available at www.pgcc.edu/go/careercoach.

SEQUENCE OF STUDY—CHEMISTRY OPTION A.A.

Below are the required courses for your program arranged in a suggested sequence. Please note that the sequence does not include developmental coursework. See Chapter 6 for the developmental course sequence if applicable to you.

This is a calculus-based program. Students may require prerequisite math courses prior to beginning course work in the program.

1st Semester			
<input type="checkbox"/>	Science*	CHM-1010 General Chemistry I	4
<input type="checkbox"/>	Math*	MAT-2410 Calculus I	4
<input type="checkbox"/>	English Composition I*	EGL-1010 Composition I: Expository Writing	3
<input type="checkbox"/>	Computer Literacy*	INT-1010 Introduction to Information Technology	3
<input type="checkbox"/>	Program Requirement	PAS-1000 Planning for Academic Success: First-Year Experience	1
Total			15
2nd Semester			
<input type="checkbox"/>	Program Requirement	CHM-1020 General Chemistry II	3
<input type="checkbox"/>	Program Requirement	CHM-1030 General Chemistry II Laboratory	2
<input type="checkbox"/>	Program Requirement	MAT-2420 Calculus II	4
<input type="checkbox"/>	English Composition II*	EGL-1340 Writing about Technical Topics recommended	3
<input type="checkbox"/>	Science with Lab*	BIO-1140 Principles of Biology: Cellular and Molecular Biology	4
Total			16
3rd Semester			
<input type="checkbox"/>	Program Requirement	CHM-2010 Organic Chemistry I	4
<input type="checkbox"/>	Program Requirement ¹	BIO-1130, 2010, 2030, 2050, or 2090, or PHY-1010	4
<input type="checkbox"/>	Social Science*	General Education History course	3
<input type="checkbox"/>	Social Science*	General Education Social Sciences course other than History	3
Total			14
4th Semester			
<input type="checkbox"/>	Program Requirement	CHM-2020 Organic Chemistry II	3
<input type="checkbox"/>	Program Requirement	CHM-2040 Organic Chemistry II Laboratory	2
<input type="checkbox"/>	Humanities	General Education Humanities course other than Speech	3
<input type="checkbox"/>	Humanities*	General Education Speech course	3
<input type="checkbox"/>	Program Requirement ¹	PHY-1010, PHY-1020, or BIO-2060	4
Total			15
Program Total			60

¹ Students pursuing careers in pharmacy should consider taking two semesters of Physics (PHY-1010/1020) or Human Anatomy and Physiology (BIO-2050/2060). Review admissions requirements of potential pharmacy programs with your advisor.

Engineering Associate of Science | ENGR.AS | Transfer Program

www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442462394

Visit Chesapeake Hall, Room 100G or call 301-341-3023 for your faculty advisor

PROGRAM DESCRIPTION

Engineers need to think logically, communicate effectively, and be well-grounded in science and mathematics. The Engineering A.S. program provides the engineering, mathematics, science, and general education courses that are taken by all engineering students in their freshman and sophomore years. Graduates of the Engineering program will be able to:

- Read, write, and speak English at a scientific level
- Reason abstractly and think critically
- Engage in qualitative and quantitative reasoning to interpret, analyze, and solve problems
- Use appropriate methods of quantitative reasoning to understand, interpret, and manipulate numerical data
- Understand and apply the scientific methods
- Locate, evaluate, and effectively synthesize technical information
- Use computers and other technology at a professional level
- Apply ethical principles in professional and personal decision-making

GENERAL EDUCATION COURSES

The list of general education courses appears in chapter 7. Some programs recommend or require specific courses to fulfill general education requirements. Please check your program's sequence of study for this information.

PROGRAM REQUIREMENTS

EGR-1010 Introductory Engineering

EGR-1140 Computer Programming for
Engineers and Scientists

EGR-2050 Signals and Systems:

Modeling, Computation, and Analysis

MAT-2420 Calculus II for Science and Engineering

MAT-2430 Calculus III for Science and Engineering

MAT-2460 Differential Equations

*NOTE: MAT-2450 may be substituted for
MAT-2430 or MAT-2460.*

PHY-2030 General Physics II

PHY-2040 General Physics III

CHM-1020 General Chemistry II

CHM 1030 General Chemistry II Lab

Program Electives—choose two of the following:

EGR-2210

EGR-2220

EGR-2030

EGR-2060

EGR-2440

EGR-2450

TRANSFERABILITY

Credit earned at any public institution in the state shall be transferable to any other institution if the:

- Credit is from a college or university parallel course or program;
- Grades in the block of courses transferred average 2.00 or higher; and
- Acceptance of the credit is consistent with the policies of the receiving institution governing students following the same program. Refer to ARTSYS at artweb.usmd.edu and the receiving institution's catalog to select transferable courses.

NEED HELP?

For help selecting an academic program or courses, consider using Career Coach, available at www.pgcc.edu/go/careercoach.

SEQUENCE OF STUDY— ENGINEERING A.S.

Below are the required courses for your program arranged in a suggested sequence. Please note that the sequence does not include developmental coursework. See Chapter 6 for the developmental course sequence if applicable to you.

This is a calculus-based program. Mathematics courses may be required prior to beginning your program of study.

1st Semester			
<input type="checkbox"/>	Program Requirement	EGR-1010 Introductory Engineering	3
<input type="checkbox"/>	Program Requirement	EGR-1140 Computer Programming for Engineers and Scientists	3
<input type="checkbox"/>	Science with Lab*	CHM-1010 General Chemistry I	4
<input type="checkbox"/>	Math*	MAT-2410 Calculus I	4
<input type="checkbox"/>	English Composition I*	EGL-1010 Composition I: Expository Writing	3
Total			17
2nd Semester			
<input type="checkbox"/>	English Composition II*	EGL-1340: Writing about Technical Topics recommended	3
<input type="checkbox"/>	Science*	PHY-1030 General Physics I	3
<input type="checkbox"/>	Program Requirement	CHM-1020 General Chemistry II	3
<input type="checkbox"/>	Program Requirement	CHM-1030 General Chemistry II Laboratory	2
<input type="checkbox"/>	Program Requirement	MAT-2420 Calculus II	4
<input type="checkbox"/>	Humanities*	PHL-1090 Introduction to Logic	3
Total			18
3rd Semester			
<input type="checkbox"/>	Humanities*	SPH-1090 Interpersonal Communication	3
<input type="checkbox"/>	Program Elective	Choose from "Program Electives"	3
<input type="checkbox"/>	Program Requirement	PHY-2030 General Physics II	4
<input type="checkbox"/>	Program Requirement	MAT-2430 Calculus III	4
<input type="checkbox"/>	Social Science*	POS-1000 Introduction to Politics	3
Total			17
4th Semester			
<input type="checkbox"/>	Program Elective	Choose from "Program Electives"	3
<input type="checkbox"/>	Program Requirement	EGR-2050 Signals and Systems: Modeling, Computation, and Analysis	4
<input type="checkbox"/>	Program Requirement	PHY-2040 General Physics III	4
<input type="checkbox"/>	Program Requirement	MAT-2460 Differential Equations	4
<input type="checkbox"/>	Social Science*	ECN-2040 Principles of Microeconomics	3
Total			18
Program Total			70

Environmental Studies Associate of Science | ENVR.STUD.AS | Transfer Program

www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442465761

Visit Chesapeake Hall, Room 100H or call 301-322-0422 for your faculty advisor

PROGRAM DESCRIPTION

The Environmental Studies Program is recommended for students planning to pursue a bachelor's degree in environmental studies, environmental science, environmental policy, or related fields. The Environmental Studies Program requires fundamental biology, chemistry, and mathematics courses integral to the study of the environment, with additional course options in areas of economics, health, and policy. Students in this program are encouraged to consider the program requirements of their desired transfer institution as they make their course selections. Graduates of the Environmental Studies program will be able to:

- Describe key environmental principles in the discipline of biology, including the areas of ecology, evolutionary biology, cell biology, and molecular biology
- Describe key principles in the disciplines of chemistry, geography, and economics
- Demonstrate scientific laboratory skills
- Demonstrate written and oral communication skills
- Apply the scientific method and basic experimental design to interpret information and draw conclusions
- Apply principles of mathematics to problems in environmental studies
- Evaluate relationships among the various disciplines in the program
- Evaluate the impacts of policy decisions on the environment
- Identify positions on contemporary societal issues in environmental studies, including sustainability

GENERAL EDUCATION COURSES

The list of general education courses appears in chapter 7. Some programs recommend or require specific courses to fulfill general education requirements. Please check your program's sequence of study for this information.

PROGRAM REQUIREMENTS

PAS-1000 Planning for Academic Success: FYE

BIO-1110 Environmental Biology

BIO-1130 Principles of Biology:
Evolution, Ecology, and Behavior

BIO-1140 Principles of Biology:
Cellular and Molecular Biology

BIO-2010 Microbiology

BIO-2330 Fundamentals of Soil Science

CHM-2010 Organic Chemistry I

GEO-1020 Physical Geography Laboratory

Choose one of the following:

BIO-2300 Introduction to Environmental Health

POS-1400 Introduction to Environmental Policy

TRANSFERABILITY

Credit earned at any public institution in the state shall be transferable to any other institution if the:

- Credit is from a college or university parallel course or program;
- Grades in the block of courses transferred average 2.00 or higher; and
- Acceptance of the credit is consistent with the policies of the receiving institution governing students following the same program. Refer to ARTSYS at artweb.usmd.edu and the receiving institution's catalog to select transferable courses.

NEED HELP?

For help selecting an academic program or courses, consider using Career Coach, available at www.pgcc.edu/go/careercoach

SEQUENCE OF STUDY— ENVIRONMENTAL STUDIES A.S.

Below are the required courses for your program arranged in a suggested sequence. Please note that the sequence does not include developmental coursework. See Chapter 6 for the developmental course sequence if applicable to you.

1st Semester			
<input type="checkbox"/>	Program Requirement	BIO-1130 Principles of Biology: Evolution, Ecology, and Behavior	4
<input type="checkbox"/>	Science with Lab*	CHM-1010 General Chemistry I	4
<input type="checkbox"/>	English Composition I*	EGL-1010 Composition I: Expository Writing	3
<input type="checkbox"/>	Computer Literacy*	INT-1010 Introduction to Information Technology	3
<input type="checkbox"/>	Program Requirement	PAS-1000 Planning for Academic Success: First-Year Experience	1
Total			15
2nd Semester			
<input type="checkbox"/>	Program Requirement	BIO-1140 Principles of Biology: Cellular and Molecular Biology	4
<input type="checkbox"/>	Science*	CHM-1020 General Chemistry II	3
<input type="checkbox"/>	Social Science*	ECN-1030 Principles of Macroeconomics	3
<input type="checkbox"/>	English Composition II*	EGL-1340 Writing about Technical Topics recommended	3
<input type="checkbox"/>	Humanities*	General Education Speech course	3
Total			16
3rd Semester			
<input type="checkbox"/>	Program Requirement	BIO-1110 Environmental Biology	3
<input type="checkbox"/>	Program Requirement	CHM-2010 Organic Chemistry I	4
<input type="checkbox"/>	Math ¹	MAT-1350 or higher	3-4
<input type="checkbox"/>	Elective	1-credit course if a 3-credit Math course is taken	0-1
<input type="checkbox"/>	Social Science*	GEO-1010 Physical Geography	3
<input type="checkbox"/>	Program Requirement	GEO-1020 Physical Geography Laboratory	1
Total			15
4th Semester			
<input type="checkbox"/>	Program Requirement	BIO-2010 Microbiology	4
<input type="checkbox"/>	Program Requirement	BIO-2330 Fundamentals of Soil Science	4
<input type="checkbox"/>	Humanities*	2000-level General Education Humanities course other than Speech	3
<input type="checkbox"/>	Program Requirement	BIO-2300 or POS-1400	3
Total			14
Program Total			60

¹ Students eligible for calculus should take MAT-2410.

Environmental Studies Certificate | ENVR.STUD.CT

www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442465760

Visit Chesapeake Hall, Room 100H or call 301-322-0422 for your faculty advisor

PROGRAM DESCRIPTION

This certificate program provides a core set of skills and knowledge that may lead to or advance careers in fields involving sustainable technologies and resources. Such fields include natural resources conservation and management, soil and watershed science, ecological technology design, and environmental health. The certificate program includes fundamental biology, chemistry, and mathematics courses integral to the study of the environment.

PROGRAM ELECTIVES

Choose one of the following:

ECN-2040 Principles of Microeconomics

PHY-1010 Introductory Physics

BIO-2010 Microbiology

GEO-1010 Physical Geography and GEO-1020 Physical Geography Laboratory

SEQUENCE OF STUDY— ENVIRONMENTAL STUDIES CERTIFICATE

Below are the required courses for your program arranged in a suggested sequence. Please note that the sequence does not include developmental coursework. See Chapter 6 for the developmental course sequence if applicable to you.

1st Semester			
<input type="checkbox"/>	BIO-1110	Environmental Biology	3
<input type="checkbox"/>	BIO-1130	Principles of Biology: Evolution, Ecology, and Behavior	4
<input type="checkbox"/>	CHM-1010	General Chemistry I	4
<input type="checkbox"/>	Math	MAT-1350 or higher	3–4
Total			14–15
2nd Semester			
<input type="checkbox"/>	BIO-1140	Principles of Biology: Cellular and Molecular Biology	4
<input type="checkbox"/>	POS-1400 or BIO-2300	Intro. to Environmental Policy or Intro. to Environmental Health	3
<input type="checkbox"/>	BIO-2330	Fundamentals of Soil Science	4
<input type="checkbox"/>	Elective	Choose from "Program Electives"	3–4
Total			14–15
Program Total			28–30



Double asterisk (**) denotes a course that satisfies the culminating experience requirement for A.A.S. programs.

Correctional Services Option, Criminal Justice

Associate of Applied Science | CORR.AAS. | Career Program

www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442462376

Visit Bladen Hall, Room 208F or call 301-322-0553 for your faculty advisor

PROGRAM DESCRIPTION

Correctional Services involve the operation of jails and detention facilities, probation and intermediate sanctions, prisons and parole and prisoner reentry into society. The Correctional Services Option provides students with a strong criminal justice curriculum, combined with coursework and practical applications that emphasize current correctional practices and approaches. Students are prepared for careers as correctional case managers, correctional officers, counselors working with juveniles and prerelease/offender transition. Prince George's Community College has a partnership with the Prince George's County Department of Corrections. Graduates who complete their training at the county's Correctional Training Academy may receive up to nine college credits toward their associate degree when they enroll at the college. Graduates of the Correctional Services Option program will be able to:

- Categorize the history of the criminal justice, courts and corrections systems in the United States.
- Analyze the United States criminal justice system, criminal laws and the rules of evidence.
- Apply the basic theories of corrections operations and management.
- Apply the critical thinking skills needed for appropriate ethical decision-making in law enforcement and corrections-related fields.

GENERAL EDUCATION COURSES

The list of general education courses appears in chapter 7. Some programs recommend or require specific courses to fulfill general education requirements. Please check your program's sequence of study for this information.

PROGRAM REQUIREMENTS

CJT-1530 Community Policing	CJT-2900 Capstone Seminar in Criminal Justice**
CJT-2510 Criminal Law	COR-1510 Introduction to Corrections
CJT-2530 Criminal Investigation	COR-2510 Probation, Parole, and Community-based Corrections
CJT-2540 Criminal Evidence and Procedure	COR-2570 Corrections Management
CJT-2560 Terrorism and Biosecurity	PSY-1010 General Psychology
CJT-2580 Juvenile Delinquency	

Choose one of the following:

- SOC-2010 Social Problems
- SOC-2030 Criminology

TRANSFERABILITY

Credit earned at any public institution in the state shall be transferable to any other institution if the:

- Credit is from a college or university parallel course or program;
- Grades in the block of courses transferred average 2.00 or higher; and
- Acceptance of the credit is consistent with the policies of the receiving institution governing students following the same program. *Refer to ARTSYS at artweb.usmd.edu and the receiving institution's catalog to select transferable courses.*

NEED HELP?

For help selecting an academic program or courses, consider using Career Coach, available at www.pgcc.edu/go/careercoach.

SEQUENCE OF STUDY— CORRECTIONAL SERVICES OPTION, CRIMINAL JUSTICE A.A.S.

Below are the required courses for your program arranged in a suggested sequence. Please note that the sequence does not include developmental coursework. See Chapter 6 for the developmental course sequence if applicable to you.

1st Semester			
<input type="checkbox"/>	Program Requirement	COR-1510 Introduction to Corrections	3
<input type="checkbox"/>	English Composition I*	EGL-1010 Composition I: Expository Writing	3
<input type="checkbox"/>	Social Science*	SOC-1010 Introduction to Sociology	3
<input type="checkbox"/>	Computer Literacy*	INT-1010 Introduction to Information Technology	3
<input type="checkbox"/>	Math*	MAT-1120 or higher	3-4
Total			15-16
2nd Semester			
<input type="checkbox"/>	Science*	General Education Science course	3
<input type="checkbox"/>	Program Requirement	CJT-2510 Criminal Law	3
<input type="checkbox"/>	English Composition II*	EGL-1320 Writing for Business	3
<input type="checkbox"/>	Program Requirement	PSY-1010 General Psychology	3
<input type="checkbox"/>	Program Requirement	CJT-1530 Community Policing	3
Total			15
3rd Semester			
<input type="checkbox"/>	Program Requirement	CJT-2580 Juvenile Delinquency	3
<input type="checkbox"/>	Program Requirement	COR-2570 Corrections Management	3
<input type="checkbox"/>	Humanities*	PHL-1010 Introduction to Philosophy: The Art of Questioning	3
<input type="checkbox"/>	Humanities*	SPH-1010 Introduction to Speech Communication	3
<input type="checkbox"/>	Program Requirement	SOC-2010 Social Problems or SOC-2030 Criminology	3
Total			15
4th Semester			
<input type="checkbox"/>	Program Requirement	CJT-2530 Criminal Investigation	3
<input type="checkbox"/>	Program Requirement	CJT-2540 Criminal Evidence and Procedure	3
<input type="checkbox"/>	Program Requirement	CJT-2560 Terrorism and Biosecurity	3
<input type="checkbox"/>	Program Requirement	COR-2510 Probation, Parole, and Community-based Corrections	3
<input type="checkbox"/>	Program Requirement	CJT-2900 Capstone Seminar in Criminal Justice**	3
Total			15
Program Total			60

Double asterisk (**) denotes a course that satisfies the culminating experience requirement for A.A.S. programs.

Criminal Justice Associate of Applied Science | CRJU.AAS | Career Program

www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442462384

Visit Bladen Hall, Room 208F or call 301-322-0553 for your faculty advisor

PROGRAM DESCRIPTION

The field of criminal justice encompasses law enforcement, investigations, court and administrative services, corrections, private security and juvenile justice. Each area requires individuals who can speak and write well, and who can work well with colleagues and the community. The individuals need to be skilled in management, investigative techniques, analysis of data, and critical thinking. This degree prepares students to directly enter the workforce, and also satisfies most of the requirements for transfer to four-year institutions. Prince George's Community College has a partnership with the Prince George's County Police Department. Graduates who complete their training at the county's Police Academy may receive up to eighteen college credits toward their associate degree when they enroll at the college. Graduates of the Criminal Justice program will be able to:

- Categorize the history of the criminal justice, courts and corrections systems in the United States.
- Analyze the United States criminal justice system, criminal laws and the rules of evidence.
- Apply basic theories of police operations and community-oriented policing.
- Apply the critical thinking skills needed for appropriate ethical decision-making in law enforcement-related fields.
- Discuss the appropriate skills needed in communication, observation, investigation, evaluation and personal safety in law enforcement situations.
- Analyze appropriate professional standards, ethics and leadership skills.

GENERAL EDUCATION COURSES

The list of general education courses appears in chapter 7. Some programs recommend or require specific courses to fulfill general education requirements. Please check your program's sequence of study for this information.

PROGRAM REQUIREMENTS

CJT-1510 Introduction to Criminal Justice	CJT-2540 Criminal Evidence and Procedure
CJT-1520 Police Operations	CJT-2580 Juvenile Delinquency
CJT-1530 Community Policing	CJT-2800 Professional Ethics in Criminal Justice
CJT-2510 Criminal Law	CJT-2900 Capstone Seminar in Criminal Justice**
CJT-2530 Criminal Investigation	PSY-1010 General Psychology

Choose one of the following:

SOC-2010 Social Problems	POS-1020 State and Local Government
SOC-2030 Criminology	

Program Electives—choose one of the following:

Cooperative Education/Internship: CJT-2910–2930
Correctional Services: COR-1510, COR-2510, COR-2570
Criminal Justice: CJT-1700, CJT-1730, CJT-1740, CJT-2560, CJT-2570
Forensic Science: FOS-2500, FOS-2580, FOS-2600, FOS-2610
Other: BMT-2860, CAP-1050, CAP-1310, HLE-2130, INT-1620, INT-1700, PAR-1510–2610, PSY-2120, PSY-2130, SPN-1010

TRANSFERABILITY

Credit earned at any public institution in the state shall be transferable to any other institution if the:

- Credit is from a college or university parallel course or program;
- Grades in the block of courses transferred average 2.00 or higher; and
- Acceptance of the credit is consistent with the policies of the receiving institution governing students following the same program. Refer to ARTSYS at artweb.usmd.edu and the receiving institution's catalog to select transferable courses.

NEED HELP?

For help selecting an academic program or courses, consider using Career Coach, available at www.pgcc.edu/go/careercoach.

SEQUENCE OF STUDY— CRIMINAL JUSTICE A.A.S.

Below are the required courses for your program arranged in a suggested sequence. Please note that the sequence does not include developmental coursework. See Chapter 6 for the developmental course sequence if applicable to you.

1st Semester			
<input type="checkbox"/>	Computer Literacy*	INT-1010 Introduction to Information Technology	3
<input type="checkbox"/>	Program Requirement	CJT-1510 Introduction to Criminal Justice	3
<input type="checkbox"/>	Program Requirement	CJT-1530 Community Policing	3
<input type="checkbox"/>	English Composition I*	EGL-1010 Composition I: Expository Writing	3
<input type="checkbox"/>	Math*	MAT-1120 or higher	3-4
Total			15-16
2nd Semester			
<input type="checkbox"/>	Program Requirement	CJT-1520 Police Operations	3
<input type="checkbox"/>	Program Requirement	CJT-2510 Criminal Law	3
<input type="checkbox"/>	English Composition II*	EGL-1320 Writing for Business	3
<input type="checkbox"/>	Humanities*	PHL-1010 Introduction to Philosophy: The Art of Questioning	3
<input type="checkbox"/>	Humanities*	SPH-1010 Introduction to Speech Communication	3
Total			15
3rd Semester			
<input type="checkbox"/>	Program Requirement	CJT-2580 Juvenile Delinquency	3
<input type="checkbox"/>	Science*	General Education Science course	3
<input type="checkbox"/>	Program Requirement	PSY-1010 General Psychology	3
<input type="checkbox"/>	Social Science*	SOC-1010 Introduction to Sociology	3
<input type="checkbox"/>	Program Requirement	CJT-2800 Professional Ethics in Criminal Justice	3
Total			15
4th Semester			
<input type="checkbox"/>	Program Requirement	CJT-2530 Criminal Investigation	3
<input type="checkbox"/>	Program Requirement	CJT-2540 Criminal Evidence and Procedure	3
<input type="checkbox"/>	Program Requirement	SOC-2010, 2030, or POS-1020	3
<input type="checkbox"/>	Program Elective	Choose from "Program Electives"	3
<input type="checkbox"/>	Program Requirement	CJT-2900 Capstone Seminar in Criminal Justice**	3
Total			15
Program Total			60

Criminal Justice Transfer Option Associate of Arts | CRJU.AA | Transfer Program

www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442462395

Visit Bladen Hall, Room 208F or call 301-322-0553 for your faculty advisor

PROGRAM DESCRIPTION

The field of criminal justice encompasses law enforcement, investigations, court and administrative services, corrections, private security and juvenile justice. Each area requires individuals who can speak and write well, and who can work well with colleagues and the community. The individuals need to be skilled in management, investigative techniques, analysis of data, and critical thinking. This degree option readily transfers to four-year colleges and universities that offer a bachelor's degree in criminal justice. Prince George's Community College has a partnership with the Prince George's County Police Department. Graduates who complete their training at the county's Police Academy may receive up to eighteen college credits toward their associate degree when they enroll at the college. Graduates with the Correctional Services option of the Associate of Applied Science degree in Criminal Justice will be able to:

- Categorize the history of the criminal justice, courts and corrections systems in the United States.
- Analyze the United States criminal justice system, criminal laws and the rules of evidence.
- Apply the concepts of community-oriented policing.
- Apply the critical thinking skills needed for appropriate ethical decision-making in law enforcement-related fields.

GENERAL EDUCATION COURSES

The list of general education courses appears in chapter 7. Some programs recommend or require specific courses to fulfill general education requirements. Please check your program's sequence of study for this information.

PROGRAM REQUIREMENTS

PAS-1000 Planning for Academic Success: FYE

CJT-1510 Introduction to Criminal Justice

CJT-1530 Community Policing

CJT-2510 Criminal Law

CJT-2800 Professional Ethics in Criminal Justice

SOC-1010 Introduction to Sociology

SOC-2030 Criminology

Choose one of the following:

POS-1010 American National Government

POS-1020 State and Local Government

Choose one of the following:

SOC-2010 Social Problems

PSY 2130 Forensic Psychology

Program Electives—choose one of the following:

CJT-2530 Criminal Investigation

CJT-2540 Criminal Evidence and Procedure

CJT-2570 Police Management

CJT 2580 Juvenile Delinquency

1-credit course if necessary

NOTE: General education and program requirements must equal a minimum of 60 credits

TRANSFERABILITY

Credit earned at any public institution in the state shall be transferable to any other institution if the:

- Credit is from a college or university parallel course or program;
- Grades in the block of courses transferred average 2.00 or higher; and
- Acceptance of the credit is consistent with the policies of the receiving institution governing students following the same program. Refer to ARTSYS at artweb.usmd.edu and the receiving institution's catalog to select transferable courses.

NEED HELP?

For help selecting an academic program or courses, consider using Career Coach, available at www.pgcc.edu/go/careercoach.

SEQUENCE OF STUDY— CRIMINAL JUSTICE TRANSFER OPTION A.A.

Below are the required courses for your program arranged in a suggested sequence. Please note that the sequence does not include developmental coursework. See Chapter 6 for the developmental course sequence if applicable to you.

1st Semester			
<input type="checkbox"/>	Program Requirement	PAS-1000 Planning for Academic Success: First-Year Experience	1
<input type="checkbox"/>	Humanities*	SPH-1010 Introduction to Speech Communication	3
<input type="checkbox"/>	Computer Literacy*	INT-1010 Introduction to Information Technology	3
<input type="checkbox"/>	English Composition I*	EGL-1010 Composition I: Expository Writing	3
<input type="checkbox"/>	Math*	General Education, MAT-1140 or 1190	3-4
Total			13-14
2nd Semester			
<input type="checkbox"/>	Social Science*	General Education History course	3
<input type="checkbox"/>	Science with Lab*	General Education Lab Science course	4
<input type="checkbox"/>	English Composition II*	EGL-1320 Writing for Business	3
<input type="checkbox"/>	Humanities*	2000-level General Education Humanities course other than Speech	3
<input type="checkbox"/>	Social Science*	PSY-1010 General Psychology	3
Total			16
3rd Semester			
<input type="checkbox"/>	Program Requirement	CJT-1510 Introduction to Criminal Justice	3
<input type="checkbox"/>	Program Requirement	CJT-1530 Community Policing	3
<input type="checkbox"/>	Program Requirement	POS-1010 or POS-1020	3
<input type="checkbox"/>	Science*	General Education Science course	3
<input type="checkbox"/>	Program Requirement	SOC-1010 Introduction to Sociology	3
Total			15
4th Semester			
<input type="checkbox"/>	Program Requirement	CJT-2510 Criminal Law	3
<input type="checkbox"/>	Program Requirement	CJT-2800 Professional Ethics in Criminal Justice	3
<input type="checkbox"/>	Program Elective	Choose from "Program Electives"	3
<input type="checkbox"/>	Program Requirement	SOC-2010 or PSY-2130	3
<input type="checkbox"/>	Program Requirement	SOC-2030 Criminology	3
<input type="checkbox"/>	Program Requirement	1-credit course (if necessary to reach a minimum of 60 credits)	1
Total			15-16
Program Total			60

Cybercrime Investigation Option Associate of Applied Science | CRJU.CYBER.AAS | Career Program

www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442462383

Visit Bladen Hall, Room 208F or call 301-322-0553 for your faculty advisor

PROGRAM DESCRIPTION

Cybercrime investigation involves the application of computer forensics examination and analysis techniques, in order to properly preserve electronic and digital evidence, so that it may be presented in a court of law. The A.A.S. in Cybercrime Investigation combines criminal justice, forensic science, and computer courses, and is designed for students who plan to pursue entry level careers in the field of computer forensics. Graduates of the Cybercrime Investigation program will be able to:

- Categorize the history of the criminal justice, courts, and corrections systems, as well as the investigation of computer crimes in the United States.
- Analyze the United States criminal justice system, criminal laws, and the rules of evidence.
- Apply the critical thinking skills needed for appropriate ethical decision-making in law enforcement and computer-related fields.
- Utilize the appropriate skills needed in the usage of computers, networks, and operating systems.
- Examine the documentation, collection, and preservation of computer forensic evidence.
- Apply concepts of systems security and cybercrime detection techniques.

GENERAL EDUCATION COURSES

The list of general education courses appears in chapter 7. Some programs recommend or require specific courses to fulfill general education requirements. Please check your program's sequence of study for this information.

PROGRAM REQUIREMENTS

BMT-2860 Cyber Law	FOS-2600 Computer Forensics I
CJT-1510 Introduction to Criminal Justice	FOS-2610 Computer Forensics II
CJT-2510 Criminal Law	INT-1620 Computer Security: Security+ Preparation
CJT-2530 Criminal Investigation	INT-1700 Understanding Operating Systems
CJT-2900 Capstone Seminar in Criminal Justice**	PSY-1010 General Psychology
FOS-2500 Forensic Science	

Choose one of the following:

SOC-2010 Social Problems
 SOC-2030 Criminology
 POS-1020 State and Local Government

TRANSFERABILITY

Credit earned at any public institution in the state shall be transferable to any other institution if the:

- Credit is from a college or university parallel course or program;
- Grades in the block of courses transferred average 2.00 or higher; and
- Acceptance of the credit is consistent with the policies of the receiving institution governing students following the same program. *Refer to ARTSYS at artweb.usmd.edu and the receiving institution's catalog to select transferable courses.*

NEED HELP?

For help selecting an academic program or courses, consider using Career Coach, available at www.pgcc.edu/go/careercoach.

SEQUENCE OF STUDY— CYBERCRIME INVESTIGATION OPTION A.A.S.

Below are the required courses for your program arranged in a suggested sequence. Please note that the sequence does not include developmental coursework. See Chapter 6 for the developmental course sequence if applicable to you.

1st Semester			
<input type="checkbox"/>	Computer Literacy*	INT-1010 Introduction to Information Technology	3
<input type="checkbox"/>	Program Requirement	CJT-1510 Introduction to Criminal Justice	3
<input type="checkbox"/>	English Composition I*	EGL-1010 Composition I: Expository Writing	3
<input type="checkbox"/>	Program Requirement	FOS-2500 Forensic Science	3
<input type="checkbox"/>	Math*	MAT-1120 or higher	3-4
Total			15-16
2nd Semester			
<input type="checkbox"/>	Program Requirement	INT-1700 Understanding Operating Systems	3
<input type="checkbox"/>	Program Requirement	CJT-2510 Criminal Law	3
<input type="checkbox"/>	English Composition II*	EGL-1320 Writing for Business recommended	3
<input type="checkbox"/>	Program Requirement	FOS-2600 Computer Forensics I Computer-Related Crime	3
<input type="checkbox"/>	Science*	General Education Science course	3
Total			15
3rd Semester			
<input type="checkbox"/>	Program Requirement	INT-1620 Computer Security: Security+ Preparation	3
<input type="checkbox"/>	Program Requirement	CJT-2530 Criminal Investigation	3
<input type="checkbox"/>	Program Requirement	FOS-2610 Computer Forensics II Computer-Related Crime	3
<input type="checkbox"/>	Social Science*	SOC-1010 Introduction to Sociology	3
<input type="checkbox"/>	Humanities*	SPH-1010 Introduction to Speech Communication	3
Total			15
4th Semester			
<input type="checkbox"/>	Program Requirement	BMT-2860 Cyber Law	3
<input type="checkbox"/>	Humanities*	PHL-1010 Introduction to Philosophy: The Art of Questioning	3
<input type="checkbox"/>	Program Requirement	PSY-1010 General Psychology	3
<input type="checkbox"/>	Program Requirement	CJT-2900 Capstone Seminar in Criminal Justice**	3
<input type="checkbox"/>	Program Requirement	SOC-2010, 2030, or POS-1020	3
Total			15
Program Total			60

Cybercrime Investigation Certificate | CRJU.CYBER.CT

www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442462364

Visit Bladen Hall, Room 208F or call 301-322-0553 for your faculty advisor

PROGRAM DESCRIPTION

Cybercrime investigation involves the application of computer forensics examination and analysis techniques, in order to properly preserve electronic and digital evidence, so that it may be presented in a court of law. The certificate in Cybercrime Investigation combines criminal justice, forensic science, and computer courses, and is designed for students who have already earned at least an associate's degree in a related field who plan to pursue entry level careers in the field of computer forensics. Graduates of the Cybercrime Investigation certificate program will be able to:

- Analyze the United States criminal justice system, criminal laws, and the rules of evidence.
- Apply the critical thinking skills needed for appropriate ethical decision-making in law enforcement-related fields.
- Utilize the appropriate skills needed in the usage of computers, networks, and operating systems.
- Examine the documentation, collection, and preservation of computer forensic evidence.

SEQUENCE OF STUDY— CYBERCRIME INVESTIGATION CERTIFICATE

Below are the required courses for your program arranged in a suggested sequence. Please note that the sequence does not include developmental coursework. See Chapter 6 for the developmental course sequence if applicable to you.

1st Semester			
<input type="checkbox"/>	INT-1010	Introduction to Information Technology	3
<input type="checkbox"/>	CJT-2510	Criminal Law	3
<input type="checkbox"/>	FOS-2500	Forensic Science	3
Total			9
2nd Semester			
<input type="checkbox"/>	INT-1700	Understanding Operating Systems	3
<input type="checkbox"/>	CJT-2540	Criminal Evidence and Procedure	3
<input type="checkbox"/>	FOS-2600	Computer Forensics I Computer-Related Crime	3
Total			9
3rd Semester			
<input type="checkbox"/>	BMT-2860	Cyber Law	3
<input type="checkbox"/>	INT-1620	Computer Security: Security+ Preparation	3
<input type="checkbox"/>	FOS-2610	Computer Forensics II Computer-Related Crime	3
Total			9
Program Total			27

Economics Option, General Studies Associate of Arts | ECON.AA | Transfer Program

www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442462397

Visit Bladen Hall, Room 210 or call 301-322-0080 for your faculty advisor

PROGRAM DESCRIPTION

This is a recommended program of study for students interested in pursuing a bachelor's degree in economics. Graduates of the Economics Option program will be able to:

- Explain the functional relationships between economic variables such as price and demand, scarcity and choice, and consumption and national income
- Model economic principles such as: aggregate demand and aggregate supply; changes in supply, demand, and market equilibrium; production possibility curve; and maximization for a competitive firm
- Identify the different economic systems and how they address normative economic objectives, the basic determinants of choice made by consumers and firms
- Explain the rationale underlying federal bond rates, federal discount rates, and reserve requirements in controlling inflation and recession to an audience
- Evaluate data related to national income accounts

GENERAL EDUCATION COURSES

The list of general education courses appears in chapter 7. Some programs recommend or require specific courses to fulfill general education requirements. Please check your program's sequence of study for this information.

PROGRAM REQUIREMENTS

PAS-1000 Planning for Academic Success: FYE

ACC-2001 Principles of Accounting I

BMT-1010 Introduction to Business

ECN-1030 Principles of Macroeconomics

ECN-2040 Principles of Microeconomics

MAT-2210 Statistics

Choose one of the following:

MAT-2160 Applied Calculus I

MAT-2410 Calculus I for Science and Engineering

Electives: Nine credits, six of which must be at the 2000 level

TRANSFERABILITY

Credit earned at any public institution in the state shall be transferable to any other institution if the:

- Credit is from a college or university parallel course or program;
- Grades in the block of courses transferred average 2.00 or higher; and
- Acceptance of the credit is consistent with the policies of the receiving institution governing students following the same program. *Refer to ARTSYS at artweb.usmd.edu and the receiving institution's catalog to select transferable courses.*

NEED HELP?

For help selecting an academic program or courses, consider using Career Coach, available at www.pgcc.edu/go/careercoach.

SEQUENCE OF STUDY— ECONOMICS OPTION A.A.

Below are the required courses for your program arranged in a suggested sequence. Please note that the sequence does not include developmental coursework. See Chapter 6 for the developmental course sequence if applicable to you.

1st Semester			
<input type="checkbox"/>	Program Requirement	PAS-1000 Planning for Academic Success: First-Year Experience	1
<input type="checkbox"/>	Program Requirement	ACC-2001 Principles of Accounting I	3
<input type="checkbox"/>	English Composition I*	EGL-1010 Composition I: Expository Writing	3
<input type="checkbox"/>	Math*	MAT-1350 College Algebra and Trigonometry I	3
<input type="checkbox"/>	Humanities*	General Education Speech course	3
<input type="checkbox"/>	Computer Literacy*	INT-1010 Introduction to Information Technology	3
Total			16
2nd Semester			
<input type="checkbox"/>	Elective	2000-level course	3
<input type="checkbox"/>	Program Requirement	BMT-1010 Introduction to Business	3
<input type="checkbox"/>	Humanities*	General Education Humanities course other than Speech	3
<input type="checkbox"/>	English Composition II*	EGL-1020 recommended	3
<input type="checkbox"/>	Social Science*	General Education Social Sciences course other than History	3
Total			15
3rd Semester			
<input type="checkbox"/>	Program Requirement	ECN-1030 Principles of Macroeconomics	3
<input type="checkbox"/>	Science with Lab*	General Education Lab Science course	4
<input type="checkbox"/>	Social Science*	General Education History course	3
<input type="checkbox"/>	Elective	Any course but PED-1000 or 1030	3
<input type="checkbox"/>	Program Requirement	MAT-2160 or MAT-2410	4
Total			17
4th Semester			
<input type="checkbox"/>	Program Requirement	ECN-2040 Principles of Microeconomics	3
<input type="checkbox"/>	Science*	General Education Science course	3-4
<input type="checkbox"/>	Program Requirement	MAT-2210 Statistics	3
<input type="checkbox"/>	Elective	2000-level course	3
Total			12-13
Program Total			60

Double asterisk (**) denotes a course that satisfies the culminating experience requirement for A.A.S. programs.

Fire Science Associate of Applied Science | FIRE.AAS | Career Program

www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442462406

Visit Bladen Hall, Room 208F or call 301-322-0553 for your faculty advisor

PROGRAM DESCRIPTION

The Fire Science A.A.S. program prepares graduates to function as entry-level fire service personnel and emergency service providers and provides a pathway to professional advancement within the fire department for career personnel currently employed as fire fighters. The curriculum is a partnership between Prince George's Community College, the Prince George's County Fire/EMS Department, and the Maryland Fire and Rescue Institute (MFRI). Students will complete 18 credits of required state/nationally-mandated Fire/EMS Department Career Recruit School courses, which are taught by MFRI at various locations within the state of Maryland and are restricted to employees and volunteers of the Fire/EMS Department. Credits for the MFRI courses will be transferred into the college based upon the recommendation of the American Council of Education (ACE) as published in the current edition of the National Guide to Educational Credit for Training Programs. Graduates of the Fire Science program will be able to:

- Effectively perform basic firefighting operations and hazardous materials first response as part of a firefighting team.
- Effectively perform emergency medical care in a pre-hospital environment at the basic life support level.
- Apply knowledge about the classification system of buildings which affects emergency operations.
- Demonstrate sensible and safe emergency vehicle driving procedures and collision avoidance in the operation of fire and rescue service apparatus and truck company operations.
- Demonstrate skills needed to become a journeyman firefighter.
- Explain the fundamentals of arson investigation and the documentation, collection and preservation of physical evidence as it relates to fire scenes.
- Apply the scientific method and basic principles of the biological and physical sciences in the analysis of evidence and to legal concepts and cases

GENERAL EDUCATION COURSES

The list of general education courses appears in chapter 7. Some programs recommend or require specific courses to fulfill general education requirements. Please check your program's sequence of study for this information.

PROGRAM REQUIREMENTS

FSC-1010 Firefighter I	FSC-2020 Truck Company Fireground Operations
FSC-1020 Emergency Medical Technician Basic	FSC-2060 Firefighter Survival and Rescue
FSC-1030 Hazardous Materials Operations	FOS-2500 Forensic Science
FSC-1200 Principles of Bldg. Construction: Combustible	FOS-2530 Fire and Arson Investigation
FSC-1210 Principles of Bldg. Construction: Non-Combustible	FSC-2930 Cooperative Education/Internship
FSC-1300 Emergency Vehicle Operator	CJT-2530 Criminal Investigation
FSC-2010 Firefighter II	

Choose one of the following:

BMT-1010 Introduction to Business	BMT-1900 Introduction to Public Administration
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Electives: Six credits of electives, three of which must be at the 2000 level (any course except for PED-1000 or PED-1300)

TRANSFERABILITY

Credit earned at any public institution in the state shall be transferable to any other institution if the:

- Credit is from a college or university parallel course or program;
- Grades in the block of courses transferred average 2.00 or higher; and
- Acceptance of the credit is consistent with the policies of the receiving institution governing students following the same program. Refer to ARTSYS at artweb.usmd.edu and the receiving institution's catalog to select transferable courses.

NEED HELP?

For help selecting an academic program or courses, consider using Career Coach, available at www.pgcc.edu/go/careercoach

SEQUENCE OF STUDY— FIRE SCIENCE A.A.S.

Below are the required courses for your program arranged in a suggested sequence. Please note that the sequence does not include developmental coursework. See Chapter 6 for the developmental course sequence if applicable to you.

1st Semester (Credits articulated from MFR and must be completed before graduation)			
<input type="checkbox"/>	Program Requirement	FSC-1010 Firefighter I	3
<input type="checkbox"/>	Program Requirement	FSC-1020 Emergency Medical Technician Basic	6
<input type="checkbox"/>	Program Requirement	FSC-1030 Hazardous Materials Operations	1
<input type="checkbox"/>	Program Requirement	FSC-1200 Principles of Building Construction (combustible)	1
<input type="checkbox"/>	Program Requirement	FSC-1210 Principles of Building Construction (non-combustible)	1
<input type="checkbox"/>	Program Requirement	FSC-1300 Emergency Vehicle Operator	2
<input type="checkbox"/>	Program Requirement	FSC-2010 Firefighter II	2
<input type="checkbox"/>	Program Requirement	FSC-2020 Truck Company Fireground Operations	1
<input type="checkbox"/>	Program Requirement	FSC-2060 Firefighter Survival and Rescue	1
Total			18
2nd Semester			
<input type="checkbox"/>	Math*	MAT-1120 or higher	3–4
<input type="checkbox"/>	Computer Literacy*	INT-1010 Introduction to Information Technology	3
<input type="checkbox"/>	English Composition I*	EGL-1010 Composition I: Expository Writing	3
<input type="checkbox"/>	Program Requirement	FOS-2500 Forensic Science	3
<input type="checkbox"/>	Humanities*	General Education Speech course	3
Total			15–16
3rd Semester			
<input type="checkbox"/>	Program Requirement	BMT-1010 or 1900	3
<input type="checkbox"/>	Program Requirement	FOS-2530 Fire and Arson Investigation	3
<input type="checkbox"/>	English Composition II*	EGL-1340 Writing about Technical Topics	3
<input type="checkbox"/>	Social Science*	General Education Social Science course	3
Total			12
4th Semester			
<input type="checkbox"/>	Science*	General Education Science course	3
<input type="checkbox"/>	Program Requirement	FSC-2930 Cooperative Education/Internship**	3
<input type="checkbox"/>	Program Requirement	CJT-2530 Criminal Investigation	3
<input type="checkbox"/>	Elective	2000-level course	3
<input type="checkbox"/>	Elective	Any course except for PED-1000 or PED-1030	3
Total			15
Program Total			60

Forensic Science Associate of Science | FORS.AS | Transfer Program

www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442462405

Visit Bladen Hall, Room 208F or call 301-322-0553 for your faculty advisor

PROGRAM DESCRIPTION

The Associate of Science degree in Forensic Science provides the foundation for students who plan to pursue a bachelor's or a master's degree in forensic science. The program combines a science curriculum with hands-on experience in the collection, processing, and analysis of physical evidence in criminal cases. The incorporation of physical science, criminal investigation and the law provides a comprehensive understanding of the evidentiary process. Students learn investigative techniques and data analysis coupled with critical-thinking, verbal and written communication skills that are essential for the constantly evolving forensic science disciplines. Before registering for forensic science courses, students, including those with bachelors or advanced degrees, should consult with program faculty or an academic adviser, and should also check with the four-year institution to which they plan to transfer. Individuals with a bachelor's degree may work as crime scene technicians or laboratory examiners for federal, state or local law enforcement agencies, or private crime laboratories. Graduates of the Forensic Science program will be able to:

- Analyze the United States criminal justice system, criminal laws and the rules of evidence.
- Analyze the role of the crime scene technician and the forensic scientist in criminal investigations.
- Document, collect and preserve physical evidence from a crime scene.
- Apply the scientific method and basic principles of the biological and physical sciences in the analysis of evidence and to legal concepts and cases.

GENERAL EDUCATION COURSES

The list of general education courses appears in chapter 7. Some programs recommend or require specific courses to fulfill general education requirements. Please check your program's sequence of study for this information.

PROGRAM REQUIREMENTS

PAS-1000 Planning for Academic Success: FYE	CJT-2510 Criminal Law
BIO-2010 Microbiology	FOS-2500 Forensic Science
CHM-1020 General Chemistry II	FOS-2550 Photography in the Forensic Sciences
CHM-1030 General Chemistry II Lab	FOS-2590 Crime Scene Investigation
CJT-1510 Introduction to Criminal Justice	

Program Electives—choose one of the following:

PSY-2130 Forensic Psychology	FOS-2570 Firearms and Tool Marks Identification (Offered fall only)
FOS-2510 Forensic Aspects of Death Investigation	FOS-2580 Basic Accident Investigation (Offered spring only)
FOS-2520 Forensic Aspects of Drug Identification and Abuse	FOS-2600 Computer Forensics I
FOS-2530 Fire and Arson Investigation	FOS-2910-2930 Cooperative Education
FOS-2540 Physical Identifiers (Fingerprinting Techniques) (Offered fall only)	

TRANSFERABILITY

Credit earned at any public institution in the state shall be transferable to any other institution if the:

- Credit is from a college or university parallel course or program;
- Grades in the block of courses transferred average 2.00 or higher; and
- Acceptance of the credit is consistent with the policies of the receiving institution governing students following the same program. Refer to ARTSYS at artweb.usmd.edu and the receiving institution's catalog to select transferable courses.

NEED HELP?

For help selecting an academic program or courses, consider using Career Coach, available at www.pgcc.edu/go/careercoach

SEQUENCE OF STUDY— FORENSIC SCIENCE A.S.

Below are the required courses for your program arranged in a suggested sequence. Please note that the sequence does not include developmental coursework. See Chapter 6 for the developmental course sequence if applicable to you.

1st Semester			
<input type="checkbox"/>	Program Requirement	PAS-1000 Planning for Academic Success: First-Year Experience	1
<input type="checkbox"/>	Computer Literacy*	INT-1010 Introduction to Information Technology	3
<input type="checkbox"/>	English Composition I*	EGL-1010 Composition I: Expository Writing	3
<input type="checkbox"/>	Program Requirement	FOS-2500 Forensic Science	3
<input type="checkbox"/>	Math*	MAT-1350 College Algebra and Trigonometry I	3
Total			13
2nd Semester			
<input type="checkbox"/>	Science*	CHM-1010 General Chemistry I	4
<input type="checkbox"/>	English Composition II*	EGL-1340 Composition II: Writing About Technical Topics	3
<input type="checkbox"/>	Program Requirement	FOS-2550 Photography in the Forensic Sciences	3
<input type="checkbox"/>	Program Requirement	FOS-2590 Crime Scene Investigation	3
<input type="checkbox"/>	Social Science*	PSY-1010 General Psychology	3
Total			16
3rd Semester			
<input type="checkbox"/>	Science with Lab*	BIO-1140 Principles of Biology: Cellular and Molecular Biology	4
<input type="checkbox"/>	Program Requirement	CHM-1020 General Chemistry II	3
<input type="checkbox"/>	Program Requirement	CHM-1030 General Chemistry II Laboratory	2
<input type="checkbox"/>	Social Science*	SOC-1010 Introduction to Sociology	3
<input type="checkbox"/>	Humanities*	SPH-1010 Introduction to Speech Communication	3
Total			15
4th Semester			
<input type="checkbox"/>	Program Requirement	CJT-1510 Introduction to Criminal Justice	3
<input type="checkbox"/>	Program Requirement	BIO-2010 Microbiology	4
<input type="checkbox"/>	Program Requirement	CJT-2510 Criminal Law	3
<input type="checkbox"/>	Humanities*	PHL-1010 Introduction to Philosophy: The Art of Questioning	3
<input type="checkbox"/>	Program Elective	Choose from "Program Electives"	3
Total			16
Program Total			60

Double asterisk (**) denotes a course that satisfies the culminating experience requirement for A.A.S. programs.

Human Services Associate of Applied Science | HUMN.SERV.AAS | Career Program

www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442462420

Visit Marlboro Hall, Room 2054 or call 301-322-0526 for your faculty advisor

PROGRAM DESCRIPTION

The Human Services program provides students with training in both theory and practice required to work in the broad and growing field of human services, which includes assisting professionals in social work, mental health, counseling, rehabilitation, nursing, and gerontology. Two structured internships give students direct experience in applied work settings. After completing this program, students will be qualified to work as paraprofessionals helping people with developmental disabilities, mental illness, chemical dependency, physical limitations, and other challenges. Students also may choose to continue their education by entering bachelor's degree programs in human services or social work. Graduates of the Human Services program will be able to:

- Demonstrate knowledge of the major concepts, theoretical perspectives, empirical findings, and historical trends in human services
- Interact professionally with people from diverse backgrounds
- Apply human services principles to personal, social, and organizational issues
- Use appropriate computer technology to complete relevant projects and assignments
- Demonstrate social responsibility, civic engagement, and advocacy through participation in community and human service organizations and activities
- Describe the process of screening, examining, evaluating, and diagnosing individuals with impairments, functional limitations, and disabilities related to movement, physical dysfunction, and health and explain the importance and function of each step in the process
- Describe ethical standards outlined by the National Organization for Human Services and the Council for Standards in Human Service Education and apply them to hypothetical situations

GENERAL EDUCATION COURSES

The list of general education courses appears in chapter 7. Some programs recommend or require specific courses to fulfill general education requirements. Please check your program's sequence of study for this information.

PROGRAM REQUIREMENTS

PAS-1000 Planning for Academic Success: FYE	HUS-2400 Therapeutic Recreation
HUS-1010 Introduction to Human Services	HUS-2810 Human Services Internship I
HUS-1020 Professional Ethics in Human Services	HUS-2300 Chemical Dependency Counseling
HUS-2010 Counseling, Assessment, and Behavior Modification Techniques	HUS-2820 Human Services Internship II
HUS-2020 Group and Family Counseling Skills	PSY-2070 Human Growth and Development
HUS-2200 Developmental Disabilities	PSY-2080 Abnormal Psychology
	SOC-1010 Introduction to Sociology

TRANSFERABILITY

Credit earned at any public institution in the state shall be transferable to any other institution if the:

- Credit is from a college or university parallel course or program;
- Grades in the block of courses transferred average 2.00 or higher; and
- Acceptance of the credit is consistent with the policies of the receiving institution governing students following the same program. *Refer to ARTSYS at artweb.usmd.edu and the receiving institution's catalog to select transferable courses.*

NEED HELP?

For help selecting an academic program or courses, consider using Career Coach, available at www.pgcc.edu/go/careercoach

SEQUENCE OF STUDY— HUMAN SERVICES A.A.S.

Below are the required courses for your program arranged in a suggested sequence. Please note that the sequence does not include developmental coursework. See Chapter 6 for the developmental course sequence if applicable to you.

1st Semester			
<input type="checkbox"/>	Program Requirement	PAS-1000 Planning For Academic Success: First-Year Experience	1
<input type="checkbox"/>	English Composition I*	EGL-1010 Composition I: Expository Writing	3
<input type="checkbox"/>	Computer Literacy*	INT-1010 Introduction to Information Technology	3
<input type="checkbox"/>	Math*	MAT-1140 or MAT-1160	3
<input type="checkbox"/>	Program Requirement	HUS-1010 Introduction to Human Services	3
<input type="checkbox"/>	Program Requirement	HUS-1020 Professional Ethics in Human Services	1
Total			14
2nd Semester			
<input type="checkbox"/>	Program Requirement	HUS-2010 Counseling, Assessment, and Behavior Modification Techniques	3
<input type="checkbox"/>	Program Requirement	HUS-2020 Group and Family Counseling Skills	3
<input type="checkbox"/>	Science*	BIO-1010 General Biology	4
<input type="checkbox"/>	Social Science*	PSY-1010 General Psychology	3
<input type="checkbox"/>	English Composition II*	EGL-1020 Composition II: Writing About Literature	3
Total			16
3rd Semester			
<input type="checkbox"/>	Program Requirement	HUS-2200 Developmental Disabilities	3
<input type="checkbox"/>	Elective	Any course	3
<input type="checkbox"/>	Humanities*	SPH-1090 Interpersonal Communication	3
<input type="checkbox"/>	Program Requirement	HUS-2810 Human Services Internship I	3
<input type="checkbox"/>	Program Requirement	HUS-2300 Chemical Dependency Counseling	3
Total			15
4th Semester			
<input type="checkbox"/>	Program Requirement	PSY-2070 Human Growth and Development	3
<input type="checkbox"/>	Program Requirement	PSY-2080 Abnormal Psychology	3
<input type="checkbox"/>	Program Requirement	HUS-2400 Therapeutic Recreation	3
<input type="checkbox"/>	Program Requirement	SOC-1010 Introduction to Sociology	3
<input type="checkbox"/>	Program Requirement	HUS-2820 Human Services Internship II**	3
Total			15
Program Total			60

Paralegal/Legal Assistant Associate of Applied Science | PARA.AAS | Career Program

www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442462437

Visit Bladen Hall, Room 208F or call 301-322-0553 for your faculty advisor

PROGRAM DESCRIPTION

The Paralegal/Legal Assistant associate of applied science degree helps students qualify as legal assistants aiding lawyers with procedural activities in the practice of law. These activities include research, alternative dispute resolution, interviewing witnesses, and drafting motions, interrogatories and pleadings. Legal assistants may work in government agencies, in corporations that have in-house attorneys, and in private law firms, or they may prefer to freelance. The paralegal profession is one of the fastest growing occupations in Maryland, and the demand for legal assistants in the Washington Metropolitan Area is high. The Paralegal/Legal Assistant A.A.S. is a career degree that enables a student to directly enter the workforce. However, the credits earned do transfer to a number of four-year institutions. Graduates of the Paralegal/Legal Assistant, Associate of Applied Science will be able to

- Apply investigative techniques to gather information from clients, witnesses and other sources.
- Analyze legal resources found in a law library, using manual methods, computer software, and online research tools, such as Westlaw.
- Apply critical thinking skills in the reading and interpretation of the law.
- Draft legal documents, pleadings, motions and other writings typically assigned to paralegals.
- Apply ethical rules and concerns of the legal profession.
- Analyze the practical and legal necessities for organizing successful strategy and tactics for trial.
- Analyze American criminal laws and the rules of evidence

GENERAL EDUCATION COURSES

The list of general education courses appears in chapter 7. Some programs recommend or require specific courses to fulfill general education requirements. Please check your program's sequence of study for this information.

PROGRAM REQUIREMENTS

CJT-2510 Criminal Law

CJT-2540 Criminal Evidence and Procedure

PAR-1510 Introduction to Law for the Paralegal

PAR-2450 Techniques of Legal Research

PAR-2510 Legal Writing

PAR-2530 Torts

PAR-2540 Contracts

PAR-2610 Legal Ethics PAR-2650 Civil Litigation

PSY-1010 General Psychology

Choose one of the following:

POS-1010 American National Government

POS-1020 State and Local Government

Program Electives—choose one of the following:

BUS-2220

BUS-2240

CAP-1050

CAP-1310

Any CJT or COR

FOS-2500

PAR-2550 (Offered fall only)

PAR-2560

PAR-2570 (Offered spring only)

PAR-2580 (Offered fall only)

PAR-2590 (Offered spring only)

PAR-2910–2930 Cooperative Education/Internship**

PSY-2010

SPN-1010

TRANSFERABILITY

Credit earned at any public institution in the state shall be transferable to any other institution if the:

- Credit is from a college or university parallel course or program;
- Grades in the block of courses transferred average 2.00 or higher; and
- Acceptance of the credit is consistent with the policies of the receiving institution governing students following the same program. Refer to ARTSYS at artweb.usmd.edu and the receiving institution's catalog to select transferable courses.

NEED HELP?

For help selecting an academic program or courses, consider using Career Coach, available at www.pgcc.edu/go/careercoach.

SEQUENCE OF STUDY— PARALEGAL/LEGAL ASSISTANT A.A.S.

Below are the required courses for your program arranged in a suggested sequence. Please note that the sequence does not include developmental coursework. See Chapter 6 for the developmental course sequence if applicable to you.

1st Semester			
<input type="checkbox"/>	Social Science*	SOC-1010 Introduction to Sociology	3
<input type="checkbox"/>	English Composition I*	EGL-1010 Composition I: Expository Writing	3
<input type="checkbox"/>	Program Requirement	PAR-1510 Introduction to Law for the Paralegal	3
<input type="checkbox"/>	Math*	MAT-1120 or higher	3-4
<input type="checkbox"/>	Computer Literacy*	INT-1010 Introduction to Information Technology	3
Total			15-16
2nd Semester			
<input type="checkbox"/>	Program Requirement	CJT-2510 Criminal Law	3
<input type="checkbox"/>	English Composition II**	EGL-1320 Writing for Business recommended	3
<input type="checkbox"/>	Science*	General Education Science course	3
<input type="checkbox"/>	Program Requirement	PAR-2450 Techniques of Legal Research	3
<input type="checkbox"/>	Program Requirement	PAR-2530 Torts	3
Total			15
3rd Semester			
<input type="checkbox"/>	Program Requirement	CJT-2540 Criminal Evidence and Procedure	3
<input type="checkbox"/>	Program Requirement	PAR-2510 Legal Writing	3
<input type="checkbox"/>	Program Requirement	PAR-2540 Contracts	3
<input type="checkbox"/>	Humanities*	PHL-1010 Introduction to Philosophy: The Art of Questioning	3
<input type="checkbox"/>	Program Requirement	PSY-1010 General Psychology	3
Total			15
4th Semester			
<input type="checkbox"/>	Program Elective	Choose from "Program Electives"	3
<input type="checkbox"/>	Program Requirement	PAR-2610 Legal Ethics	3
<input type="checkbox"/>	Program Requirement	PAR-2650 Civil Litigation**	3
<input type="checkbox"/>	Humanities*	SPH-1010 Introduction to Speech Communication	3
<input type="checkbox"/>	Program Requirement	POS-1010 or POS-1020	3
Total			15
Program Total			60

Paralegal/Legal Assistant Certificate | PARA.CT

www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442462432

Visit Bladen Hall, Room 208F or call 301-322-0553 for your faculty advisor

PROGRAM DESCRIPTION

The Paralegal/Legal Assistant associate of applied science degree helps students qualify as legal assistants aiding lawyers with procedural activities in the practice of law. These activities include research, alternative dispute resolution, interviewing witnesses, and drafting motions, interrogatories and pleadings. Legal assistants may work in government agencies, in corporations that have in-house attorneys, and in private law firms, or they may prefer to freelance. The paralegal profession is one of the fastest growing occupations in Maryland, and the demand for legal assistants in the Washington Metropolitan Area is high. This certificate is well-suited for individuals who want to upgrade their skills or get a promotion, and credits earned may be applied toward the A.A.S. degree. Graduates of the Paralegal/Legal Assistant Certificate will be able to:

- Apply investigative techniques to gather information from clients, witnesses and other sources.
- Analyze legal resources found in a law library, using manual methods, computer software and online research tools, such as Westlaw.
- Apply critical thinking skills in the reading and interpretation of the law.
- Draft legal documents, pleadings, motions and other writings typically assigned to paralegals

PROGRAM ELECTIVES

BUS-2220	PAR-2550	PAR-2910–2930
BUS-2240	PAR-2560	Cooperative Education/Internship
CAP-1050	PAR-2570 (Offered spring only)	PSY-2010
CAP-1310	PAR-2580 (Offered fall only)	SPN-1010
Any CJT or COR	PAR-2590 (Offered spring only)	
FOS-2500	PAR-2610	

SEQUENCE OF STUDY— PARALEGAL/LEGAL ASSISTANT CERTIFICATE

Below are the required courses for your program arranged in a suggested sequence. Please note that the sequence does not include developmental coursework. See Chapter 6 for the developmental course sequence if applicable to you.

1st Semester			
<input type="checkbox"/>	CJT-2510	Criminal Law	3
<input type="checkbox"/>	EGL-1010	Composition I: Expository Writing	3
<input type="checkbox"/>	PAR-1510	Introduction to Law for the Paralegal	3
<input type="checkbox"/>	PAR-2450	Techniques of Legal Research	3
<input type="checkbox"/>	PAR-2540	Contracts	3
Total			15
2nd Semester			
<input type="checkbox"/>	PAR-2510	Legal Writing	3
<input type="checkbox"/>	PAR-2530	Torts	3
<input type="checkbox"/>	PAR-2650	Civil Litigation	3
<input type="checkbox"/>	POS-1010	American National Government	3
<input type="checkbox"/>	Program Elective	Choose from "Program Electives"	3
Total			15
Program Total			30

Pre-Law Option, General Studies Associate of Arts | PREP.LAW.AA | Transfer Program

www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442462457

Visit Bladen Hall, Room 208F or call 301-322-0553 for your faculty advisor

PROGRAM DESCRIPTION

The Pre-Law Option of the General Studies Associate of Arts degree provides a well-rounded liberal education structured to develop students' critical thinking and communication skills. Students who earn the degree transfer to four-year institutions to complete their bachelor's degrees in preparation for the LSAT and admission to law school. Graduates of the Pre-Law Option, General Studies A.A. will be able to:

- Apply critical thinking skills in the reading and interpretation of the law.
- Categorize the structure of the United States system of government and the primary sources of law.
- Analyze legal resources found in a law library, using manual methods, computer software and online research tools, such as Westlaw.
- Analyze legal scenarios involving both substantive and procedural law.

GENERAL EDUCATION COURSES

The list of general education courses appears in chapter 7. Some programs recommend or require specific courses to fulfill general education requirements. Please check your program's sequence of study for this information.

PROGRAM REQUIREMENTS

PAS-1000 Planning for Academic Success: FYE

HST-1430 History of the United States II

POS-1010 American National Government

POS-1020 State and Local Government

Program Electives—choose five of the following:

CJT-2510 Criminal Law

CJT-2540 Criminal Evidence and Procedure

FOS-2500 Forensic Science

PAR-2510 Legal Writing

PAR-2450 Techniques of Legal Research

PHL-2150 Law and Values

Elective: Any 2000-level course

1-credit course if necessary

NOTE: General education and program requirements must equal a minimum of 60 credits.

TRANSFERABILITY

Credit earned at any public institution in the state shall be transferable to any other institution if the:

- Credit is from a college or university parallel course or program;
- Grades in the block of courses transferred average 2.00 or higher; and
- Acceptance of the credit is consistent with the policies of the receiving institution governing students following the same program. Refer to ARTSYS at artweb.usmd.edu and the receiving institution's catalog to select transferable courses.

NEED HELP?

For help selecting an academic program or courses, consider using Career Coach, available at www.pgcc.edu/go/careercoach.

SEQUENCE OF STUDY— PRE-LAW OPTION A.A.

Below are the required courses for your program arranged in a suggested sequence. Please note that the sequence does not include developmental coursework. See Chapter 6 for the developmental course sequence if applicable to you.

1st Semester			
<input type="checkbox"/>	Program Requirement	PAS-1000 Planning for Academic Success: First-Year Experience	1
<input type="checkbox"/>	Humanities*	SPH-1010 Introduction to Speech Communication	3
<input type="checkbox"/>	English Composition I*	EGL-1010 Composition I: Expository Writing	3
<input type="checkbox"/>	Computer Literacy*	INT-1010 Introduction to Information Technology	3
<input type="checkbox"/>	Math*	General Education, MAT-1140 or 1190	3-4
Total			13-14
2nd Semester			
<input type="checkbox"/>	English Composition II*	EGL-1320 Writing for Business	3
<input type="checkbox"/>	Social Science*	HST-1410 History of the United States I	3
<input type="checkbox"/>	Science with Lab*	General Education Lab Science course	4
<input type="checkbox"/>	Humanities*	PHL-1010 Introduction to Philosophy: The Art of Questioning	3
<input type="checkbox"/>	Social Science*	PSY-1010 General Psychology	3
Total			16
3rd Semester			
<input type="checkbox"/>	Program Elective	Choose from "Program Electives"	3
<input type="checkbox"/>	Program Elective	Choose from "Program Electives"	3
<input type="checkbox"/>	Program Requirement	HST-1430 History of the United States II	3
<input type="checkbox"/>	Program Requirement	POS-1010 American National Government	3
<input type="checkbox"/>	Science*	General Education Science course	3-4
Total			15-16
4th Semester			
<input type="checkbox"/>	Program Elective	Choose from "Program Electives"	3
<input type="checkbox"/>	Program Elective	Choose from "Program Electives"	3
<input type="checkbox"/>	Program Elective	Choose from "Program Electives"	3
<input type="checkbox"/>	Program Requirement	POS-1020 State and Local Government	3
<input type="checkbox"/>	Elective	Any 2000-level course	3
<input type="checkbox"/>	Program Requirement	1-credit course (if necessary to reach a minimum of 60 credits)	1
Total			15-16
Program Total			60

Psychology Option, General Studies Associate of Arts | PSYCH.AA | Transfer Option

www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442462459

Visit Marlboro Hall, Room 2054 or call 301-322-0526 for your faculty advisor

PROGRAM DESCRIPTION

This is a recommended program of study for students planning to pursue a bachelor's degree in psychology. Graduates of the Psychology Option, General Studies A.A. will be able to:

- Use basic psychological terminology, concepts, and theories in psychology to explain behavior and mental processes.
- Use basic research design principles to interpret and draw conclusions about psychological phenomena.
- Apply ethical standards to evaluate psychological science and practice.
- Apply psychological content and skills to frame personal and career decisions, and to work effectively in diverse settings.
- Use appropriate technology to write and make presentations for the purpose of explaining psychological phenomena and relevant psychological data.

GENERAL EDUCATION COURSES

The list of general education courses appears in chapter 7. Some programs recommend or require specific courses to fulfill general education requirements. Please check your program's sequence of study for this information.

PROGRAM REQUIREMENTS

PAS-1000 Planning for Academic Success: FYE

PSY-2010 Personality and Adjustment

PSY-2080 Abnormal Psychology

PSY-2190 Social Psychology

SOC-1010 Introduction to Sociology

Choose one of the following:

PSY-2020 Industrial/Organizational Psychology

PSY-2210 Introduction to Health Psychology

Choose one of the following:

PSY-2030 Child Psychology

PSY-2040 Adolescent Psychology

Choose one of the following:

PSY-2110 Psychology and African Americans

PSY-2100 Psychology of Women

TRANSFERABILITY

Credit earned at any public institution in the state shall be transferable to any other institution if the:

- Credit is from a college or university parallel course or program;
- Grades in the block of courses transferred average 2.00 or higher; and
- Acceptance of the credit is consistent with the policies of the receiving institution governing students following the same program. *Refer to ARTSYS at artweb.usmd.edu and the receiving institution's catalog to select transferable courses.*

NEED HELP?

For help selecting an academic program or courses, consider using Career Coach, available at www.pgcc.edu/go/careercoach.

SEQUENCE OF STUDY— PSYCHOLOGY OPTION A.A.

Below are the required courses for your program arranged in a suggested sequence. Please note that the sequence does not include developmental coursework. See Chapter 6 for the developmental course sequence if applicable to you.

1st Semester			
<input type="checkbox"/>	Program Requirement	PAS-1000 Planning for Academic Success: First-Year Experience	1
<input type="checkbox"/>	English Composition I*	EGL-1010 Composition I: Expository Writing	3
<input type="checkbox"/>	Computer Literacy*	INT-1010 Introduction to Information Technology	3
<input type="checkbox"/>	Social Science*	PSY-1010 General Psychology	3
<input type="checkbox"/>	Science with Lab*	General Education Science with Lab	4
Total			14
2nd Semester			
<input type="checkbox"/>	Program Requirement	PSY-2010 Personality and Adjustment	3
<input type="checkbox"/>	Math*	MAT-1140 or 1190	3
<input type="checkbox"/>	Program Requirement	PSY-2030 or 2040	3
<input type="checkbox"/>	Humanities*	SPH-1010 Introduction to Speech Communication	3
<input type="checkbox"/>	English Composition II*	EGL-1100 Writing about Issues and Ideas recommended	3
Total			15
3rd Semester			
<input type="checkbox"/>	Program Requirement	SOC-1010 Introduction to Sociology	3
<input type="checkbox"/>	Science*	General Education Science course	3
<input type="checkbox"/>	Program Requirement	PSY-2110 or PSY-2100	3
<input type="checkbox"/>	Program Requirement	PSY-2190 Social Psychology	3
<input type="checkbox"/>	Social Science*	General Education History course	3
Total			15
4th Semester			
<input type="checkbox"/>	Humanities*	General Education Humanities course other than Speech	3
<input type="checkbox"/>	Program Requirement	PSY-2080 Abnormal Psychology	3
<input type="checkbox"/>	Program Requirement	PSY-2020 or 2210	3
<input type="checkbox"/>	Elective	Any course	3
<input type="checkbox"/>	Elective	Any course	3
<input type="checkbox"/>	Elective	1-credit course (if necessary to reach a minimum of 60 credits)	1
Total			15-16
Program Total			60

Sociology Option, General Studies Associate of Arts | SOCI.AA | Transfer Program

www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442462462

Visit Marlboro Hall, Room 2054 or call 301-322-0526 for your faculty advisor

PROGRAM DESCRIPTION

The Sociology Option of the General Studies A.A. degree program is a recommended program of study for students interested in pursuing a bachelor's degree in sociology. Graduates of the Sociology Option, General Studies A.A. will be able to:

- Cultivate familiarity with the major concepts, historical origins, empirical findings and foundational theoretical perspectives of sociology: Conflict Theory, Interactionism, Structural Functionalism, and Feminist Theory.
- Apply the scientific method as a basis for engaging in critical thinking and understanding sociological phenomena such as changes in the economy, demographics, stratification and mobility, etc.
- Use sociological terminology appropriately in oral and written communication
- Use relevant technology to complete sociological projects, research and assignments that focus on trends related to collective human behavior.
- Work productively with individuals from varying subpopulations, including those from diverse socioeconomic and racial/ethnic backgrounds.
- Discuss ethical issues in sociological research

GENERAL EDUCATION COURSES

The list of general education courses appears in chapter 7. Some programs recommend or require specific courses to fulfill general education requirements. Please check your program's sequence of study for this information.

PROGRAM REQUIREMENTS

PAS-1000 Planning for Academic Success: FYE

PHL-1010 Intro to Philosophy

SOC-1010 Introduction to Sociology

SOC-2020 Marriage and Family

SOC-2010 Social Problems

SOC-2030 Criminology

SOC-2090 Sociology of Minorities

Choose one of the following:

SOC-2040 Introduction to Social Work

SOC-2400 Introduction to Public Health
and Health Care Policy

Electives: Ten credits, three of which have to be at the 2000 level

TRANSFERABILITY

Credit earned at any public institution in the state shall be transferable to any other institution if the:

- Credit is from a college or university parallel course or program;
- Grades in the block of courses transferred average 2.00 or higher; and
- Acceptance of the credit is consistent with the policies of the receiving institution governing students following the same program. *Refer to ARTSYS at artweb.usmd.edu and the receiving institution's catalog to select transferable courses.*

NEED HELP?

For help selecting an academic program or courses, consider using Career Coach, available at www.pgcc.edu/go/careercoach.

SEQUENCE OF STUDY— SOCIOLOGY OPTION A.A.

Below are the required courses for your program arranged in a suggested sequence. Please note that the sequence does not include developmental coursework. See Chapter 6 for the developmental course sequence if applicable to you.

1st Semester			
<input type="checkbox"/>	Program Requirement	PAS-1000 Planning for Academic Success: First-Year Experience	1
<input type="checkbox"/>	Computer Literacy*	INT-1010 Introduction to Information Technology	3
<input type="checkbox"/>	English Composition I*	EGL-1010 Composition I: Expository Writing	3
<input type="checkbox"/>	Program Requirement	SOC-1010 Introduction to Sociology	3
<input type="checkbox"/>	Math*	MAT-1140, 1190, or 1350	3
Total			13
2nd Semester			
<input type="checkbox"/>	Program Requirement	SOC-2020 Marriage and Family	3
<input type="checkbox"/>	Science with Lab*	BIO-1010 General Biology	4
<input type="checkbox"/>	Program Requirement	SOC-2010 Social Problems	3
<input type="checkbox"/>	English Composition II*	EGL-1020, 1100, 1320, or 1340	3
<input type="checkbox"/>	Social Science*	General Education History	3
Total			16
3rd Semester			
<input type="checkbox"/>	Program Requirement	SOC-2030 Criminology	3
<input type="checkbox"/>	Social Science*	PSY-1010 Introduction to Psychology	3
<input type="checkbox"/>	Humanities*	General Education Speech course	3
<input type="checkbox"/>	Humanities*	PHL-1010 Introduction to Philosophy	3
<input type="checkbox"/>	Elective	Any course	3
Total			15
4th Semester			
<input type="checkbox"/>	Program Requirement	SOC-2040 or SOC-2400	3
<input type="checkbox"/>	Program Requirement	SOC-2090 Sociology of Minorities	3
<input type="checkbox"/>	Elective	Any course	3
<input type="checkbox"/>	Science*	General Education Science course	3
<input type="checkbox"/>	Elective	2000-level course	3
<input type="checkbox"/>	Elective	Any course (if necessary to reach a minimum of 60 credits)	1
Total			16
Program Total			60

Early Childhood Education Associate of Applied Science | TCHR.ECHILD.AAS | Career Program

www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442462456

Visit Marlboro Hall, Room 2011 or call 301-583-5250 for your faculty advisor

PROGRAM DESCRIPTION

The Early Childhood Education A.A.S. degree program provides the educational background to teach preschool children in private early childhood centers and to direct early childhood centers. Graduates of the Early Childhood Education Associate of Applied Science will be able to:

- Apply child development and learning theories when choosing developmentally appropriate practices and curriculum for specific and groups of children
- Write effective and developmentally appropriate lesson plans
- Differentiate lessons and activities for a variety of purposes and groups of children
- Demonstrate the skills needed to be an effective part of an educational team
- Demonstrate the skills necessary to direct a large group child care facility
- Demonstrate the skills necessary to effectively communicate with families and the community
- Plan, implement, assess and evaluate student learning outcomes and behavioral objectives for a variety of purposes
- Apply multicultural principles and strategies to the planning, instruction, pedagogical and assessment processes in a classroom
- Demonstrate the dispositions and behaviors consistent with professional practice and ethical standards as outlined in NAEYC, InTASC, and other current professional standards

Note: All TED courses must be passed with a grade of C or better.

PROGRAM REQUIREMENTS

PAS-1000 Planning for Academic Success: FYE

TED-1100 Principles and Practices
in Early Childhood Education

TED-1110 Professional Dispositions and Behaviors
for Educational Settings

TED-1200 Child Growth and Development

TED-1300 Methods and Materials
in Early Childhood Education

TED-1400 Introduction to Multicultural Education

TED-2110 Infant and Toddler Curriculum and Teaching

TED-2200 Guiding Behavior in Educational Settings

TED-2350 Early Childhood Special Education

TED-2650 Child Care Center Administration
and Management

Choose one of the following:

TED-2100 Processes and Acquisition of Reading

TED-2400 Language Arts in Early Childhood Education

Choose one of the following:

TED-2750 Field Work in Early Childhood Education**

TED-2751 Field Work in Early Childhood**

Program Electives—choose six credits from the following:

NOTE: Select courses that you have not taken to fulfill general education requirements or the program requirements listed above.

ACC-1000	EGL-2230	HST-1410	PSC-1200 or	TED-2400	Any foreign
ART-1010	GEO-1010	MAT-1060 or	PSC-1210	TED-2115	language course
ART-2730	HLE-1150, HLE-	MAT-1160	PSY-2030 or	TED-2355	
BIO-1010	2150, HLE-2300,	MUS-1010	PSY-2060	TED-2510	
BMT-1010	NTR-1010, or	PHL-1010	TED-1980	TED-2515	
BMT-1570	NTR-1200	POS-1010	TED-2100	TED-2520	

TRANSFERABILITY

Credit earned at any public institution in the state shall be transferable to any other institution if the:

- Credit is from a college or university parallel course or program;
- Grades in the block of courses transferred average 2.00 or higher; and

- Acceptance of the credit is consistent with the policies of the receiving institution governing students following the same program. Refer to ARTSYS at artweb.usmd.edu and the receiving institution's catalog to select transferable courses.

NEED HELP?

For help selecting an academic program or courses, consider using Career Coach, available at www.pgcc.edu/go/careercoach.

SEQUENCE OF STUDY— EARLY CHILDHOOD EDUCATION A.A.S.

Below are the required courses for your program arranged in a suggested sequence. Please note that the sequence does not include developmental coursework. See Chapter 6 for the developmental course sequence if applicable to you.

1st Semester			
<input type="checkbox"/>	Program Requirement	PAS-1000 Planning for Academic Success: First-Year Experience	1
<input type="checkbox"/>	Program Requirement	TED-1100 Principles and Practices in Early Childhood Education	3
<input type="checkbox"/>	Program Requirement	TED-1200 Child Growth and Development	3
<input type="checkbox"/>	Math*	General Education Math course, MAT-1050 recommended	3-4
<input type="checkbox"/>	English Composition I*	EGL-1010 Composition I: Expository Writing	3
<input type="checkbox"/>	Program Requirement	TED-1110 Professional Dispositions and Behaviors for Educational Settings	2
Total			15-16
2nd Semester			
<input type="checkbox"/>	Computer Literacy*	INT-1010 Introduction to Information Technology	3
<input type="checkbox"/>	Program Requirement	TED-1300 Methods and Materials in Early Childhood Education	3
<input type="checkbox"/>	Program Requirement	TED-1400 Introduction to Multicultural Education	3
<input type="checkbox"/>	Science*	General Education Science course, BIO-1010 recommended	3-4
<input type="checkbox"/>	English Composition II*	EGL-1020 Writing About Literature	3
Total			15-16
3rd Semester			
<input type="checkbox"/>	Program Requirement	TED-2110 Infant and Toddler Curriculum and Teaching	3
<input type="checkbox"/>	Program Requirement	TED-2200 Guiding Behavior in Educational Settings Education	3
<input type="checkbox"/>	Program Requirement	TED-2350 Early Childhood Special Education	3
<input type="checkbox"/>	Social Science*	PSY-1010 General Psychology	3
<input type="checkbox"/>	Program Elective	Choose from "Program Electives"	3
Total			15
4th Semester			
<input type="checkbox"/>	Humanities*	SPH-1010 or 1090	3
<input type="checkbox"/>	Program Requirement	TED-2650 Child Care Center Administration and Management	3
<input type="checkbox"/>	Program Requirement	TED-2400 or 2100	3
<input type="checkbox"/>	Program Requirement	TED-2750** or 2751**	3
<input type="checkbox"/>	Program Elective	Choose from "Program Electives"	3
Total			15
Program Total			60

Double asterisk (**) denotes a course that satisfies the culminating experience requirement for A.A.S. programs.

Early Childhood Education Letter of Recognition | TCHR.ECHILD.LOR

www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442465122

Visit Marlboro Hall, Room 2011 or call 301-583-5250 for your faculty advisor

PROGRAM DESCRIPTION

This 11-credit letter of recognition is designed for students to continue their studies in the field of early childhood education (ECE), either for the A.A.S. in ECE degree or for employment for MD credentialing purposes. The courses listed below can be used for completion of the 90-hour certificate in Maryland and/or the 120-hour coursework requirement for the CDA certificate. All courses transfer into the ECE A.A.S. degree program and some courses are also transferable to the A.A.T. in ECE degree program.

Note: All TED courses must be passed with a grade of C or better.

SEQUENCE OF STUDY— EARLY CHILDHOOD EDUCATION LOR

Below are the required courses for your program arranged in a suggested sequence. Please note that the sequence does not include developmental coursework. See Chapter 6 for the developmental course sequence if applicable to you.

1st Semester			
<input type="checkbox"/>	TED-1100	Principles and Practices in Early Childhood Education	3
<input type="checkbox"/>	TED-1110	Professional Dispositions and Behaviors for Educational Settings	2
Total			5
2nd Semester			
<input type="checkbox"/>	TED-1200	Child Growth and Development	3
<input type="checkbox"/>	TED-1300	Methods and Materials in Early Childhood Education	3
Total			6
Program Total			11

Asterisk (*) denotes general education course.

Mastery in Administration of Child Care Programs

Certificate | TCHR.ADMIN.CHILDCARE.CT (pending MHEC approval)

Visit Marlboro Hall, Room 2011 or call 301-583-5250 for your faculty advisor

PROGRAM DESCRIPTION

This 23-credit certificate is designed for students who desire to have the advanced skills and knowledge needed to run a successful child care program. Students will focus on the programming and business management aspects of child care programs, as well as the skills needed to communicate effectively with the public and clients. Most courses can transfer into the ECE A.A.S. degree program and some courses are also transferable to the A.A.T. in ECE degree program. For more information, call 301-583-5250. Graduates of the Mastery in Administration of Child Care Programs Certificate will be able to:

- Apply child development and learning theories when choosing developmentally appropriate practices and curriculum for specific and groups of children/students
- Write effective and developmentally appropriate lesson plans
- Differentiate lessons and activities for a variety of purposes and groups of children
- Demonstrate the skills needed to be an effective part of an educational team
- Demonstrate the skills necessary to direct a large group child care facility
- Demonstrate the skills necessary to communicate effectively with families and the community
- Apply multicultural principles and strategies to the planning, instruction, pedagogical, and assessment processes in a classroom
- Identify business practices related to directing a child care facility
- Demonstrate the dispositions and behaviors consistent with professional practice and ethical standards as outlined in NAEYC, InTASC, and other current professional standards

Note: All TED courses must be passed with a grade of C or better.

SEQUENCE OF STUDY— MASTERY IN ADMINISTRATION OF CHILD CARE PROGRAMS CERTIFICATE

Below are the required courses for your program arranged in a suggested sequence. Please note that the sequence does not include developmental coursework. See Chapter 6 for the developmental course sequence if applicable to you.

1st Semester			
<input type="checkbox"/>	TED-1110	Professional Dispositions and Behaviors for Educational Settings	2
<input type="checkbox"/>	TED-1200	Child Growth and Development	3
Total			5
2nd Semester			
<input type="checkbox"/>	TED-1400	Introduction to Multicultural Education	3
<input type="checkbox"/>	BMT-1010	Introduction to Business	3
<input type="checkbox"/>	ACC-1000	Fundamentals of Accounting	3
Total			9
3rd Semester			
<input type="checkbox"/>	TED-2650	Child Care Center Administration and Management	3
<input type="checkbox"/>	BMT-1570	Small Business Management	3
<input type="checkbox"/>	SPH-1010 or 1090	Introduction to Speech Communication or Interpersonal Communication	3
Total			9
Program Total			23

Mastery in Early Childhood Education Certificate | TCHR.MASTERY.CT

www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442462446

Visit Marlboro Hall, Room 2011 or call 301-583-5250 for your faculty advisor

PROGRAM DESCRIPTION

This 26-credit certificate is designed for students who desire to enhance their credentials for working in a child care center as a lead teacher, senior staff or assistant director. All courses transfer into the ECE A.A.S. degree and some courses are also applicable to the ECE A.A.T. degree program. Graduates of the Mastery in Early Childhood Education Certificate will be able to:

- Apply child development and learning theories when choosing developmentally appropriate practices and curriculum for specific and groups of children/students.
- Apply child development and learning theories when choosing developmentally appropriate practices and curriculum for specific groups of children
- Write effective and developmentally appropriate lesson plans.
- Differentiate lessons and activities for a variety of purposes and groups of children.
- Demonstrate the skills needed to be an effective part of an educational team.
- Demonstrate the skills necessary to communicate effectively with families and the community.
- Plan, implement, assess and evaluate student learning outcomes and behavioral objectives for a variety of purposes
- Apply multicultural principles and strategies to the planning, instruction, pedagogical and assessment processes in a classroom
- Demonstrate the dispositions and behaviors consistent with professional practice and ethical standards as outlined in NAEYC, InTASC, and other current professional standards

Note: All TED courses must be passed with a grade of C or better.

SEQUENCE OF STUDY— MASTERY IN EARLY CHILDHOOD EDUCATION CERTIFICATE

Below are the required courses for your program arranged in a suggested sequence. Please note that the sequence does not include developmental coursework. See Chapter 6 for the developmental course sequence if applicable to you.

1st Semester			
<input type="checkbox"/>	TED-1110	Professional Dispositions and Behaviors for Educational Settings	2
<input type="checkbox"/>	TED-1100	Principles and Practices in Early Childhood Education	3
<input type="checkbox"/>	TED-1200	Child Growth and Development	3
Total			8
2nd Semester			
<input type="checkbox"/>	TED-1300	Methods and Materials in Early Childhood Education	3
<input type="checkbox"/>	TED-1400	Introduction to Multicultural Education	3
Total			6
3rd Semester			
<input type="checkbox"/>	TED-2100 or 2400	Processes of Acquisition of Reading or Language Arts in ECE	3
<input type="checkbox"/>	TED-2110	Infant and Toddler Curriculum and Teaching	3
<input type="checkbox"/>	TED-2200	Guiding Behavior in Educational Settings Education	3
<input type="checkbox"/>	TED-2350	Early Childhood Special Education	3
Total			12
Program Total			26

Proficiency in Diverse Student Populations

Certificate | TCHR.DIVERSE.POPS.CT (pending MHEC approval)

Visit Marlboro Hall, Room 2011 or call 301-583-5250 for your faculty advisor

PROGRAM DESCRIPTION

This 20-credit certificate is designed for students who desire to have additional proficiency for including diverse populations in classroom or child care settings. This certificate provides students with the skills, strategies, and knowledge needed to more effectively work with children from diverse populations in their classrooms or child care settings, including English Language Learners, children identified with special needs, and students whose cultural backgrounds are different from those of the teacher. All courses can transfer into the ECE A.A.S. degree program and some courses are also transferable to the A.A.T. in ECE degree program. Graduates of the Certificate of Diverse Student Populations will be able to:

- Apply child development and learning theories when choosing developmentally appropriate practices and curriculum for specific and groups of children/students
- Write effective and developmentally appropriate lesson plans
- Differentiate lessons and activities for a variety of purposes and groups of children
- Demonstrate the skills necessary to communicate effectively with families and the community
- Plan, implement, assess, and evaluate student learning outcomes and behavioral objectives for a variety of purposes
- Apply multicultural principles and strategies to the planning, instruction, pedagogical, and assessment processes in a classroom
- Demonstrate the dispositions and behaviors consistent with professional practice and ethical standards as outlined in NAEYC, InTASC, and other current professional standards

Note: All TED courses must be passed with a grade of C or better.

PROGRAM CONCENTRATION CHOICES

Growth and Development Courses (choose one):

PSY-2040 Adolescent Psychology—for those students with a secondary education focus (3 credits)

TED-1200 Child Growth and Development—if elementary or early childhood education focus (3 credits)

PSY-2030 Child Psychology—if elementary education focus (3 credits)

Methods Course (choose one):

TED-1300 Methods and Materials in Early Childhood Education—if early childhood focus

TED-2840 Elementary Methods—if elementary education focus

TED-2850 Secondary Methods—if secondary education focus

SEQUENCE OF STUDY ON NEXT PAGE

SEQUENCE OF STUDY— PROFICIENCY IN DIVERSE STUDENT POPULATIONS CERTIFICATE

Below are the required courses for your program arranged in a suggested sequence. Please note that the sequence does not include developmental coursework. See Chapter 6 for the developmental course sequence if applicable to you.

1st Semester			
<input type="checkbox"/>	TED-1110	Professional Dispositions and Behaviors for Educational Settings	2
<input type="checkbox"/>	TED-Concentration	One Growth and Development course from 'Concentrations' on previous page	3
Total			5
2nd Semester			
<input type="checkbox"/>	TED-Concentration	Choose Methods course from 'Concentrations' on previous page	3
<input type="checkbox"/>	TED-1400	Introduction to Multicultural Education	3
Total			6
3rd Semester			
<input type="checkbox"/>	TED-2300 or 2350	Introduction to Special Education or Early Childhood Special Education	3
<input type="checkbox"/>	TED-2510	Classroom Strategies for English Language Learners	3
Total			6
4th Semester			
<input type="checkbox"/>	TED-2355	Inclusive Practices for Classrooms	3
Total			3
Program Total			20

Asterisk (*) denotes general education course.

Early Childhood Education: Mathematics and Science

Certificate | TCHR.ECE.MATHSCI.CT (pending MHEC approval)

Visit Marlboro Hall, Room 2011 or call 301-583-5250 for your faculty advisor

PROGRAM DESCRIPTION

This 21–23-credit certificate is designed for students who desire to have additional proficiency in infusing mathematics and science concepts and skills into the early childhood education curriculum and classroom. This certificate provides students with skills and knowledge both in the content areas of mathematics and science and in the pedagogical strategies for effectively teaching math and science to young children. All courses can transfer into the ECE A.A.S. degree program and some courses are also transferable to the A.A.T. in ECE degree program. Graduates of the ECE Mathematics and Science Certificate will be able to:

- Apply child development and learning theories when choosing developmentally appropriate practices and curriculum for specific and groups of children
- Write effective and developmentally appropriate lesson plans
- Differentiate lessons and activities for a variety of purposes and groups of children
- Demonstrate the skills necessary to communicate effectively with families and the community
- Plan, implement, assess, and evaluate student learning outcomes and behavioral objectives in a variety of instructional settings
- Relate science and mathematical concepts to early childhood curriculum
- Demonstrate the dispositions and behaviors consistent with professional practice and ethical standards as outlined in NAEYC, InTASC, and other current professional standards

Note: All TED courses must be passed with a grade of C or better.

SEQUENCE OF STUDY—ECE MATHEMATICS AND SCIENCE CERTIFICATE

Below are the required courses for your program arranged in a suggested sequence. Please note that the sequence does not include developmental coursework. See Chapter 6 for the developmental course sequence if applicable to you.

1st Semester			
<input type="checkbox"/>	TED-1110	Professional Dispositions and Behaviors for Educational Settings	2
<input type="checkbox"/>	TED-1200	Child Growth and Development	3
Total			5
2nd Semester			
<input type="checkbox"/>	TED-1300	Methods and Materials in Early Childhood Education	3
<input type="checkbox"/>	MAT-1050*	Elements of Mathematics	4
Total			7
3rd Semester			
<input type="checkbox"/>	TED-2515	Mathematics and Science Strategies for Young Children	3
<input type="checkbox"/>	Gen Ed Science course	BIO-1010 recommended	3–4
<input type="checkbox"/>	Gen Ed Math or Science course		3–4
Total			9–11
Program Total			21–23

Early Childhood Special Education Certificate | TCHR.SPECED.CT

www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442462448

Visit Marlboro Hall, Room 2011 or call 301-583-5250 for your faculty advisor

PROGRAM DESCRIPTION

This 20-credit certificate is for students who want to have additional proficiency in working with children with special needs. This certificate does not meet the Maryland State Department of Education (MSDE) requirements for teacher certification. All courses transfer into the ECE A.A.S. degree and some courses are also applicable to the ECE A.A.T. degree program. Graduates of the Certificate of ECE Special Education will be able to:

- Apply child development and learning theories when choosing developmentally appropriate practices and curriculum for specific and groups of children
- Write effective and developmentally appropriate lesson plans
- Differentiate lessons and activities for a variety of purposes and groups of children
- Demonstrate the skills necessary to communicate effectively with families and the community
- Demonstrate the skills needed to be an effective part of an educational team
- Plan, implement, assess, and evaluate student learning outcomes and behavioral objectives in a variety of instructional settings
- Relate science and mathematical concepts to early childhood curriculum
- Apply multicultural principles and strategies to the planning, instruction, pedagogical, and assessment processes in a classroom
- Demonstrate the dispositions and behaviors consistent with professional practice and ethical standards as outlined in NAEYC, InTASC, and other current professional standards

Note: All TED courses must be passed with a grade of C or better.

SEQUENCE OF STUDY— EARLY CHILDHOOD SPECIAL EDUCATION CERTIFICATE

Below are the required courses for your program arranged in a suggested sequence. Please note that the sequence does not include developmental coursework. See Chapter 6 for the developmental course sequence if applicable to you.

1st Semester			
<input type="checkbox"/>	TED-1110	Professional Dispositions and Behaviors for Educational Settings	2
<input type="checkbox"/>	TED-1200	Child Growth and Development	3
Total			5
2nd Semester			
<input type="checkbox"/>	TED-1300	Methods and Materials in Early Childhood Education	3
<input type="checkbox"/>	TED-1400	Introduction to Multicultural Education	3
Total			6
3rd Semester			
<input type="checkbox"/>	TED-2200	Guiding Behavior in Educational Settings Education	3
<input type="checkbox"/>	TED-2350	Early Childhood Special Education	3
Total			6
4th Semester			
<input type="checkbox"/>	TED-2751	Field Work in Early Childhood Special Education	3
Total			3
Program Total			20

Proficiency in Infant/Toddler Development Certificate | TCHR.INFANT.TOD.CT

www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442465123

Visit Marlboro Hall, Room 2011 or call 301-583-5250 for your faculty advisor

PROGRAM DESCRIPTION

This 20-credit certificate is designed for students who desire to have additional proficiency in the area of infant and toddler care and curriculum. All courses transfer into the ECE A.A.S. degree program and some courses are also transferable to the A.A.T. in ECE degree program. Graduates of the Certificate of Proficiency in Infant/Toddler Development will be able to:

- Apply child development and learning theories when choosing developmentally appropriate practices for specific groups of children
- Write effective and developmentally appropriate lesson plans
- Differentiate lessons and activities for a variety of purposes and groups of children
- Demonstrate the skills needed to be an effective part of an educational team
- Demonstrate the skills needed to communicate effectively with families and the community
- Plan, implement, assess, and evaluate student learning outcomes and behavioral objectives in a variety of instructional settings
- Identify the components of a nutritional diet for infants and toddlers and its relationship to the cognitive and physical development of infants and toddlers
- Demonstrate the dispositions and behaviors consistent with professional practice and ethical standards as outlined in NAEYC, InTASC, and other current professional standards

Note: All TED courses must be passed with a grade of C or better.

SEQUENCE OF STUDY— PROFICIENCY IN INFANT/TODDLER DEVELOPMENT CERTIFICATE

Below are the required courses for your program arranged in a suggested sequence. Please note that the sequence does not include developmental coursework. See Chapter 6 for the developmental course sequence if applicable to you.

1st Semester			
<input type="checkbox"/>	TED-1100	Principles and Practices in Early Childhood Education	3
<input type="checkbox"/>	TED-1110	Professional Dispositions and Behaviors for Educational Settings	2
<input type="checkbox"/>	TED-1200	Child Growth and Development	3
Total			8
2nd Semester			
<input type="checkbox"/>	TED-1300	Methods and Materials in Early Childhood Education	3
<input type="checkbox"/>	HLE-2150, NTR-1200, or NTR-1010		3
Total			6
3rd Semester			
<input type="checkbox"/>	TED-2110	Infant and Toddler Teaching and Curriculum	3
<input type="checkbox"/>	TED-2400	Language Arts in Early Childhood Education	3
Total			6
Program Total			20

Proficiency in School Age Care/Management Certificate | TCHR.SCHOOLAGE.CT

www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442465124

Visit Marlboro Hall, Room 2011 or call 301-583-5250 for your faculty advisor

PROGRAM DESCRIPTION

This 20-credit certificate is designed for students who desire to have the academic credentials to manage and/or teach in before and after care for school age children. All courses transfer into the ECE A.A.S. degree program and some courses are also transferable to the A.A.T. in ECE degree program. Graduates of the Certificate of Proficiency in School Age Care/Management will be able to:

- Apply child development and learning theories when choosing developmentally appropriate practices for specific groups of children
- Write effective and developmentally appropriate lesson plans
- Differentiate lessons and activities for a variety of purposes and groups of children
- Demonstrate the skills needed to be an effective part of an educational team
- Demonstrate the skills necessary to direct a large group child care facility
- Demonstrate the skills needed to communicate effectively with families and the community
- Plan, implement, assess, and evaluate student learning outcomes and behavioral objectives in a variety of instructional settings
- Apply multicultural principles and strategies to the planning, instruction, pedagogical, and assessment processes in a classroom
- Demonstrate the dispositions and behaviors consistent with professional practice and ethical standards as outlined in NAEYC, InTASC, and other current professional standards

Note: All TED courses must be passed with a grade of C or better.

SEQUENCE OF STUDY— PROFICIENCY IN SCHOOL AGE CARE/MANAGEMENT CERTIFICATE

Below are the required courses for your program arranged in a suggested sequence. Please note that the sequence does not include developmental coursework. See Chapter 6 for the developmental course sequence if applicable to you.

1st Semester			
<input type="checkbox"/>	TED-1110	Professional Dispositions and Behaviors for Educational Settings	2
<input type="checkbox"/>	TED-1200	Child Growth and Development	3
Total			5
2nd Semester			
<input type="checkbox"/>	TED-1300	Methods and Materials in Early Childhood Education	3
<input type="checkbox"/>	TED-1400	Introduction to Multicultural Education	3
Total			6
3rd Semester			
<input type="checkbox"/>	TED-2115	School-Age Child Care: Curriculum And Teaching	3
<input type="checkbox"/>	TED-2200	Guiding Behavior in Educational Settings Education	3
<input type="checkbox"/>	TED-2650	Child Care Center Administration and Management	3
Total			9
Program Total			20

Early Childhood Education/Early Childhood Special Education

Associate of Arts in Teaching | TCHR.ECHILD.SPEC.A.A.T. | Transfer Program

www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442462450

Visit Marlboro Hall, Room 2011 or call 301-583-5250 for your faculty advisor

PROGRAM DESCRIPTION

This is a recommended program of study for students planning to pursue a bachelor's degree with the goal of teaching early childhood education (pre-K to grade 3) or Early Childhood Special Education (birth–3rd grade). Graduates of the Early Childhood Education, Associate of Arts in Teaching will be able to:

- Apply child development and learning theories when choosing developmentally appropriate practices and curriculum for specific and groups of children
- Differentiate lessons and activities for a variety of purposes and groups of children
- Demonstrate the skills needed to be an effective part of an educational team
- Demonstrate the skill necessary to communicate effectively with families and the community
- Plan, implement, assess, and evaluate student learning outcomes and behavioral objectives for a variety of purposes
- Apply multicultural principles and strategies to the planning, instruction, pedagogical, and assessment processes in a classroom
- Pursue a bachelor's degree at a four-year institution

Graduation Information: 2.75 GPA, 45 hours of supervised field experience, and passing scores on appropriate basic skills tests are required. Students may be required to take additional courses including special education courses as part of the requirements for a bachelor's degree and teacher certification at four-year institutions.

Note: *All courses must be passed with a grade of C or better.*

GENERAL EDUCATION COURSES

The list of general education courses appears in chapter 7. Some programs recommend or require specific courses to fulfill general education requirements. Please check your program's sequence of study for this information.

PROGRAM REQUIREMENTS

EGL-2230 Children's Literature

TED-1100 Principles and Practices in
Early Childhood Education

TED-1200 Child Growth and Development

TED-1300 Methods and Materials in
Early Childhood Education

TED-1400 Introduction to Multicultural Education

TED-2100 Processes and Acquisition of Reading

TED-2350 Early Childhood Special Education

Choose one of the following:

TED-2750 Field Work in Early Childhood Education

TED-2751 Field Work in ECE Special Education

NEED HELP?

For help selecting an academic program or courses, consider using Career Coach, available at www.pgcc.edu/go/careercoach.

SEQUENCE OF STUDY— EARLY CHILDHOOD EDUCATION/EARLY CHILDHOOD SPECIAL EDUCATION A.A.T.

Below are the required courses for your program arranged in a suggested sequence. Please note that the sequence does not include developmental coursework. See Chapter 6 for the developmental course sequence if applicable to you.

1st Semester			
<input type="checkbox"/>	Program Requirement	TED-1100 Principles and Practices in Early Childhood Education	3
<input type="checkbox"/>	Program Requirement	TED-1200 Child Growth and Development	3
<input type="checkbox"/>	English Composition I*	EGL-1010 Composition I: Expository Writing	3
<input type="checkbox"/>	Math*	MAT-1050 Elements of Mathematics	4
<input type="checkbox"/>	Social Science*	PSY-1010 General Psychology	3
Total			16
2nd Semester			
<input type="checkbox"/>	Program Requirement	TED-1300 Methods and Materials in Early Childhood Education	3
<input type="checkbox"/>	Program Requirement	TED-1400 Introduction to Multicultural Education	3
<input type="checkbox"/>	English Composition II*	EGL-1020 Writing About Literature	3
<input type="checkbox"/>	Math*	MAT-1060 Elements of Geometry and Logic	4
<input type="checkbox"/>	Science*	BIO-1010 General Biology	4
Total			17
3rd Semester			
<input type="checkbox"/>	Program Requirement	TED-2100 Processes and Acquisition of Reading	3
<input type="checkbox"/>	Program Requirement	TED-2350 Early Childhood Special Education	3
<input type="checkbox"/>	Program Requirement	EGL-2230 Children's Literature	3
<input type="checkbox"/>	Math*	MAT-1160 Elements of Probability and Statistics	4
<input type="checkbox"/>	Science*	PSC-1200 Exploring Chemistry and Physics Concepts	4
Total			17
4th Semester			
<input type="checkbox"/>	Program Requirement	TED-2750 or 2751	3
<input type="checkbox"/>	Social Science*	HST-1410 History of the United States I	3
<input type="checkbox"/>	Science*	GEO-1010 Physical Geography	3
<input type="checkbox"/>	Humanities*	ART-2730 Integrated Arts	3
<input type="checkbox"/>	Science*	PSC-1210 Exploring Earth and Space Science Concepts	4
Total			16
Program Total			66

Elementary Education/Generic Special Education

Associate of Arts in Teaching | TCHR.ELEM.SPECED.A.A.T. | Transfer Program

PROGRAM DESCRIPTION

This is a recommended program of study for students planning to pursue a bachelor's degree with the goal of teaching elementary education, grades 1–6 or generic special education, grades 1–12. Graduates of the Elementary Education/Generic Special Education, will be able to:

- Apply child development and learning theories when choosing developmentally appropriate practices and curriculum for specific and groups of children
- Differentiate instruction for a variety of purposes and groups of children
- Demonstrate the skills needed to be an effective part of an educational team
- Demonstrate the skills necessary to communicate effectively with families and the community
- Plan, implement, assess, and evaluate student learning outcomes and behavioral objectives for a variety of purposes
- Apply multicultural principles and strategies to the planning, instruction, pedagogical and assessment processes in a classroom
- Pursue a bachelor's degree at a four-year institution

Graduation Information: 2.75 GPA, 45 hours of supervised field experience, and passing scores on appropriate basic skills tests are required. Students may be required to take additional courses including special education courses as part of the requirements for a bachelor's degree and teacher certification at four-year institutions.

Note: *All courses must be passed with a grade of C or better.*

GENERAL EDUCATION COURSES

The list of general education courses appears in chapter 7. Some programs recommend or require specific courses to fulfill general education requirements. Please check your program's sequence of study for this information.

PROGRAM REQUIREMENTS

TED-1200 Child Growth and Development

TED-2000 Foundations of Education

TED-2001 Field Experience for Foundations of Education

TED-2300 Introduction to Special Education

TED-2301 Field Experience for Special Education

PSY-2060 Educational Psychology

TED-2061 Field Experience for Educational Psychology

TED-2100 Processes and Acquisition of Reading

NEED HELP?

For help selecting an academic program or courses, consider using Career Coach, available at www.pgcc.edu/go/careercoach.

SEQUENCE OF STUDY— ELEMENTARY EDUCATION/GENERIC SPECIAL EDUCATION A.A.T.

Below are the required courses for your program arranged in a suggested sequence. Please note that the sequence does not include developmental coursework. See Chapter 6 for the developmental course sequence if applicable to you.

1st Semester			
<input type="checkbox"/>	Program Requirement	TED-1200 Child Growth and Development	3
<input type="checkbox"/>	Program Requirement	TED-2000 Foundations of Education	3
<input type="checkbox"/>	Program Requirement	TED-2001 Field Experience for Foundations of Education	1
<input type="checkbox"/>	English Composition I*	EGL-1010 Composition I: Expository Writing	3
<input type="checkbox"/>	Math*	MAT-1050 Elements of Mathematics	4
<input type="checkbox"/>	Social Science*	PSY-1010 General Psychology	3
Total			17
2nd Semester			
<input type="checkbox"/>	Program Requirement	TED-2300 Introduction to Special Education	3
<input type="checkbox"/>	Program Requirement	TED-2301 Field Experience for Introduction to Special Education	1
<input type="checkbox"/>	English Composition II*	EGL-1020 Writing About Literature	3
<input type="checkbox"/>	Math*	MAT-1060 Elements of Geometry and Logic	4
<input type="checkbox"/>	Science*	BIO-1010 General Biology	4
Total			15
3rd Semester			
<input type="checkbox"/>	Program Requirement	PSY-2060 Educational Psychology	3
<input type="checkbox"/>	Program Requirement	TED-2061 Field Experience for Educational Psychology	1
<input type="checkbox"/>	Humanities*	ART-2730 Integrated Arts	3
<input type="checkbox"/>	Humanities*	SPH-1090 Interpersonal Communication	3
<input type="checkbox"/>	Math*	MAT-1160 Elements of Probability and Statistics	4
<input type="checkbox"/>	Science*	PSC-1200 Exploring Chemistry and Physics Concepts	4
Total			18
4th Semester			
<input type="checkbox"/>	Program Requirement	TED-2100 Processes and Acquisition of Reading	3
<input type="checkbox"/>	Health/Physical Education*	HLE-2300 Integrated Health and Physical Education	3
<input type="checkbox"/>	Social Science*	POS-1010 American National Government	3
<input type="checkbox"/>	Social Science*	HST-1410 History of the United States I	3
<input type="checkbox"/>	Science*	PSC-1210 Exploring Earth and Space Science Concepts	4
Total			16
Program Total			66

Secondary Education—Chemistry

Associate of Arts in Teaching | TCHR.CHEM.A.A.T. | Transfer Program

www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442462449

Visit Marlboro Hall, Room 2011 or call 301-583-5250 for your faculty advisor

PROGRAM DESCRIPTION

This is a recommended program of study for students planning to pursue a bachelor's degree with the goal of teaching chemistry at the secondary level. Graduates of the Secondary Education—Chemistry, A.A.T. will be able to:

- Apply adolescent development and learning theories when choosing developmentally appropriate curriculum and strategies for specific and groups of students
- Differentiate instruction for a variety of purposes and groups of children
- Demonstrate the skills needed to be an effective part of an educational team
- Demonstrate the skills necessary to communicate effectively with families and the community
- Design and evaluate student learning outcomes and behavioral objectives for a variety students and purposes
- Use the major concepts and principles of their content area to create effective learning experiences for specific and groups of students in a variety of educational settings
- Pursue a bachelor's degree at a four-year institution

Graduation Information: 2.75 GPA, 45 hours of supervised field experience, and passing scores on appropriate basic skills tests are required. Students may be required to take additional courses including special education courses as part of the requirements for a bachelor's degree and teacher certification at four-year institutions.

Note: *All courses must be passed with a grade of C or better.*

GENERAL EDUCATION COURSES

The list of general education courses appears in chapter 7. Some programs recommend or require specific courses to fulfill general education requirements. Please check your program's sequence of study for this information.

PROGRAM REQUIREMENTS

CHM-2010 Organic Chemistry I

CHM-2020 Organic Chemistry II

CHM-2040 Organic Chemistry II Laboratory

MAT-2420 Calculus II for Science and Engineering

TED-2000 Foundations of Education

TED-2001 Field Experience for Foundations of Education

TED-2300 Introduction to Special Education

TED-2301 Field Experience for Special Education

TED-2061 Field Experience for Educational Psychology

PSY-2040 Adolescent Psychology

PSY-2060 Educational Psychology

Choose one of the following sequences based on your transfer plans and complete both courses shown:

Sequence 1

PHY-1030 General Physics I

PHY-2030 General Physics II

NOTE: Two semesters of calculus-based physics will transfer to all institutions offering chemistry and secondary teacher certification.

Sequence 2

PHY-1010 Introductory Physics I

PHY-1020 Introductory Physics II

NOTE: Two semesters of algebra-based physics will transfer to Towson University, Hood College, Washington Adventist University, Goucher College, or Frostburg State University.

NEED HELP?

For help selecting an academic program or courses, consider using Career Coach, available at www.pgcc.edu/go/careercoach.

SEQUENCE OF STUDY— SECONDARY EDUCATION—CHEMISTRY A.A.T.

Below are the required courses for your program arranged in a suggested sequence. Please note that the sequence does not include developmental coursework. See Chapter 6 for the developmental course sequence if applicable to you.

1st Semester			
<input type="checkbox"/>	English Composition I*	EGL-1010 Composition I: Expository Writing	3
<input type="checkbox"/>	Science*	CHM-1010 General Chemistry I	4
<input type="checkbox"/>	Program Requirement	TED-2000 Foundations of Education	3
<input type="checkbox"/>	Program Requirement	TED-2001 Field Experience for Foundations of Education	1
<input type="checkbox"/>	Math*	MAT-2410 Calculus I	4
<input type="checkbox"/>	Social Science*	PSY-1010 General Psychology	3
Total			18
2nd Semester			
<input type="checkbox"/>	Program Requirement	TED-2300 Introduction to Special Education	3
<input type="checkbox"/>	Program Requirement	TED-2301 Field Experience for Introduction to Special Education	1
<input type="checkbox"/>	Program Requirement	MAT-2420 Calculus II	4
<input type="checkbox"/>	English Composition II*	EGL-1020 Writing about Literature	3
<input type="checkbox"/>	Science*	CHM-1020 General Chemistry II	3
<input type="checkbox"/>	Science*	CHM-1030 General Chemistry II Laboratory	2
Total			16
3rd Semester			
<input type="checkbox"/>	Program Requirement	PSY-2060 Educational Psychology	3
<input type="checkbox"/>	Program Requirement	TED-2061 Field Experience for Educational Psychology	1
<input type="checkbox"/>	Humanities*	ART-2730 Integrated Arts	3
<input type="checkbox"/>	Program Requirement	CHM-2010 Organic Chemistry I	4
<input type="checkbox"/>	Program Requirement	PHY-1030 or 1010 (see 'Program Sequences' on previous page)	3-4
Total			14-15
4th Semester			
<input type="checkbox"/>	Program Requirement	PSY-2040 Adolescent Psychology	3
<input type="checkbox"/>	Program Requirement	CHM-2020 Organic Chemistry II	3
<input type="checkbox"/>	Program Requirement	CHM-2040 Organic Chemistry II Laboratory	2
<input type="checkbox"/>	Humanities*	SPH-1090 Interpersonal Communication	3
<input type="checkbox"/>	Program Requirement	PHY-1020 or 2030 (see 'Program Sequences' on previous page)	3
Total			14
Program Total			62-63

Secondary Education—English Associate of Arts in Teaching | TCHR.ENGLISH.A.A.T. | Transfer Program

www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442462461

Visit Marlboro Hall, Room 2011 or call 301-583-5250 for your faculty advisor

PROGRAM DESCRIPTION

This is a recommended program of study for students planning to pursue a bachelor's degree with the goal of teaching English at the secondary level. Graduates of the Secondary Education—English, A.A.T. will be able to:

- Apply adolescent development and learning theories when choosing developmentally appropriate curriculum and strategies for specific and groups of students
- Differentiate instructions for a variety of purposes and groups of children
- Demonstrate the skills needed to be an effective part of an educational team
- Demonstrate the skills necessary to communicate effectively with families and the community
- Design and evaluate student learning outcomes and behavioral objectives for a variety of students and purposes
- Use the major concepts and principles of their content area to create effective learning experiences for specific and groups of students in a variety of educational settings
- Pursue a bachelor's degree at a four-year institution

Graduation Information: 2.75 GPA, 45 hours of supervised field experience and passing scores on appropriate basic skills tests are required. Students may be required to take additional courses including special education courses as part of the requirements for a bachelor's degree and teacher certification at four-year institutions.

Note: *All courses must be passed with a grade of C or better.*

GENERAL EDUCATION COURSES

The list of general education courses appears in chapter 7. Some programs recommend or require specific courses to fulfill general education requirements. Please check your program's sequence of study for this information.

PROGRAM REQUIREMENTS

EGL-2270 Applied Grammar

Choose one of the following:

EGL-2010 British Literature from the

Anglo-Saxon Period Through the 18th Century

EGL-2030 British Literature of the 19th and 20th Centuries

Choose one of the following:

EGL-2050 American Literature from the

Beginnings to the Late 19th Century

EGL-2070 American Literature from the

Late 19th Century to the Present

Choose one of the following:

EGL-2090 World Literature from

Ancient Times Through the Middle Ages

EGL-2110 World Literature from the

Renaissance to the Present

EGL-2410 Mythology, Legend, and Folklore

Choose two courses from the following that complement the literature surveys selected:

HST-1310 Ancient and Medieval History

HST-1320 Modern History

HST-1370 The World in the Twentieth Century

HST-1410 History of the United States I

HST-1430 History of the United States II

TED-2000 Foundations of Education

TED-2001 Field Experience for Foundations of Education

TED-2300 Introduction to Special Education

TED-2301 Field Experience for Special Education

PSY-2060 Educational Psychology

TED-2061 Field Experience for Educational Psychology

PSY-2040 Adolescent Psychology

NEED HELP?

For help selecting an academic program or courses, consider using Career Coach, available at www.pgcc.edu/go/careercoach.

SEQUENCE OF STUDY— SECONDARY EDUCATION—ENGLISH A.A.T.

Below are the required courses for your program arranged in a suggested sequence. Please note that the sequence does not include developmental coursework. See Chapter 6 for the developmental course sequence if applicable to you.

1st Semester			
<input type="checkbox"/>	Science with Lab*	General Education Lab Science course	4
<input type="checkbox"/>	Program Requirement	TED-2000 Foundations of Education	3
<input type="checkbox"/>	Program Requirement	TED-2001 Field Experience for Foundations of Education	1
<input type="checkbox"/>	English Composition I*	EGL-1010 Composition I: Expository Writing	3
<input type="checkbox"/>	Social Science*	PSY-1010 General Psychology	3
Total			14
2nd Semester			
<input type="checkbox"/>	Program Requirement	TED-2300 Introduction to Special Education	3
<input type="checkbox"/>	Program Requirement	TED-2301 Field Experience for Introduction to Special Education	1
<input type="checkbox"/>	Humanities*	SPH-1090 Interpersonal Communication	3
<input type="checkbox"/>	English Composition II**	EGL-1020 Writing About Literature	3
<input type="checkbox"/>	Science*	General Education Science course	3
<input type="checkbox"/>	Math*	General Education, MAT-1120 or higher	3
Total			16
3rd Semester			
<input type="checkbox"/>	Program Requirement	PSY-2060 Educational Psychology	3
<input type="checkbox"/>	Program Requirement	TED-2061 Field Experience for Educational Psychology	1
<input type="checkbox"/>	Program Requirement	EGL-2270 Applied Grammar	3
<input type="checkbox"/>	Social Science*	General Education Social Sciences course	3
<input type="checkbox"/>	Program Requirement	History (must complement EGL survey taken)	3
<input type="checkbox"/>	Program Requirement	British Literature (see program concentration on previous page)	3
Total			16
4th Semester			
<input type="checkbox"/>	Program Requirement	PSY-2040 Adolescent Psychology	3
<input type="checkbox"/>	Humanities*	ART-2730 Integrated Arts	3
<input type="checkbox"/>	Program Requirement	American Literature (see program concentration on previous page)	3
<input type="checkbox"/>	Program Requirement	History (must complement EGL survey taken)	3
<input type="checkbox"/>	Program Requirement	World Literature or Mythology (see program concentration on previous page)	3
Total			15
Program Total			61

Secondary Education—Mathematics

Associate of Arts in Teaching | TCHR.MATH.A.A.T. | Transfer Program

www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442462460

Visit Marlboro Hall, Room 2011 or call 301-583-5250 for your faculty advisor

PROGRAM DESCRIPTION

This is a recommended program of study for students planning to pursue a bachelor's degree with the goal of teaching mathematics at the secondary level. Graduates of the Secondary Education—Mathematics, A.A.T. will be able to:

- Apply adolescent development and learning theories when choosing developmentally appropriate curriculum and strategies for specific and groups of students
- Differentiate lessons and activities for a variety of purposes and groups of children
- Demonstrate the skills needed to be an effective part of an educational team
- Demonstrate the skills necessary to communicate effectively with families and the community
- Plan, implement, assess, and evaluate student learning outcomes and behavioral objectives for a variety of purposes
- Use the major concepts and principles of their content area to create effective learning experiences for specific and groups of students in a variety of educational settings
- Pursue a bachelor's degree at a four-year institution

Graduation Information: 2.75 GPA, 45 hours of supervised field experience, and passing scores on appropriate basic skills tests are required. Students may be required to take additional courses including special education courses as part of the requirements for a bachelor's degree and teacher certification at four-year institutions.

Note: *All courses must be passed with a grade of C or better.*

GENERAL EDUCATION COURSES

The list of general education courses appears in chapter 7. Some programs recommend or require specific courses to fulfill general education requirements. Please check your program's sequence of study for this information.

PROGRAM REQUIREMENTS

MAT-2410 Calculus for Science and Engineering
 MAT-2420 Calculus II for Science and Engineering
 MAT-2430 Calculus III for Science and Engineering
 MAT-2450 Linear Algebra
 TED-2000 Foundations of Education
 TED-2001 Field Experience for Foundations of Education

TED-2300 Introduction to Special Education
 TED-2301 Field Experience for Special Education
 PSY-2060 Educational Psychology
 TED-2061 Field Experience for Educational Psychology
 PSY-2040 Adolescent Psychology

Choose one of the following physics or chemistry sequences based on your transfer plans and complete both courses shown

Program Sequence 1:

PHY-1030 General Physics I

PHY-2030 General Physics II

NOTE: For students who wish to transfer to Bowie State University, Coppin State University, Morgan State University, Towson University, University of Maryland Baltimore County, or University of Maryland Eastern Shore, two courses in calculus-based physics or general chemistry are required. All colleges will accept these two courses.

Program Sequence 2:

PHY-1010 Introductory Physics I

PHY-1020 Introductory Physics II

NOTE: For students who wish to transfer to Frostburg State University, Hood College, College of Notre Dame, Mount St. Mary's College, UMCP, or Washington College, two courses in algebra-based physics or general chemistry is acceptable.

Program Sequence 3:

CHM-1010 General Chemistry I*

CHM-1020 General Chemistry II*

NEED HELP?

For help selecting an academic program or courses, consider using Career Coach, available at www.pgcc.edu/go/careercoach.

SEQUENCE OF STUDY—SECONDARY EDUCATION—MATHEMATICS A.A.T.

Below are the required courses for your program arranged in a suggested sequence. Please note that the sequence does not include developmental coursework. See Chapter 6 for the developmental course sequence if applicable to you.

1st Semester			
<input type="checkbox"/>	Program Requirement	TED-2000 Foundations of Education	3
<input type="checkbox"/>	Program Requirement	TED-2001 Field Experience for Foundations of Education	1
<input type="checkbox"/>	Math*	MAT-2410 Calculus I	4
<input type="checkbox"/>	Social Science*	PSY-1010 General Psychology	3
<input type="checkbox"/>	Program Requirement	See Program Sequences—choose a course based on transfer	4
Total			15
2nd Semester			
<input type="checkbox"/>	Program Requirement	TED-2300 Introduction to Special Education	3
<input type="checkbox"/>	Program Requirement	TED-2301 Field Experience for Introduction to Special Education	1
<input type="checkbox"/>	Program Requirement	MAT-2420 Calculus II	4
<input type="checkbox"/>	English Composition I*	EGL-1010 Composition I: Expository Writing	3
<input type="checkbox"/>	Program Requirement	See Program Sequences—choose a course based on transfer	3-4
Total			14-15
3rd Semester			
<input type="checkbox"/>	Program Requirement	PSY-2060 Educational Psychology	3
<input type="checkbox"/>	Program Requirement	TED-2061 Field Experience for Educational Psychology	1
<input type="checkbox"/>	Program Requirement	MAT-2430 Calculus III	4
<input type="checkbox"/>	English Composition II*	EGL-1020 Writing About Literature	3
<input type="checkbox"/>	Humanities*	ART-2730 Integrated Arts	3
<input type="checkbox"/>	Social Science*	General Education History course	3
Total			17
4th Semester			
<input type="checkbox"/>	Program Requirement	PSY-2040 Adolescent Psychology	3
<input type="checkbox"/>	Social Science*	General Education Social Sciences course other than History	3
<input type="checkbox"/>	Program Requirement	MAT-2450 Linear Algebra	4
<input type="checkbox"/>	Humanities*	Any Gen Ed. Humanities course, PHL-1010, 1090 recommended	3
<input type="checkbox"/>	Humanities*	SPH-1090 Interpersonal Communication	3
Total			16
Program Total			62-63

Secondary Education—Physics Associate of Arts in Teaching | TCHR.PHYSICS.A.A.T. | Transfer Program

www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442462455

Visit Marlboro Hall, Room 2011 or call 301-583-5250 for your faculty advisor

PROGRAM DESCRIPTION

This is a recommended program of study for students planning to pursue a bachelor's degree with the goal of teaching physics at the secondary level. Graduates of the Secondary Education—Physics, A.A.T. will be able to:

- Apply adolescent development and learning theories when choosing developmentally appropriate curriculum and strategies for specific and groups of students
- Differentiate instruction for a variety of purposes and groups of children
- Demonstrate the skills needed to be an effective part of an educational team
- Demonstrate the skills necessary to communicate effectively with families and the community
- Design and evaluate student learning outcomes for a variety of students and purposes.
- Use the major concepts and principles of their content area to create effective learning experiences for specific and groups of students in a variety of educational settings
- Pursue a bachelor's degree at a four-year institution

Graduation Information: 2.75 GPA, 45 hours of supervised field experience, and passing scores on appropriate basic skills tests are required. Students may be required to take additional courses including special education courses as part of the requirements for a bachelor's degree and teacher certification at four-year institutions.

Note: *All courses must be passed with a grade of C or better.*

GENERAL EDUCATION COURSES

The list of general education courses appears in chapter 7. Some programs recommend or require specific courses to fulfill general education requirements. Please check your program's sequence of study for this information.

PROGRAM REQUIREMENTS

MAT-2420 Calculus II for Science and Engineering

MAT-2460 Differential Equations

PHY-1030 General Physics I*

PHY-2030 General Physics II*

PHY-2040 General Physics III

PSY-2040 Adolescent Psychology

PSY-2060 Educational Psychology

TED-2000 Foundations of Education

TED-2001 Field Experience for Foundations of Education

TED-2300 Introduction to Special Education

TED-2301 Field Experience for Special Education

TED-2061 Field Experience for Educational Psychology

NEED HELP?

For help selecting an academic program or courses, consider using Career Coach, available at www.pgcc.edu/go/careercoach.

SEQUENCE OF STUDY— SECONDARY EDUCATION—PHYSICS A.A.T.

Below are the required courses for your program arranged in a suggested sequence. Please note that the sequence does not include developmental coursework. See Chapter 6 for the developmental course sequence if applicable to you.

1st Semester			
<input type="checkbox"/>	Science*	CHM-1010 General Chemistry I	4
<input type="checkbox"/>	Program Requirement	TED-2000 Foundations of Education	3
<input type="checkbox"/>	Program Requirement	TED-2001 Field Experience for Foundations of Education	1
<input type="checkbox"/>	Math*	MAT-2410 Calculus I	4
<input type="checkbox"/>	Social Science*	PSY-1010 General Psychology	3
Total			15
2nd Semester			
<input type="checkbox"/>	English Composition I*	EGL-1010 Composition I: Expository Writing	3
<input type="checkbox"/>	Program Requirement	TED-2300 Introduction to Special Education	3
<input type="checkbox"/>	Program Requirement	TED-2301 Field Experience for Introduction to Special Education	1
<input type="checkbox"/>	Program Requirement	MAT-2420 Calculus II	4
<input type="checkbox"/>	Program Requirement	PHY-1030 General Physics I	3
<input type="checkbox"/>	Science*	BIO-1010 General Biology	4
Total			18
3rd Semester			
<input type="checkbox"/>	Program Requirement	PSY-2060 Educational Psychology	3
<input type="checkbox"/>	Program Requirement	TED-2061 Field Experience for Educational Psychology	1
<input type="checkbox"/>	Program Requirement	MAT-2460 Differential Equations	4
<input type="checkbox"/>	English Composition II*	EGL-1020 Writing About Literature	3
<input type="checkbox"/>	Program Requirement	PHY-2030 General Physics II	4
<input type="checkbox"/>	Social Science*	General Education History course	3
Total			18
4th Semester			
<input type="checkbox"/>	Program Requirement	PSY-2040 Adolescent Psychology	3
<input type="checkbox"/>	Social Science*	General Education Social Sciences course	3
<input type="checkbox"/>	Program Requirement	PHY-2040 General Physics III	4
<input type="checkbox"/>	Humanities*	ART-2730 Integrated Arts	3
<input type="checkbox"/>	Humanities*	SPH-1090 Interpersonal Communication	3
Total			16
Program Total			67

Secondary Education—Spanish Associate of Arts in Teaching | TCHR.SPAN.A.A.T. | Transfer Program

www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442462464

Visit Marlboro Hall, Room 2011 or call 301-583-5250 for your faculty advisor

PROGRAM DESCRIPTION

This is a recommended program of study for students planning to pursue a bachelor's degree with the goal of teaching Spanish at the secondary level. Graduates of the Secondary Education—Spanish, A.A.T. will be able to:

- Apply adolescent development and learning theories when choosing developmentally appropriate curriculum and strategies for specific and groups of students
- Differentiate instruction for a variety of purposes and groups of children
- Demonstrate the skills needed to be an effective part of an educational team
- Demonstrate the skills to communicate effectively with families and the community
- Design and evaluate student learning outcomes and behavioral objectives for a variety of students and purposes
- Use the major concepts and principles of their content area to create effective learning experiences for specific and groups of students in a variety of educational settings
- Pursue a bachelor's degree at a four-year institution

Graduation Information: 2.75 GPA, 45 hours of supervised field experience, and passing scores on appropriate basic skills tests are required. Students may be required to take additional courses including special education courses as part of the requirements for a bachelor's degree and teacher certification at four-year institutions.

Note: *All courses must be passed with a grade of C or better.*

GENERAL EDUCATION COURSES

The list of general education courses appears in chapter 7. Some programs recommend or require specific courses to fulfill general education requirements. Please check your program's sequence of study for this information.

PROGRAM REQUIREMENTS

SPN-1020 Spanish for Advanced Beginners
(SPN-1010 is the prerequisite)

SPN-2010 Intermediate Spanish I

SPN-2020 Intermediate Spanish II

SPN-2040 Advanced Conversation

TED-2000 Foundations of Education

TED-2001 Field Experience for Foundations of Education

TED-2061 Field Experience for Educational Psychology

TED-2300 Introduction to Special Education

TED-2301 Field Experience for Special Education

PSY-2060 Educational Psychology

PSY-2040 Adolescent Psychology

NEED HELP?

For help selecting an academic program or courses, consider using Career Coach, available at www.pgcc.edu/go/careercoach.

SEQUENCE OF STUDY— SECONDARY EDUCATION—SPANISH A.A.T.

Below are the required courses for your program arranged in a suggested sequence. Please note that the sequence does not include developmental coursework. See Chapter 6 for the developmental course sequence if applicable to you.

1st Semester			
<input type="checkbox"/>	Program Requirement	TED-2000 Foundations of Education	3
<input type="checkbox"/>	Math*	MAT-1120 or higher	3-4
<input type="checkbox"/>	English Composition I*	EGL-1010 Composition I: Expository Writing	3
<input type="checkbox"/>	Program Requirement	TED-2001 Field Experience for Foundations of Education	1
<input type="checkbox"/>	Program Requirement	SPN-1020 Spanish for Advanced Beginners	3
<input type="checkbox"/>	Social Science*	PSY-1010 General Psychology	3
Total			16-17
2nd Semester			
<input type="checkbox"/>	Program Requirement	TED-2300 Introduction to Special Education	3
<input type="checkbox"/>	Program Requirement	TED-2301 Field Experience for Introduction to Special Education	1
<input type="checkbox"/>	Program Requirement	SPN-2010 Intermediate Spanish I	3
<input type="checkbox"/>	Social Science*	General Education History course	3
<input type="checkbox"/>	Science with Lab*	General Education Lab Science course	4
Total			14
3rd Semester			
<input type="checkbox"/>	Program Requirement	PSY-2060 Educational Psychology	3
<input type="checkbox"/>	Program Requirement	TED-2061 Field Experience for Educational Psychology	1
<input type="checkbox"/>	Program Requirement	SPN-2020 Intermediate Spanish II	3
<input type="checkbox"/>	English Composition II*	EGL-1020 Writing About Literature	3
<input type="checkbox"/>	Humanities*	General Education Humanities course	3
<input type="checkbox"/>	Science*	General Education Science course	3
Total			16
4th Semester			
<input type="checkbox"/>	Program Requirement	PSY-2040 Adolescent Psychology	3
<input type="checkbox"/>	Social Science*	General Education Social Sciences course	3
<input type="checkbox"/>	Program Requirement	SPN-2040 Advanced Conversation	3
<input type="checkbox"/>	Humanities*	ART-2730 Integrated Arts	3
<input type="checkbox"/>	Humanities*	SPH-1090 Interpersonal Communication	3
Total			15
Program Total			61-62

PROFESSIONAL EDUCATION COURSES FOR MARYLAND CERTIFICATION/RECERTIFICATION

(only for individuals who already have a bachelor's degree)

These courses are for persons who already have a bachelor's degree and wish to become a certified teacher in Maryland. Teachers who are already certified also may complete these courses for recertification requirements. Four areas are required to become certified in Maryland for any certification area.

1. All certification areas require Maryland passing scores on the appropriate basic skills tests. Check with www.ets.org or www.marylandpublicschools.org for required basic skills tests and scores. Check with www.ets.org for registration information. Basic skills tests are taken early in a student's academic career and must be passed (along with Praxis II Content Knowledge Test) prior to transcript submission to Maryland State Department of Education (MSDE).
2. Certification courses: Students may enroll in these courses, prior to, concurrently with, or after submission of all college transcripts to MSDE, Division of Certification for transcript evaluation. Students must contact MSDE by logging on to www.marylandpublicschools.org or by calling the MSDE Certification Assistance Line at 410-767-0412 to learn about the transcript evaluation process. The courses listed below will satisfy most, if not all, of the coursework requirements on the MSDE Evaluation Form for Certification. However, there may be additional Professional Development Education courses required for some certifications and/or for some students. Using the MSDE transcript evaluation and the charts below, students can determine what courses Prince George's Community College offers that meet the MSDE Professional Development course requirements.
3. Most certification areas require Maryland passing scores on the Praxis II: Subject Assessments. Check www.ets.org for required Maryland Praxis II tests and scores. Check www.ets.org for registration information for Praxis II. The Praxis II: Pedagogy Test is usually taken after completion of methods courses. Praxis II: Content Knowledge Test should also be taken early in a student's career and must be passed prior to transcript submission to MSDE. Submission of all academic transcripts and passing scores on appropriate basic skills tests and Content and Content Knowledge PRAXIS II scores to MSDE, Division of Certification for transcript evaluation.
4. All certification areas require documented teaching experience before an initial certificate is awarded. Prince George's Community College does not provide this documented teaching experience or offer a student teaching course which meets the requirement for Teacher Certificate Candidates. Students should contact Prince George's County Public Schools or MSDE for additional information regarding this requirement.

The options below alone do not provide a complete certificate program.

EARLY CHILDHOOD CERTIFICATION (PRE-K–GRADE 3)

PGCC Course Equivalent	MSDE Course Requirement
TED-1200 Child Growth and Development or PSY-2030 Child Psychology	Child Development (3 Credits)
PSY-2060 Educational Psychology	Human Learning (3 Credits)
TED-1300 Methods and Materials in ECE	Teaching Methodology (3 Credits)
TED-2300 Introduction to Special Education or TED-2350 Early Childhood Education Special Education	Inclusion of Special Needs Student Populations (3 Credits)
TED-2830 Assessment of Students	Assessment of Students (3 Credits)
TED-2100 Processes and Acquisition of Reading TED-2800 Materials for Teaching Reading TED-2801 Instruction of Reading TED-2802 Assessment of Reading	Reading (12 Credits)

Asterisk (*) denotes general education course.

ELEMENTARY CERTIFICATION (GRADES 1–6)	
PGCC Course Equivalent	MSDE Course Requirement
TED-1200 Child Growth and Development or PSY-2030 Child Psychology	Child Development (3 Credits)
PSY-2060 Educational Psychology	Human Learning (3 Credits)
TED-2840 Elementary Methods	Teaching Methods (3 Credits)
TED-2300 Introduction to Special Education	Inclusion of Special Needs Student Populations (3 Credits)
TED-2830 Assessment of Students	Assessment of Students (3 Credits)
TED-2100 Processes and Acquisition of Reading TED-2800 Materials for Teaching Reading TED-2801 Instruction of Reading TED-2802 Assessment of Reading	Reading (12 Credits)
ACADEMIC SUBJECTS (N–12), MIDDLE SCHOOL (GRADES 4–9), SECONDARY (GRADES 7–12) CERTIFICATION	
PGCC Course Equivalent	MSDE Course Requirement
PSY-2040 Adolescent Psychology	Adolescent Development (3 Credits)
PSY-2060 Educational Psychology	Human Learning (3 Credits)
TED-2850 Secondary Methods	Teaching Methods (3 Credits)
TED-2300 Introduction to Special Education	Inclusion of Special Needs Student Populations (3 Credits)
TED-2830 Assessment of Students	Assessment of Students (3 Credits)
TED-2820 Teaching Reading in the Content Areas: Part I TED-2821 Teaching Reading in the Content Areas: Part II	Reading (6 Credits)

PROFESSIONAL EDUCATION COURSES FOR MARYLAND CERTIFICATION/RECERTIFICATION

CONTINUED ON NEXT PAGE

GENERIC SPECIAL EDUCATION ELEMENTARY/MIDDLE SCHOOL CERTIFICATION (GRADES 1-8)	
PGCC Course Equivalent	MSDE Course Requirement
TED-2300 Introduction to Special Education	Historical, Philosophical, and Legal Foundations of Special Education (3 Credits)
PSY-2070 Human Growth and Development and TED-1200 Child Growth and Development or PSY-2030 Child Psychology	Human Growth and Development (6 Credits)
TED-2830 Assessment of Students TED-2950 Special Ed Assessment: Part I TED-2951 Special Ed Assessment: Part II	Assessment, Diagnosis, and Prescriptive Techniques (9 Credits)
TED-2900 Special Ed Methods: Birth–12th Grade TED-2901 Special Ed Methods: Birth–6th Grade	Curriculum and Methodology of Instruction (6 Credits)
TED-2100 Processes and Acquisition of Reading TED-2800 Materials for Teaching Reading TED-2801 Instruction of Reading TED-2802 Assessment of Reading	Reading (12 Credits)
SPH-1090 Interpersonal Communication	Communication Skills (3 Credits)

GENERIC SPECIAL EDUCATION SECONDARY/ADULT CERTIFICATION (GRADES 6-12 AND ADULT)	
PGCC Course Equivalent	MSDE Course Requirement
TED-2300 Introduction to Special Education	Historical, Philosophical, and Legal Foundations of Special Education (3 Credits)
PSY-2070 Human Growth and Development and PSY-2040 Adolescent Psychology	Human Growth and Development (6 Credits)
TED-2830 Assessment of Students TED-2950 Special Ed Assessment: Part I TED-2951 Special Ed Assessment: Part II	Assessment, Diagnosis, and Prescriptive Techniques (9 Credits)
TED-2900 Special Ed Methods: Birth–12th Grade TED-2902 Special Ed Methods: Grade 6–Age 21	Curriculum and Methodology of Instruction (6 Credits)
TED-2820 Teaching Reading in the Content Areas: Part I	Essentials of the Reading Process (3 Credits)
TED-2821 Teaching Reading in the Content Areas: Part II	Teaching Students to Learn From Text (3 Credits)
SPH-1090 Interpersonal Communication	Communication Skills (3 Credits)

Asterisk (*) denotes general education course.

Computer-Aided Drafting Certificate | COMP.CAD.CT

www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442462346 |

Visit Center for Advanced Technology, Room 129 or call 301-322-0752 for your faculty advisor

PROGRAM DESCRIPTION

The Computer-Aided Drafting certificate program provides students with the background required to obtain entry-level employment in the computer-aided drafting (CAD) field. Students will learn to create complex mechanical and architectural drawings using industry-standard AutoCAD software. All courses within this program can be used in the Engineering Technology A.A.S. degree. For more information about the Computer-Aided Drafting program, call 301-322-0751.

Graduates of the Computer-Aided Drafting program will be able to:

- Use the AutoCAD command prompt and menus to create and edit complete two-dimensional AutoCAD drawings that use multiple layers and dimensioning techniques
- Use AutoCAD software to create three-dimensional drawings using wireframe and solid models
- Produce a complete set of working drawings after taking a set of initial measurements for a complex mechanical part or building

SEQUENCE OF STUDY— COMPUTER-AIDED DRAFTING

Below are the required courses for your program arranged in a suggested sequence. Please note that the sequence does not include developmental coursework. See Chapter 6 for the developmental course sequence if applicable to you.

1st Semester			
<input type="checkbox"/>	INT-1010	Introduction to Information Technology	3
<input type="checkbox"/>	ENT-1600	Introduction to CAD with AutoCAD	3
<input type="checkbox"/>	Any INT, ENT, ART, or other course approved by the program coordinator		3
Total			9
2nd Semester			
<input type="checkbox"/>	ENT-1680	Revit Architecture and BIM	3
<input type="checkbox"/>	ENT-2680	CAD Portfolio Development	3
<input type="checkbox"/>	Any INT, ENT, ART, or other course approved by the program coordinator		3
Total			9
Program Total			18

Computer Engineering Technology

Associate of Applied Science | COMP.ENGR.AAS | Career Program

www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442462360

Visit [Center for Advanced Technology, Room 129](#) or call 301-322-0752 for your faculty advisor

PROGRAM DESCRIPTION

The Computer Engineering Technology programs prepare students for immediate employment as computer and network technicians. Students receive a general background in electronics, software, computer networks and data communication in addition to specialized training in the assembly, configuration, diagnosis and repair of IBM-class personal computers. By proper choice of electives, mathematics and science courses, A.A.S. graduates may transfer into the B.S. in Computer Engineering Technology program at Capitol College. The certificate programs, with fewer credit requirements, lead into the A.A.S. program without loss of credit. Some students may wish to take courses within this program to prepare for industry certification from CompTIA and Cisco. For the CompTIA Network+ certification, take INT-1550. For the CompTIA A+ certification, take INT-1540 and INT-2540. For the CompTIA Security+ certification, take INT-1620. For the Cisco CCENT certification, take INT-1450 and 1460. Graduates of the Computer Engineering Technology program will be able to:

- Use operating systems such as Windows and Linux that are currently used on personal computers
- Use word processors, spreadsheets and web browsers to solve technical problems and present the solutions
- Solve technical problems by writing user-friendly, well-documented programs in a high-level programming language such as Visual Basic, C++, or LabVIEW
- Analyze and troubleshoot computer hardware and software by understanding system organization, data representation, memory management and interrupts
- Upgrade and repair personal computers
- Design, build, and manage local area networks using basic telecommunications systems and protocols
- Design, build, and test basic analog and digital electronic circuits that can be used as part of a computer system or interface to a computer system
- Use critical thinking techniques and the student's general technical body of knowledge to research a problem and provide a creative, well-documented solution for a computer- or network-related problem in which the student has no specific background
- Produce a comprehensive written report and oral presentation describing a research project

GENERAL EDUCATION COURSES

The list of general education courses appears in chapter 7. Some programs recommend or require specific courses to fulfill general education requirements. Please check your program's sequence of study for this information.

PROGRAM REQUIREMENTS

ENT-1710 Circuits and Measurement Techniques	ENT-2810 CPU Architecture
ENT-1720 Circuit Analysis and Design	ENT-2900 Systems Analysis Project**
ENT-1770 Introduction to Computing for Technology	INT-1540 Computer Hardware I: A+ Preparation
ENT-1850 Circuit Evaluation and Repair	INT-1550 Intro. to Networks: Network+ Preparation
ENT-2540 Computer Hardware II: A+ Preparation	INT-1700 Understanding Operating Systems
ENT-2740 Digital Circuits	

Program Elective—choose one of the following:

INT-2450, INT-2460, INT-2530, INT-2300, ENT-2960, ENT-2970, ENT-2980

Note: Students who wish to achieve CCNA certification should take INT-1450 and INT-1460 as technical electives and substitute INT-2450 and 2460 for INT-1700 and ENT-2710.

TRANSFERABILITY

Credit earned at any public institution in the state shall be transferable to any other institution if the:

- Credit is from a college or university parallel course or program;
- Grades in the block of courses transferred average 2.00 or higher; and
- Acceptance of the credit is consistent with the policies of the receiving institution governing students following the same program. Refer to ARTSYS at artweb.usmd.edu and the receiving institution's catalog to select transferable courses.

NEED HELP?

For help selecting an academic program or courses, consider using Career Coach, available at www.pgcc.edu/go/careercoach.

SEQUENCE OF STUDY— COMPUTER ENGINEERING TECHNOLOGY A.A.S.

Below are the required courses for your program arranged in a suggested sequence. Please note that the sequence does not include developmental coursework. See Chapter 6 for the developmental course sequence if applicable to you.

This is a calculus-based program. Some credit-level math courses may be necessary prior to beginning your program.

1st Semester			
<input type="checkbox"/>	Program Requirement	ENT-1710 Circuits and Measurement Techniques	3
<input type="checkbox"/>	Computer Literacy*	INT-1010 Introduction to Information Technology	3
<input type="checkbox"/>	English Composition I*	EGL-1010 Composition I: Expository Writing	3
<input type="checkbox"/>	Program Requirement	ENT-1770 Introduction to Computing for Technology	3
<input type="checkbox"/>	Program Requirement	INT-1540 Computer Hardware I: A+ Preparation	3
<input type="checkbox"/>	Math*	MAT-1340 Trigonometry with Applications to Technology	3
Total			18
2nd Semester			
<input type="checkbox"/>	Program Requirement	INT-2540 Computer Hardware II: A+ Preparation	4
<input type="checkbox"/>	Program Requirement	ENT-2740 Digital Circuits	4
<input type="checkbox"/>	Science*	PHY-1570 Technical Physics for Engineering Technology	4
<input type="checkbox"/>	Humanities*	SPH-1010 Introduction to Speech Communication	3
<input type="checkbox"/>	English Composition II*	EGL-1020, 1100, 1320, or 1340	3
Total			18
3rd Semester			
<input type="checkbox"/>	Program Requirement	INT-1700 Understanding Operating Systems	3
<input type="checkbox"/>	Program Requirement	INT-1500 Introduction to Networks: Network+ Preparation	3
<input type="checkbox"/>	Program Requirement	ENT-1720 Circuit Analysis and Design	3
<input type="checkbox"/>	Program Requirement	ENT-2810 CPU Architecture	4
Total			13
4th Semester			
<input type="checkbox"/>	Program Requirement	ENT-1850 Circuit Evaluation and Repair	2
<input type="checkbox"/>	Program Elective	2000-level course from "Program Electives"	3
<input type="checkbox"/>	Program Requirement	ENT-2900 Systems Analysis Project**	3
<input type="checkbox"/>	Social Science*	General Education Social Science	3
Total			11
Program Total			60

A+ Preparation Certificate | COMP.APLUS.CT

www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442462467

Visit [Center for Advanced Technology, Room 129](#) or call 301-322-0752 for your faculty advisor

PROGRAM DESCRIPTION

Students who complete this program should be able to repair and upgrade personal computers. They also should be prepared to take the CompTIA A+ certification examination in personal computer hardware and operating systems. All courses in this program can be used in the Computer Engineering Technology A.A.S. program and the Information Technology A.A.S. degree. Graduates of the A+ Preparation certificate will be able to:

- Use operating systems such as Windows and Linux that are currently used in personal computers
- Upgrade and repair personal computers

SEQUENCE OF STUDY— A+ PREPARATION CERTIFICATE

Below are the required courses for your program arranged in a suggested sequence. Please note that the sequence does not include developmental coursework. See Chapter 6 for the developmental course sequence if applicable to you.

1st Semester			
<input type="checkbox"/>	INT-1010	Introduction to Information Technology	3
<input type="checkbox"/>	INT-1540	Computer Hardware I: A+ Preparation	3
Total			6
2nd Semester			
<input type="checkbox"/>	INT-2540	Computer Hardware II: A+ Preparation	4
<input type="checkbox"/>	INT-1700	Understanding Operating Systems	3
Total			7
Program Total			13

Computer Service Technology Certificate | COMP.SERV.CT

www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442462357

Visit Center for Advanced Technology, Room 129 or call 301-322-0752 for your faculty advisor

PROGRAM DESCRIPTION

This program prepares students for computer support careers. It also prepares students for the CompTIA A+ computer support certification, the CompTIA Network+ certification, and the CompTIA Security+ certification. All courses in this program can be used in the Computer Engineering Technology A.A.S. degree and the Information Technology A.A.S. degree. Graduates of the Computer Service Technology Certificate will be able to:

- Use operating systems word processors, spreadsheets, and Web browsers to solve technical problems and present the solutions
- Upgrade and repair personal computers
- Design, build, and manage local area networks using basic telecommunications systems and protocols
- Apply information security methods to protect information and programs stored on a computer

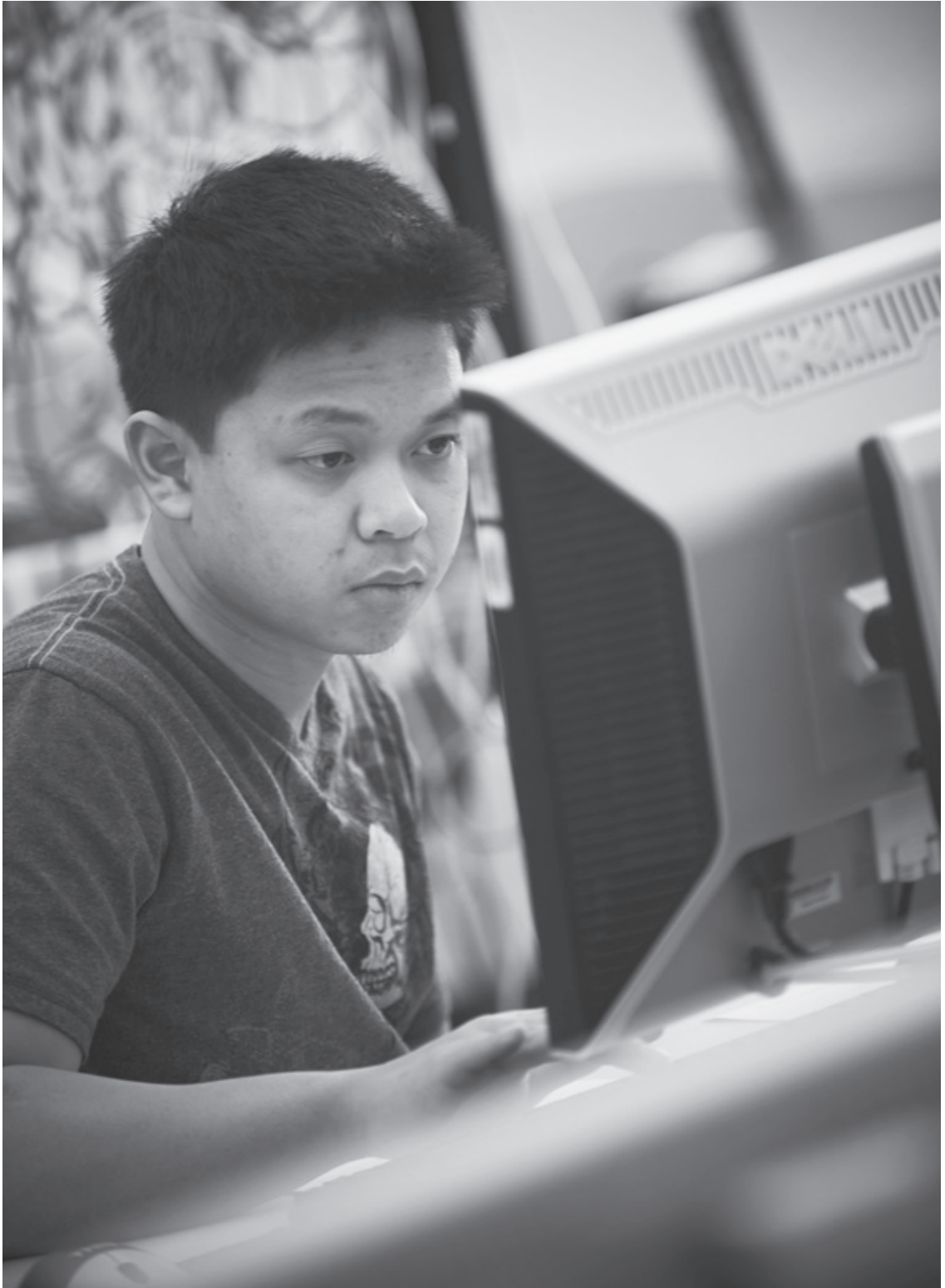
PROGRAM ELECTIVES

Five to six credits of: INT-1450, 1460, 1560, 1670, 2300, 2530, 2910, 2920, 2930

SEQUENCE OF STUDY—COMPUTER SERVICE TECHNOLOGY CERTIFICATE

Below are the required courses for your program arranged in a suggested sequence. Please note that the sequence does not include developmental coursework. See Chapter 6 for the developmental course sequence if applicable to you.

1st Semester			
<input type="checkbox"/>	INT-1010	Introduction to Information Technology	3
<input type="checkbox"/>	INT-1540	Computer Hardware I: A+ Preparation	3
Total			6
2nd Semester			
<input type="checkbox"/>	INT-2540	Computer Hardware II: A+ Preparation	4
<input type="checkbox"/>	INT-1550	Introduction to Networks: Network+ Preparation	3
<input type="checkbox"/>	INT-1700	Understanding Operating Systems	3
Total			10
3rd Semester			
<input type="checkbox"/>	INT-1620	Computer Security: Security and Preparation	3
<input type="checkbox"/>	Program Electives	Choose from "Program Electives"	5-6
Total			8-9
Program Total			24-25



Cisco CCNA Preparation Certificate | COMP.CISCO.CT

www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442462348

Visit Center for Advanced Technology, Room 129 or call 301-322-0752 for your faculty advisor

PROGRAM DESCRIPTION

This program prepares students to take the Cisco Certified Entry Level Network Technician (CCENT) and Cisco Certified Network Associate (CCNA) Routing and Switching examinations. All courses within the program can be used as part of the Computer Engineering Technology A.A.S. degree, the Information Security A.A.S. degree, and the Information Technology A.A.S. degree. Graduates of the Cisco CCNA Preparation Certificate will be able to:

- Design, configure, and troubleshoot local area networks using Cisco routers and switches
- Design, configure, and troubleshoot wide area networks using Cisco routers and switches
- Use network and telecommunications systems and protocols

SEQUENCE OF STUDY— CISCO CCNA PREPARATION CERTIFICATE

Below are the required courses for your program arranged in a suggested sequence. Please note that the sequence does not include developmental coursework. See Chapter 6 for the developmental course sequence if applicable to you.

1st Semester			
<input type="checkbox"/>	INT-1450	CCNA 1: Introduction to Cisco Networking	4
<input type="checkbox"/>	INT-1460	CCNA 2: Routing and Switching Essentials	4
Total			8
2nd Semester			
<input type="checkbox"/>	INT-2450	CCNA 3: Scaling Networks	4
<input type="checkbox"/>	INT-2460	CCNA 4: Connecting Networks	4
Total			8
Program Total			16

Computer Science Associate of Science | COMP.SCI.AS | Transfer Program

In addition to the Computer Science Programs listed below, see the Information Technology programs and Cybersecurity programs.

www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442462381

Visit [Center for Advanced Technology, Room 129](#) or call 301-322-0752 for your faculty advisor

PROGRAM DESCRIPTION

The Computer Science transfer program includes two A.S. degree choices—Computer Science and the Information Science Option. Students are encouraged to see an advisor to select correct transfer courses because transfer requirements change periodically. Graduates of the Computer Science program will be able to:

- Analyze user requirements to do problem solving
- Design algorithms to solve complex mathematical or scientific problems
- Select algorithms based on a comparison of their time and space complexity requirements
- Implement those algorithms in a high-level programming language, such as Java
- Utilize object-oriented methodology to write efficient code

GENERAL EDUCATION COURSES

The list of general education courses appears in chapter 7. Some programs recommend or require specific courses to fulfill general education requirements. Please check your program's sequence of study for this information.

PROGRAM REQUIREMENTS

INT-1111 Programming Logic and Design

NOTE: See chair to waive INT-1010

Introduction to Information Technology

INT elective (INT-2200 or INT-2721 recommended)

MAT-2420 or higher

MAT-2430 or higher

INT-2210 Computer Science I

INT-2220 Computer Science II

Any 2000 level English literature course

Electives: 5–6 credits (any credit courses, with a maximum of 2 credits of PED-1000 or 1030)

TRANSFERABILITY

Credit earned at any public institution in the state shall be transferable to any other institution if the:

- Credit is from a college or university parallel course or program;
- Grades in the block of courses transferred average 2.00 or higher; and
- Acceptance of the credit is consistent with the policies of the receiving institution governing students following the same program. *Refer to ARTSYS at artweb.usmd.edu and the receiving institution's catalog to select transferable courses.*

NEED HELP?

For help selecting an academic program or courses, consider using Career Coach, available at www.pgcc.edu/go/careercoach.

SEQUENCE OF STUDY— COMPUTER SCIENCE A.S.

Below are the required courses for your program arranged in a suggested sequence. Please note that the sequence does not include developmental coursework. See Chapter 6 for the developmental course sequence if applicable to you.

This is a calculus-based program. Students may require prerequisite math courses prior to beginning course work in the program.

1st Semester			
<input type="checkbox"/>	Program Requirement	INT-1111 Programming Logic and Design	3
<input type="checkbox"/>	English Composition I*	EGL-1010 Composition I: Expository Writing	3
<input type="checkbox"/>	Science*	General Education Science course	3–4
<input type="checkbox"/>	Math*	MAT-2410 Calculus I for Science and Engineering (or higher)	4
<input type="checkbox"/>	Social Science* ¹	General Education Social Sciences course	3
Total			16–17
2nd Semester			
<input type="checkbox"/>	Program Elective	INT-2200 or 2721 recommended	4
<input type="checkbox"/>	Program Requirement	MAT-2420 Calculus II for Science and Engineering (or higher)	4
<input type="checkbox"/>	English Composition II*	EGL-1340 Writing about Technical Topics recommended	3
<input type="checkbox"/>	Humanities*	SPH-1010 Introduction to Speech Communication	3
Total			14
3rd Semester			
<input type="checkbox"/>	Program Requirement	INT-2210 Computer Science I	4
<input type="checkbox"/>	Program Requirement	MAT-2430 or higher	4
<input type="checkbox"/>	Humanities*	General Education Humanities course other than Speech	3
<input type="checkbox"/>	Program Requirement	Any 2000-level literature course	3
<input type="checkbox"/>	Social Science* ¹	General Education Social Sciences course	3
Total			17
4th Semester			
<input type="checkbox"/>	Program Requirement	INT-2220 Computer Science II	4o
<input type="checkbox"/>	Electives	Any credit courses (a maximum of 2 cr. of PED-1000 or 1030 allowed)	5–6
<input type="checkbox"/>	Science with Lab*	General Education Lab Science course	4
Total			13–14
Program Total			60

¹ The two Social Science general education courses must be from different disciplines.

Information Science Option of Computer Science

Associate of Science | COMP.INFOSCI.AS | Transfer Program

www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442462373

Visit [Center for Advanced Technology, Room 129](#) or call 301-322-0752 for your faculty advisor

PROGRAM DESCRIPTION

This program of study can be used by students transferring to four-year colleges and universities as Information Science, Management Information Systems, and Information Systems majors. Mathematics, general education, and elective courses must be chosen carefully to ensure transfer prerequisites are met. Students should meet with an advisor and should check the University of Maryland's Limited Enrollment Program website (www.lep.umd.edu) prior to applying to be sure all current requirements for transfer enrollment have been met. Graduates of the Information Science Option of Computer Science will be able to:

- Analyze user requirements and develop algorithms for solving user problems
- Demonstrate proficiency in implementing those solutions in a high level programming language, such as C++
- Troubleshoot and maintain programs and computer related information systems
- Utilize the systems development life cycle in developing functional computer based systems in response to user requests

GENERAL EDUCATION COURSES

The list of general education courses appears in chapter 7. Some programs recommend or require specific courses to fulfill general education requirements. Please check your program's sequence of study for this information.

PROGRAM REQUIREMENTS

INT-1111 Programming Logic and Design

INT-2130 Programming in C++

INT-2840 Systems Analysis and Project Management

Program Electives: Six credits of INT, MGT, or ACC courses (see academic advisor to ensure transferability)

Electives: Four credits (any credit courses, with a maximum of two credits of PED-1000 or PED-1030)

NOTE: Total elective credits available will fall between 1–9 credits depending on the math sequence taken.

One of the following Math sequences:

Sequence 1: MAT-1350*, MAT-1360, and MAT-2410 (The program sequence of study includes this sequence)

Sequence 2: MAT-1350*, MAT-2160, and MAT-2210

Sequence 3: MAT-2410* and MAT-2450

**MAT 1350 and MAT 2410 fulfill the general education math requirement*

TRANSFERABILITY

Credit earned at any public institution in the state shall be transferable to any other institution if the:

- Credit is from a college or university parallel course or program;
- Grades in the block of courses transferred average 2.00 or higher; and
- Acceptance of the credit is consistent with the policies of the receiving institution governing students following the same program. Refer to *ARTSYS* at artweb.usmd.edu and the receiving institution's catalog to select transferable courses.

NEED HELP?

For help selecting an academic program or courses, consider using Career Coach, available at www.pgcc.edu/go/careercoach.

SEQUENCE OF STUDY— INFORMATION SCIENCE OPTION OF COMPUTER SCIENCE A.S.

Below are the required courses for your program arranged in a suggested sequence. Please note that the sequence does not include developmental coursework. See Chapter 6 for the developmental course sequence if applicable to you.

1st Semester			
<input type="checkbox"/>	Computer Literacy*	INT-1010 Introduction to Information Technology	3
<input type="checkbox"/>	Math ¹	MAT-1350 College Algebra and Trigonometry I	3
<input type="checkbox"/>	English Composition I*	EGL-1010 Composition I: Expository Writing	3
<input type="checkbox"/>	Science*	General Education Science course	3
<input type="checkbox"/>	Social Science ³	General Education Social Sciences course	3
Total			15
2nd Semester			
<input type="checkbox"/>	Program Requirement	INT-1111 Programming Logic and Design	3
<input type="checkbox"/>	Program Requirement ¹	MAT-1360 Trigonometry and Analytic Geometry	4
<input type="checkbox"/>	English Composition II*	EGL-1340 Writing about Technical Topics recommended	3
<input type="checkbox"/>	Humanities*	SPH-1010 Introduction to Speech Communication	3
<input type="checkbox"/>	Social Science ³	General Education Social Sciences course	3
Total			16
3rd Semester			
<input type="checkbox"/>	Program Requirement	INT-2130 Programming in C++	4
<input type="checkbox"/>	Program Requirement ¹	MAT-2410 Calculus I for Science and Engineering	4
<input type="checkbox"/>	Program Elective ²	2000-level INT, MGT, or ACC course	3
<input type="checkbox"/>	Humanities*	General Education Humanities course other than Speech	3
Total			14
4th Semester			
<input type="checkbox"/>	Program Requirement	INT-2840 System Analysis and Project Management	4
<input type="checkbox"/>	Program Elective ²	2000-level INT, MGT, or ACC Elective	3
<input type="checkbox"/>	Electives	Any credit courses (a maximum of 2 cr. of PED-1000 or 1030 allowed)	4
<input type="checkbox"/>	Science with Lab*	General Education Lab Science course	4
Total			15
Program Total			60

¹ While there are three possible math course sequences for this degree, we have based this recommendation on the sequence containing MAT-1350, 1360, and 2410. If you are following either of the other math sequences, adjustments must be made to your recommended plan. See below for alternate sequences:

If starting with MAT-1350, then take 2160 and 2210

If starting with MAT-2410, then take MAT-2450

² See academic advisor to ensure transferability.

³ The two Social Science general education courses must be from different disciplines.

Construction Management Associate of Applied Science | CNST.AAS | Career Program

www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442462355

Visit [Center for Advanced Technology, Room 129](#) or call 301-322-0752 for your faculty advisor

PROGRAM DESCRIPTION

The Construction Management program acquaints students with management/business operations and knowledge of the practices and procedures related to construction technologies. Technical coursework will acquaint students with various building materials, codes and regulations, types of fabrication, and methods of construction. Technical problem solving will be stressed. Business and management coursework will teach basic business structures and concepts as well as contemporary management practices. Avenues for employment include general contracting, specialty contracting, construction supervision, equipment and material suppliers, construction services, and/or regulatory agencies. Graduates of the program are prepared to earn a bachelor's degree in Construction Management programs at four-year institutions such as the University of Maryland Eastern Shore. All credits earned in the certificate can be applied to the A.A.S. program. Graduates of the Construction Management program will be able to:

- Interpret plans and specifications for a construction project
- Estimate material and labor costs for a construction project
- Schedule a construction project
- Use knowledge of the organizational structure of a construction company and its legal relationships with the designer, subcontractors, and suppliers to successfully manage a construction project
- Effectively use proper communication, decision-making principles and leadership qualities to both avoid and solve problems on the job site

GENERAL EDUCATION COURSES

The list of general education courses appears in chapter 7. Some programs recommend or require specific courses to fulfill general education requirements. Please check your program's sequence of study for this information.

PROGRAM REQUIREMENTS

ACC-1030 Accounting for Managers

CSM-1450 Construction Management I

CSM-1460 Construction Methods and Materials

CSM-1830 Construction Print Reading

CSM-2470 Construction Planning and Scheduling

CSM-2480 Construction Estimating I

CSM-2410 Communication and Computers in Construction

CSM-2900 Construction Enterprise Project**

Program Electives—choose 15 credits from the list below (six credits must be 2000 level)

CSM-1410 Construction Math

CSM-2500 Construction Surveying

CSM-1510 Residential Construction Management

CSM-1600 Construction Safety

CSM-1850 Construction Quality Control

CSM-1860 Construction Codes

CSM-2310 Construction Entrepreneurship

CSM-2450 Construction Management II

CSM-2610 Mech. and Elec. Systems in Construction

CSM-2850 Leadership in Construction

CSM-2910–2930 Cooperative Education

ENT-1600 Introduction to CAD with AutoCAD

ENT-1680 Revit Architecture and BIM

Approved MAT elective

TRANSFERABILITY

Credit earned at any public institution in the state shall be transferable to any other institution if the:

- Credit is from a college or university parallel course or program;
- Grades in the block of courses transferred average 2.00 or higher; and
- Acceptance of the credit is consistent with the policies of the receiving institution governing students following the same program. Refer to *ARTSYS* at artweb.usmd.edu and the receiving institution's catalog to select transferable courses.

NEED HELP?

For help selecting an academic program or courses, consider using Career Coach, available at www.pgcc.edu/go/careercoach.

SEQUENCE OF STUDY— CONSTRUCTION MANAGEMENT A.A.S.

Below are the required courses for your program arranged in a suggested sequence. Please note that the sequence does not include developmental coursework. See Chapter 6 for the developmental course sequence if applicable to you.

1st Semester			
<input type="checkbox"/>	Program Requirement	CSM-1450 Construction Management I	3
<input type="checkbox"/>	Program Requirement	CSM-1460 Construction Methods and Materials	3
<input type="checkbox"/>	Program Requirement	CSM-1830 Construction Print Reading	3
<input type="checkbox"/>	English Composition I*	EGL-1010 Composition I: Expository Writing	3
<input type="checkbox"/>	Computer Literacy*	INT-1010 Introduction to Information Technology	3
Total			15
2nd Semester			
<input type="checkbox"/>	Program Requirement	CSM-2470 Construction Planning and Scheduling	3
<input type="checkbox"/>	Program Requirement	CSM-2480 Construction Estimating I	3
<input type="checkbox"/>	Math*	MAT-1120 Finite Mathematics	3
<input type="checkbox"/>	Program Requirement	ACC-1030 Accounting for Managers	3
<input type="checkbox"/>	English Composition II*	EGL-1020, 1100, 1320 or 1340	3
Total			15
3rd Semester			
<input type="checkbox"/>	Program Requirement	CSM-2410 Communication and Computers in Construction	3
<input type="checkbox"/>	Program Elective	Choose from "Program Electives"	3
<input type="checkbox"/>	Program Elective	Choose from "Program Electives"	3
<input type="checkbox"/>	Program Elective	Choose from "Program Electives"	3
<input type="checkbox"/>	Humanities*	SPH-1010 Introduction to Speech Communication	3
Total			15
4th Semester			
<input type="checkbox"/>	Program Requirement	CSM-2900 Construction Enterprise Project**	3
<input type="checkbox"/>	Program Elective	2000-level course from "Program Electives"	3
<input type="checkbox"/>	Program Elective	2000-level course from "Program Electives"	3
<input type="checkbox"/>	Science*	General Education Science course	3-4
<input type="checkbox"/>	Social Science*	General Education Social Sciences course	3
Total			15-16
Program Total			60

Construction Management Certificate | CNST.CT

www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442462342

Visit Center for Advanced Technology, Room 129 or call 301-322-0752 for your faculty advisor

PROGRAM DESCRIPTION

Graduates of the Construction Management Certificate will be able to:

- Interpret plans and specifications for a construction project
- Estimate material and labor costs for a construction project
- Schedule a construction project

SEQUENCE OF STUDY— CONSTRUCTION MANAGEMENT CERTIFICATE

Below are the required courses for your program arranged in a suggested sequence. Please note that the sequence does not include developmental coursework. See Chapter 6 for the developmental course sequence if applicable to you.

1st Semester			
<input type="checkbox"/>	CSM-1450	Construction Management I	3
<input type="checkbox"/>	CSM-1460	Construction Methods and Materials	3
<input type="checkbox"/>	CSM-1830	Construction Print Reading	3
Total			9
2nd Semester			
<input type="checkbox"/>	CSM-2470	Construction Planning and Scheduling	3
<input type="checkbox"/>	Program Elective	Choose one Construction Management course	3
<input type="checkbox"/>	Program Elective	Choose one Construction Management course	3
<input type="checkbox"/>	Program Elective	Choose one Construction Management course	3
Total			12
Program Total			21

Asterisk (*) denotes general education course.

Cybersecurity Associate of Applied Science | COMP.SECUR.AAS | Career Program

www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442462380

Visit Center for Advanced Technology, Room 129 or call 301-322-0752 for your faculty advisor

PROGRAM DESCRIPTION

The Cybersecurity Program provides the skills for students to become highly skilled computer systems security professionals and to train individuals for entry-level positions as data security analyst, systems security administrators, and network security administrators. In this program, students will master the latest security technologies and will examine the issues of information security awareness, network security hardware, systems and network security planning and defense, network security organization, and the legal and ethical issues associated with cybersecurity. Students also will complete a capstone project and will design information security systems and implement a security strategy for a network. Students completing this degree program will be able to use the curriculum fundamentals learned to prepare for the A+, CCNA, Network+, Security+, and SCNP industry certification exams. Students planning to pursue a bachelor's degree in Cybersecurity, Information Security, or related programs at area four-year institutions should work closely with the IET Department chair and Advising in order to meet the requirements of the transfer institution. Graduates of the Information Security program will be able to:

- Plan and implement network router and switch configurations
- Monitor the security infrastructure to analyze network problems and traffic flow
- Identify and remove network security vulnerabilities and threats
- Monitor and enforce an organizational security policy including contingency plans
- Install, configure, and manage Windows network operating systems
- Install, configure, and monitor a firewall

GENERAL EDUCATION COURSES

The list of general education courses appears in chapter 7. Some programs recommend or require specific courses to fulfill general education requirements. Please check your program's sequence of study for this information.

PROGRAM REQUIREMENTS

INT-1700 Understanding Operating Systems

INT-1620 Computer Security: Security+ Preparation

INT-1680 Ethical Hacking and Network Defense I

INT-2860 Ethical Hacking and Network Defense II

INT-2310 Windows Server Administration

INT-1450 CCNA 1: Network Fundamentals

INT-1460 CCNA 2: Routing Protocols

INT-2450 CCNA 3: LAN Switching and Wireless

INT-2460 CCNA 4: Accessing the WAN

INT-2840 Systems Analysis and Project Management

Note: It is recommended that students take INT-2840 after completing most of their program requirements.

See course description for specific requirements.

Program Electives—choose one course from the following:

FOS-2600 Computer Forensics I

FOS-2610 Computer Forensics II

INT-2300 Windows Client Desktop

INT-2690 CISSP Preparation

BMT-1900 Introduction to Public Administration

BMT-2860 Cyber Law

BMT-2880 Emergency Management

TRANSFERABILITY

Credit earned at any public institution in the state shall be transferable to any other institution if the:

- Credit is from a college or university parallel course or program;
- Grades in the block of courses transferred average 2.00 or higher; and
- Acceptance of the credit is consistent with the policies of the receiving institution governing students following the same program. *Refer to ARTSYS at artweb.usmd.edu and the receiving institution's catalog to select transferable courses.*

SEQUENCE OF STUDY ON NEXT PAGE

NEED HELP?

For help selecting an academic program or courses, consider using Career Coach, available at www.pgcc.edu/go/careercoach

SEQUENCE OF STUDY— CYBERSECURITY A.A.S.

Below are the required courses for your program arranged in a suggested sequence. Please note that the sequence does not include developmental coursework. See Chapter 6 for the developmental course sequence if applicable to you.

1st Semester			
<input type="checkbox"/>	Computer Literacy*	INT-1010 Introduction to Information Technology	3
<input type="checkbox"/>	Program Requirement	INT-1700 Understanding Operating Systems	3
<input type="checkbox"/>	English Composition I*	EGL-1010 Composition I: Expository Writing	3
<input type="checkbox"/>	Math*	General Education, MAT-1120 or higher	3
<input type="checkbox"/>	Science*	General Education Science course	3-4
Total			15-16
2nd Semester			
<input type="checkbox"/>	Program Requirement	INT-1620 Computer Security: Security+ Preparation	3
<input type="checkbox"/>	Program Requirement	INT-1450 CCNA 1: Network Fundamentals (1st half semester)	4
<input type="checkbox"/>	Program Requirement	INT-1460 CCNA 2: Routing Protocols (2nd half semester)	4
<input type="checkbox"/>	English Composition II**	EGL-1340 recommended	3
Total			14
3rd Semester			
<input type="checkbox"/>	Program Requirement	INT-2450 CCNA 3: LAN Switching and Wireless (1st half semester)	4
<input type="checkbox"/>	Program Requirement	INT-2460 CCNA 4: Accessing the WAN (2nd half semester)	4
<input type="checkbox"/>	Program Requirement	INT-1680 Ethical Hacking and Network Defense I	3
<input type="checkbox"/>	Social Science*	General Education Social Sciences course	3
<input type="checkbox"/>	Elective	Choose any course (a maximum of 2 cr. PED-1000 or 1030)	1-3
Total			15
4th Semester			
<input type="checkbox"/>	Program Requirement	INT-2680 Ethical Hacking and Network Defense II	3
<input type="checkbox"/>	Program Requirement	INT-2310 Windows Server Administration	3
<input type="checkbox"/>	Program Requirement	INT-2840 Systems Analysis and Project Management	4
<input type="checkbox"/>	Program Elective ¹	Choose from "Program Electives"	3
<input type="checkbox"/>	Humanities*	General Education Humanities course	3
Total			16
Program Total			60

¹ If a four-credit science is selected an elective course will not be needed.

Cybersecurity Certificate | COMP.SECUR.CT

www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442462380

Visit Center for Advanced Technology, Room 129 or call 301-322-0752 for your faculty advisor

PROGRAM DESCRIPTION

This certificate will help to prepare students for an entry-level position in the field of Cybersecurity. Upon completion of coursework, students will have the foundation needed to pursue CompTIA's Security+ certification. Students wishing to pursue an A.A.S. degree may apply these credits to the Cybersecurity A.A.S. degree. Students are also encouraged to obtain the Cisco CCNA Preparation Certificate, which also may be applied to the Cybersecurity A.A.S. degree program. Graduates of the Cybersecurity Certificate will be able to:

- Identify and remove network security vulnerabilities and threats
- Monitor the security infrastructure to analyze network problems and traffic flow
- Create and enforce an organizational security policy including contingency plans

PROGRAM ELECTIVES

FOS-2600 Computer Forensics I Computer-Related Crime

INT-2690 CISSP Preparation

INT-2300 Windows Desktop Client

Refer to ARTSYS at artweb.usmd.edu and the receiving institution's catalog to select transferable courses.

SEQUENCE OF STUDY— CYBERSECURITY CERTIFICATE

Below are the required courses for your program arranged in a suggested sequence. Please note that the sequence does not include developmental coursework. See Chapter 6 for the developmental course sequence if applicable to you.

1st Semester			
<input type="checkbox"/>	INT-1010	Introduction to Information Technology	3
Total			3
2nd Semester			
<input type="checkbox"/>	INT-1700	Understanding Operating Systems	3
<input type="checkbox"/>	INT-1620	Computer Security: Security+ Preparation	3
<input type="checkbox"/>	INT-1680	1680 Ethical Hacking and Network Defense I	3
Total			9
3rd Semester			
<input type="checkbox"/>	Program Elective	Choose from "Program Electives"	3
<input type="checkbox"/>	INT-2680	Ethical Hacking and Network Defense II	3
Total			6
Program Total			18

Cybersecurity Management Certificate | COMP.SECUR.MGT.CT

www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442462353

Visit the Center for Advanced Technology, Room 129 or call 301-322-0752 for your faculty advisor

PROGRAM DESCRIPTION

This certificate will help meet the needs of technical and security staff for both managing and implementing cybersecurity projects. Coursework may include basic computer operations, operating systems, security, cyber law, disaster recovery, project management, and systems analysis. Students wishing to continue may apply these credits to the Cybersecurity A.A.S. degree. Students are also encouraged to complete the Cybersecurity Certificate, the Cybersecurity Management Certificate, and the Cisco CCNA Preparation Certificate. All three certificates may be applied to the Cybersecurity A.A.S. degree program. Support for this certificate program was obtained via the Maryland Higher Education Commission BRAC initiative. Students completing the Cybersecurity Management Certificate will be able to:

- Demonstrate understanding of fundamental information technology concepts
- Analyze, design, and develop a computer information system in a real-world scenario
- Create and enforce an organizational security policy including contingency plans

SEQUENCE OF STUDY— CYBERSECURITY MANAGEMENT CERTIFICATE

Below are the required courses for your program arranged in a suggested sequence. Please note that the sequence does not include developmental coursework. See Chapter 6 for the developmental course sequence if applicable to you.

1st Semester			
<input type="checkbox"/>	INT-1010	Introduction to Information Technology	3
<input type="checkbox"/>	INT-1700	Understanding Operating Systems	3
<input type="checkbox"/>	BMT-2860, 1900, or 2880		3
Total			9
2nd Semester			
<input type="checkbox"/>	INT-1620	Computer Security: Security+ Preparation	3
<input type="checkbox"/>	INT-2840 ¹	System Analysis and Project Management	4
Total			7
Program Total			16–17

¹ Students will need to see the IET department chair in order to register for INT-2840.

Electronic Engineering Technology

Associate of Applied Science | ELEC.TECH.AAS | Career Program

www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442462390

Visit Center for Advanced Technology, Room 129 or call 301-322-0752 for your faculty advisor

PROGRAM DESCRIPTION

Electronic technologists are needed by organizations that develop, manufacture and service electronic and electrical equipment and systems. Graduates may work on communications equipment, radar and sonar units, industrial and medical monitoring and control devices, navigation equipment, and computer systems. The degree and certificate programs emphasize understanding electronics principles and troubleshooting concepts rather than how to repair specific equipment. With this background, students should be able to find employment repairing, modifying, and designing a wide variety of electronic equipment. Graduates of this program typically transfer to Bachelor of Science in Electronics Engineering Technology (BSEET) programs at Capitol College, Old Dominion University, or the University of Maryland Eastern Shore. Additionally, graduates of this technology program can transfer into the engineering program at Capitol College with minimal loss of credits by carefully choosing mathematics and science courses. The certificate program is composed of technical courses without the general education courses required for a degree and leads into the degree without loss of credits. Students interested in this program should also consider the Computer Engineering Technology A.A.S. program described elsewhere in this chapter. Graduates of the Electronic Engineering Technology program will be able to:

- Analyze all types of ac and dc circuits using various methods of network analysis, circuit simplification, and approximation
- Design, analyze, and troubleshoot standard digital circuits
- Use standard electronics instrumentation such as VOMs, DVMs, complex oscilloscopes, and function generators
- Create successful programs for a microprocessor or microcontroller
- Use critical thinking techniques and the student's general technical body of knowledge to research a problem and provide a creative, well-documented solution for a technical problem in which the student has no specific background
- Produce a comprehensive written report and oral presentation describing a research project

GENERAL EDUCATION COURSES

The list of general education courses appears in chapter 7. Some programs recommend or require specific courses to fulfill general education requirements. Please check your program's sequence of study for this information.

PROGRAM REQUIREMENTS

ENT-1710 Circuits and Measurement Techniques	ENT-1850 Circuit Evaluation and Repair
ENT-1720 Circuit Analysis and Design	ENT-2810 CPU Architecture
ENT-1770 Introduction to Computing for Technology*	ENT-2900 Systems Analysis Project**
ENT-2710 Analog Circuits	MAT-1360 Trigonometry and Analytic Geometry
ENT-2740 Digital Circuits	MAT-2410 Calculus I

Program Elective: One course at 2000 level (*Consult with electronics faculty.*)

NEED HELP?

For help selecting an academic program or courses, consider using Career Coach, available at www.pgcc.edu/go/careercoach.

SEQUENCE OF STUDY ON NEXT PAGE

SEQUENCE OF STUDY— ELECTRONIC ENGINEERING TECHNOLOGY A.A.S.

Below are the required courses for your program arranged in a suggested sequence. Please note that the sequence does not include developmental coursework. See Chapter 6 for the developmental course sequence if applicable to you.

1st Semester			
<input type="checkbox"/>	Program Requirement	ENT-1710 Circuits and Measurement Techniques	3
<input type="checkbox"/>	Program Requirement	ENT-1770 Introduction to Computing for Technology	3
<input type="checkbox"/>	Program Requirement	PHY-1570 Technical Physics for Engineering Technology	4
<input type="checkbox"/>	Math*	MAT-1350 College Algebra and Trigonometry I	3
<input type="checkbox"/>	English Composition I*	EGL-1010 Composition I: Expository Writing	3
Total			16
2nd Semester			
<input type="checkbox"/>	Program Requirement	ENT-1720 Circuit Analysis and Design	3
<input type="checkbox"/>	Program Requirement	ENT-2710 Analog Circuits	4
<input type="checkbox"/>	Program Requirement	ENT-2740 Digital Circuits	4
<input type="checkbox"/>	Program Requirement	MAT-1360 Trigonometry and Analytic Geometry	4
Total			15
3rd Semester			
<input type="checkbox"/>	Program Requirement	ENT-2810 CPU Architecture	4
<input type="checkbox"/>	English Composition II*	EGL-1020, 1100, 1320, or 1340	3
<input type="checkbox"/>	Program Requirement	MAT-2410 Calculus I for Science and Engineering	4
<input type="checkbox"/>	Program Elective	2000-level Engineering Technology course (consult with faculty)	3–4
Total			14–15
4th Semester			
<input type="checkbox"/>	Program Requirement	ENT-2900 Systems Analysis Project**	3
<input type="checkbox"/>	Program Requirement	ENT-1850 Circuit Evaluation and Repair	2
<input type="checkbox"/>	Social Science*	General Education Social Sciences course	3
<input type="checkbox"/>	Science with Lab*	General Education Lab Science course	4
<input type="checkbox"/>	Humanities*	SPH-1010 Introduction to Speech Communication	3
Total			15
Program Total			60

Asterisk (*) denotes general education course.

Electronics Analysis and Repair Certificate | ELEC.ANREP.CT

www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442462370

Visit Center for Advanced Technology, Room 129 or call 301-322-0752 for your faculty advisor

PROGRAM DESCRIPTION

Students who complete this program should have the ability to analyze complex electronics systems, both analog and digital. They also should have the hands-on skills needed to repair electronic devices. Graduates of the Electronics Analysis and Repair certificate should be able to:

- Analyze all types of ac and dc circuits using various methods of network analysis, circuit simplification, and approximation.
- Design, build, and test basic analog and digital electronic circuits
- Use standard electronics instrumentation such as VOMs, DVMs, complex oscilloscopes, and function generators.
- Use industry-standard methods to fabricate electronic circuits and devices.

SEQUENCE OF STUDY— ELECTRONICS ANALYSIS AND REPAIR CERTIFICATE

Below are the required courses for your program arranged in a suggested sequence. Please note that the sequence does not include developmental coursework. See Chapter 6 for the developmental course sequence if applicable to you.

1st Semester			
<input type="checkbox"/>	ENT-1710	Circuits and Measurement Techniques	3
<input type="checkbox"/>	ENT-2200	High Reliability Soldering and Fabrication	2
<input type="checkbox"/>	MAT-1340	Trigonometry with Applications to Technology	4
Total			9
2nd Semester			
<input type="checkbox"/>	ENT-1720	Circuit Analysis and Design	3
<input type="checkbox"/>	ENT-2710	Analog Circuits	4
<input type="checkbox"/>	ENT-2740	Digital Circuits	4
<input type="checkbox"/>	ENT-1850	Circuit Evaluation and Repair	2
Total			13
Program Total			22

Engineering Technology Associate of Applied Science | ENGR.TECH.AAS | Career Program

www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442462396

Visit Chesapeake Hall, Room 100G or call 301-341-3023 for your faculty advisor

PROGRAM DESCRIPTION

Engineering Technology at Prince George's Community College includes electronic engineering technology and computer engineering technology. All of these areas offer opportunities for immediate employment after graduation or transfer to a four-year engineering technology program. Students choosing to concentrate in the electronics area receive a background in general principles and troubleshooting concepts, rather than training on how to repair specific equipment. They should find employment working with communication systems, medical electronics, and consumer and industrial systems. Students who choose to concentrate on computer engineering technology can be employed as computer hardware technicians, help desk technicians, and network technicians. The coursework also prepares students to take and pass CompTIA's A+ computer hardware technician certification and Network+ certification exams. Students who choose to concentrate in the networking/Internet field will be prepared for Cisco certification. Students who choose the transfer concentration are ready to transfer into the BSEET programs at Capitol College, Old Dominion University, and University of Maryland Eastern Shore. Graduates who substitute higher-level math and science courses also may transfer into the Engineering programs at Capitol College. Graduates of the Engineering Technology program will be able to:

- Use operating systems, word processors, spreadsheets, and Web browsers to solve technical problems and present solutions.
- Solve technical problems by writing use-friendly, well-documented programs in a high-level programming language such as Visual Basic, C++, or LabVIEW
- Upgrade and repair personal computers
- Design, build, and test basic analog and digital electronic circuits
- Design, build, and manage local area networks using basic telecommunications systems and protocols
- Use critical thinking techniques and the student's general body of knowledge to research a problem and provide a well-documented solution for a technical problem in which the student has no specific background
- Produce a comprehensive written report and oral presentation describing a research project

PROGRAM REQUIREMENTS

ENT-1710 Circuits and Measurement Techniques	INT-1550 Introduction to Networks: Network + Preparation
ENT-1770 Introduction to Computing for Technology	INT-2530 Telecommunications
ENT-2740 Digital Circuits	INT-2540 Computer Hardware II: A+ Preparation
INT-1540 Computer Hardware I: A+ Preparation	ENT-2900 Systems Analysis Project**
ENT-1850 Circuit Evaluation and Repair	PHY-1570 Technical Physics for Engineering Technology

Program Electives—choose 9–12 credits (at least three credits must be at the 2000 level)

NOTE: Students may choose any course from any of the suggested program concentrations listed below or any INT, ENT, MAT or science course approved by the department chair or coordinator. The concentrations are suggestions only; students do not have to follow a suggested program concentration in its entirety and may choose courses from among different concentrations.

Computer Engineering Technology: INT-1560, INT-1700, INT-2720

Electronics Engineering Technology: ENT-2710, ENT-2200, ENT-2810

Networking/Internetworking: INT-1450, INT-1460, INT-2450, INT-2460

Transfer to Bachelor of Science in Engineering Technology (BSET) Program: MAT-1350, MAT-1360, MAT-2410

TRANSFERABILITY

Credit earned at any public institution in the state shall be transferable to any other institution if the:

- Credit is from a college or university parallel course or program;
- Grades in the block of courses transferred average 2.00 or higher; and
- Acceptance of the credit is consistent with the policies of the receiving institution governing students following the same program. Refer to ARTSYS at artweb.usmd.edu and the receiving institution's catalog to select transferable courses.

NEED HELP?

For help selecting an academic program or courses, consider using Career Coach, available at www.pgcc.edu/go/careercoach.

SEQUENCE OF STUDY— ENGINEERING TECHNOLOGY A.A.S.

Below are the required courses for your program arranged in a suggested sequence. Please note that the sequence does not include developmental coursework. See Chapter 6 for the developmental course sequence if applicable to you.

1st Semester			
<input type="checkbox"/>	Program Requirement	ENT-1710 Circuits and Measurement Techniques	3
<input type="checkbox"/>	Program Requirement	ENT-1770 Introduction to Computing for Technology	3
<input type="checkbox"/>	Program Requirement	INT-1540 Computer Hardware I: A+ Preparation	3
<input type="checkbox"/>	Math*	MAT-1340 Trigonometry with Applications to Technology	3
<input type="checkbox"/>	English Composition I*	EGL-1010 Composition I: Expository Writing	3
Total			15
2nd Semester			
<input type="checkbox"/>	Program Requirement	INT-2540 Computer Hardware II: A+ Preparation	4
<input type="checkbox"/>	Program Requirement	ENT-2740 Digital Circuits	4
<input type="checkbox"/>	Science*	PHY-1570 Technical Physics for Engineering Technology	4
<input type="checkbox"/>	English Composition II*	EGL-1020, 1100, 1320, or 1340	3
Total			15
3rd Semester			
<input type="checkbox"/>	Program Requirement	INT-1550 Introduction to Networks: Network+ Preparation	3
<input type="checkbox"/>	Program Requirement	INT-2530 Telecommunications	3
<input type="checkbox"/>	Program Elective	Choose from "Program Electives"	3-4
<input type="checkbox"/>	Program Elective	Choose from "Program Electives"	3-4
<input type="checkbox"/>	Humanities*	SPH-1010 Introduction to Speech Communication	3
Total			15-17
4th Semester			
<input type="checkbox"/>	Program Requirement	ENT-2900 Systems Analysis Project**	3
<input type="checkbox"/>	Program Requirement	ENT-1850 Circuit Evaluation and Repair	2
<input type="checkbox"/>	Program Elective	2000-level ENT course (see "Program Electives")	4
<input type="checkbox"/>	Social Science*	General Education Social Sciences course	3
<input type="checkbox"/>	Program Requirement	General Education Science course	3
Total			15
Program Total			60

Double asterisk (**) denotes a course that satisfies the culminating experience requirement for A.A.S. programs.

Information Technology Associate of Applied Science | COMP.INFO.TECH.AAS | Career Program

In addition to the Information Technology degree and certificate programs listed below, see the Computer Science and Cybersecurity Programs. www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=644246517

Visit [Center for Advanced Technology, Room 129](#) or call 301-322-0752 or e-mail CIS@pgcc.edu for your faculty advisor

PROGRAM DESCRIPTION

The Information Technology A.A.S. degree enables students to study systematic approaches to problem solving within the environment of computer hardware and software systems. In the course of this study, students develop the practice of clear thinking and logical reasoning while learning to analyze, design, and program utilizing information processing tools, application packages, and software languages. The available courses cover a wide array of the computing discipline, including programming languages, systems analysis and design, operating systems, networking, Web technology, technical support, computer graphics, and applications software.

In addition to the A.A.S. degree there are five certificates which may be earned and applied toward the degree: Computer Graphics; Computer Programming and Database Systems; Network Systems Administrator; Technical Support Specialist; and Web Technology.

Returning students should carefully check course numbers and titles when registering because they may have changed from previous catalogs. Credit may not be received twice for the same course. Students should review the suggested course groupings and discuss their selections with an advisor, the department chair, or department coordinator before making a decision. Students are reminded that they may also use Cooperative Education, INT 2910–2930, for a maximum of three elective credits in their program requirements (Note: Cooperative Education may not count toward the 2000 level INT courses required by the program).

Graduates with Associate of Applied Science degrees in Information Technology will be able to:

- Demonstrate understanding of fundamental information technology concepts
- Demonstrate proficiency in the use of essential computer applications such as word processing, spreadsheets, database management, and presentations
- Conceptualize, design, and diagram possible solutions to logical problems, focusing on those problems which are amenable to a computer-based solution
- Analyze, design, and develop a computer information system in a real-world scenario
- Communicate effectively and professionally in the information technology environment

GENERAL EDUCATION COURSES

The list of general education courses appears in chapter 7. Some programs recommend or require specific courses to fulfill general education requirements. Please check your program's sequence of study for this information.

PROGRAM REQUIREMENTS

INT-1330 Integrated Software Applications

INT-1111 Programming Logic and Design

INT-2840 Systems Analysis and Project Management**

NOTE: It is recommended that students take INT-2840 after completing most of their program requirements.

See course description for specific requirements.

Elective: Three credits (any credit course; only two credits of PED are allowed)

Program Electives—choose from the following courses (see restrictions in note below Sequence of Study):

Any INT courses that are not already required in the program (see restrictions above)

ART-1570	ART-2650	BMT-1650	FOS-2600 (prerequisite waived for INT majors)
ART-1620	ART-2660	BMT-2860	FOS-2610
ART-2620	ART-2670	BMT-2880	

NEED HELP?

For help selecting an academic program or courses, consider using Career Coach, available at www.pgcc.edu/go/careercoach.

SEQUENCE OF STUDY—INFORMATION TECHNOLOGY A.A.S.

Below are the required courses for your program arranged in a suggested sequence. Please note that the sequence does not include developmental coursework. See Chapter 6 for the developmental course sequence if applicable to you.

1st Semester			
<input type="checkbox"/>	Computer Literacy*	INT-1010 Introduction to Information Technology	3
<input type="checkbox"/>	Math*	MAT-1120 Finite Mathematics	3
<input type="checkbox"/>	English Composition I*	EGL-1010 Composition I: Expository Writing	3
<input type="checkbox"/>	Humanities*	SPH-1010 Introduction to Speech Communication	3
<input type="checkbox"/>	Science*	General Education Science course	3-4
Total			15-16
2nd Semester			
<input type="checkbox"/>	Program Requirement	INT-1330 Integrated Software Applications	3
<input type="checkbox"/>	Program Requirement	INT-1111 Programming Logic and Design	3
<input type="checkbox"/>	Program Elective	Choose from "Program Electives"	3-4
<input type="checkbox"/>	English Composition II*	EGL-1340 Writing about Technical Topics recommended	3
<input type="checkbox"/>	Social Science*	General Education Social Sciences course	3
Total			15-16
3rd Semester			
<input type="checkbox"/>	Program Elective	Choose from "Program Electives"	4
<input type="checkbox"/>	Program Elective	Choose from "Program Electives"	3-4
<input type="checkbox"/>	Program Elective	2000-level course from "Program Electives"	3-4
<input type="checkbox"/>	Program Elective	2000-level course from "Program Electives"	3-4
Total			13-16
4th Semester			
<input type="checkbox"/>	Program Requirement	INT-2840 Systems Analysis and Project Management**	4
<input type="checkbox"/>	Program Elective	2000-level course from "Program Electives"	4
<input type="checkbox"/>	Program Elective	2000-level course from "Program Electives"	3-4
<input type="checkbox"/>	Program Elective	2000-level course from "Program Electives"	3-4
<input type="checkbox"/>	Elective	Any credit course, though only 2 credits of PED-1000 or 1030 allowed	3
Total			17-19
Program Total			60

NOTE: The total of all program courses (the required courses listed above and the program electives) must be a minimum of 26 credits. Of those credits, at least 15 must be at the 2000 level and include at least two 2000 level INT courses. If a number of four-credit program requirements are chosen, the three-credit elective course may not be needed. The total for the degree must be a minimum of 60 credits.

Computer Graphics Certificate | COMP.GRAPH.CT

www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442462350

Visit [Center for Advanced Technology, Room 129](#) or call 301-322-0752 for your faculty advisor

PROGRAM DESCRIPTION

This certificate provides an introduction to computer graphics and how that is applied in a Web development environment. Students wishing to pursue the A.A.S. degree may apply these credits to the Information Technology degree. Graduates of the Computer Graphics Certificate will be able to:

- Demonstrate understanding of fundamental information technology concepts
- Apply Web technology concepts and tools to design and maintain a professional website
- Articulate visual communication concepts in written, verbal, and visual form

SEQUENCE OF STUDY— COMPUTER GRAPHICS CERTIFICATE

Below are the required courses for your program arranged in a suggested sequence. Please note that the sequence does not include developmental coursework. See Chapter 6 for the developmental course sequence if applicable to you.

1st Semester			
<input type="checkbox"/>	INT-1010*	Introduction to Information Technology	3
Total			3
2nd Semester			
<input type="checkbox"/>	INT-1800	Internet and Web Technology	3
<input type="checkbox"/>	ART-1510	Basic Design	3
<input type="checkbox"/>	ART-1570	Introduction to Computer Graphics	3
Total			9
3rd Semester			
<input type="checkbox"/>	INT-1850	Client-Side Web Development	3
<input type="checkbox"/>	ART-1620, 2650, or 2660		3
Total			6
Program Total			18

Computer Programming and Database Systems

Certificate | COMP.PROGDB.CT (pending MHEC approval)

PROGRAM DESCRIPTION

This certificate provides an introduction to programming concepts, programming languages, database management systems and database query languages. Students wishing to pursue the A.A.S. degree may apply these credits to the Information Technology A.A.S. degree. Students completing this certificate will be able to:

- Apply fundamental information technology concepts in order to manage files and effectively use a variety of information technology tools.
- Conceptualize, design, and diagram possible solutions to logical problems, focusing on those problems which are amenable to a computer based solution.
- Demonstrate appropriate use of database management software to design, create, and maintain databases in order to extract information from them.

PROGRAM ELECTIVES

INT-2030 Programming in Visual Basic

INT-2130 Programming in C++

INT-2200 Programming in Java

INT-2081 Introduction to Oracle

INT-2082 Advanced Oracle and PL/SQL

INT-2721 Linux Operating System I

SEQUENCE OF STUDY— COMPUTER PROGRAMMING AND DATABASE SYSTEMS CERTIFICATE

Below are the required courses for your program arranged in a suggested sequence.

1st Semester, Summer			
<input type="checkbox"/>	INT-1010	Introduction to Information Technology	3
<input type="checkbox"/>	INT-1111	Programming Logic and Design ¹	3
Total			6
2nd Semester, Fall			
<input type="checkbox"/>	INT-2150	Database Management Systems: MS Access	4
<input type="checkbox"/>	Program Elective	(see program elective choices above)	3-4
Total			7-8
3rd Semester, Spring			
<input type="checkbox"/>	Program Elective	(see program elective choices above)	4
<input type="checkbox"/>	Program Elective	(see program elective choices above)	4
Total			8
Program Total			21-22

¹ See department chair to take INT-1010 and INT-1111 concurrently.

Network Systems Administrator Certificate | COMP.NETADM.CT

www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442463464

Visit [Center for Advanced Technology, Room 129](#) or call 301-322-0752 for your faculty advisor

PROGRAM DESCRIPTION

This certificate program includes courses to prepare students for entering the field of network systems administration. Students wishing to pursue the A.A.S. degree may apply these credits to the Information Technology degree, which may include additional courses for Microsoft Certification exams. Graduates of the Network Systems Administrator Certificate will be able to:

- Demonstrate understanding of fundamental information technology concepts
- Conceptualize, design and diagram possible solutions to logical problems, focusing on those problems which are amenable to a computer-based solution
- Perform basic network and operating system administration, configuration, and system security tasks

PROGRAM ELECTIVES

INT-1620 Computer Security: Security+ Preparation

INT-2312 Windows Active Directory

INT-2314 Windows Network Infrastructure

INT-2721 Linux Operating Systems I

SEQUENCE OF STUDY— NETWORK SYSTEMS ADMINISTRATOR CERTIFICATE

Below are the required courses for your program arranged in a suggested sequence. Please note that the sequence does not include developmental coursework. See Chapter 6 for the developmental course sequence if applicable to you.

1st Semester			
<input type="checkbox"/>	INT-1010	Introduction to Information Technology	3
Total			3
2nd Semester			
<input type="checkbox"/>	INT-1111	Programming Logic and Design	3
<input type="checkbox"/>	INT-1550	Introduction to Networks: Network+ Preparation	3
<input type="checkbox"/>	INT-1700	Understanding Operating Systems	3
Total			9
3rd Semester			
<input type="checkbox"/>	INT-2300	Windows Desktop Client	3
<input type="checkbox"/>	INT-2310	Windows Server Administration	3
<input type="checkbox"/>	Program Elective	Choose from "Program Electives"	3-4
Total			9-10
Program Total			21-22

Asterisk (*) denotes general education course.

Technical Support Specialist Certificate | COMP.TECHSUP.CT

www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442462358

Visit Center for Advanced Technology, Room 129 or call 301-322-0752 for your faculty advisor

PROGRAM DESCRIPTION

This certificate program includes courses to prepare students for Microsoft Office Specialist (MOS) certifications, as well as A+ certification. Students wishing to pursue the A.A.S. degree may apply these credits to the Information Technology degree. Graduates of the Technical Support Certificate will be able to:

- Demonstrate understanding of fundamental information technology concepts
- Demonstrate proficiency in the use of essential computer applications such as word processing, spreadsheets, database management, presentations, and desktop publishing
- Carry out preventative hardware and software maintenance
- Troubleshoot and correct computer hardware and software problems
- Assemble, reconfigure, and upgrade personal computers

SEQUENCE OF STUDY— TECHNICAL SUPPORT CERTIFICATE

Below are the required courses for your program arranged in a suggested sequence. Please note that the sequence does not include developmental coursework. See Chapter 6 for the developmental course sequence if applicable to you.

1st Semester			
<input type="checkbox"/>	INT-1010	Introduction to Information Technology	3
<input type="checkbox"/>	INT-1330	Integrated Software Applications	3
<input type="checkbox"/>	INT-1370	Introduction to Help Desk Tools and Procedures	3
<input type="checkbox"/>	INT-1540	Computer Hardware I: A+ Preparation Hardware	3
Total			12
2nd Semester			
<input type="checkbox"/>	INT-1700	Understanding Operating Systems	3
<input type="checkbox"/>	INT-2540	Computer Hardware II: A+ Preparation	4
<input type="checkbox"/>	BMT-1650	Customer Service	3
Total			10
Program Total			22

Web Technology Certificate | COMP.WEB.CT

www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442462361 |

[Visit Center for Advanced Technology, Room 129 or call 301-322-0752 for your faculty advisor](#)

PROGRAM DESCRIPTION

This certificate is designed for the student who wishes to enter the field of Internet and World Wide Web-based environments. Students wishing to pursue the A.A.S. degree may apply these credits to the Information Technology degree. Graduates of the Web Technology Certificate will be able to:

- Demonstrate understanding of fundamental information technology concepts
- Apply Web technology concepts and tools to design and maintain a professional website.
- Conceptualize, design and diagram possible solutions to logical problems, focusing on those problems which are amenable to a computer-based solution

SEQUENCE OF STUDY—WEB TECHNOLOGY CERTIFICATE

Below are the required courses for your program arranged in a suggested sequence. Please note that the sequence does not include developmental coursework. See Chapter 6 for the developmental course sequence if applicable to you.

1st Semester			
<input type="checkbox"/>	INT-1010	Introduction to Information Technology	3
Total			3
2nd Semester			
<input type="checkbox"/>	INT-1111	Programming Logic and Design	3
<input type="checkbox"/>	INT-1800	Internet and Web Technology	3
<input type="checkbox"/>	INT-1901	Emerging Technologies I	1
Total			7
3rd Semester			
<input type="checkbox"/>	INT-1850	Client-Side Web Development	3
<input type="checkbox"/>	INT-2860	Server-side Web Developmen	3
<input type="checkbox"/>	INT-2200 or 2721	Programming in Java or Linux Operating System I	3-4
Total			9-10
Program Total			19-20

Suspended Programs of Study

The following programs of study have been suspended. A student currently in one of these programs has a maximum of five years to complete the program requirements as shown in the last catalog in which the program appeared. The last catalog year in which the program appeared is provided in parentheses next to the program name.

NO STUDENTS ARE ALLOWED TO SELECT THESE ACADEMIC PROGRAMS AT THIS TIME.

ASSOCIATE DEGREES

Arts and Sciences (2013–2014)
 African-American Studies Option, General Studies (2013–2014)
 Communication/Speech Option, General Studies (2013–2014)
 Communication/Writing Option, General Studies (2013–2014)
 Computer Systems Technology (2010–2011)
 Electrical Construction Technology (2013–2014)
 Electronics Service Technology (2013–2014)
 Historical Fieldwork/Research Option of General Studies (2011–2012)
 International Studies Option, General Studies (2013–2014)
 Math Option, General Studies (2013–2014)
 Police Science Option for Police Academy Graduates (2013–2014)
 Pre-Medicine (2012–2013)
 Pre-Pharmacy (2012–2013)
 Pre-Physical Therapy (2012–2013)
 Quality Assurance Technology (2009–2010)
 Space Engineering Technology (2009–2010)
 Technical Studies (2013–2014)
 Theatre Arts Option, General Studies (2013–2014)
 Women's Studies Option, General Studies (2013–2014)

CERTIFICATES

Computer Information Systems (2010–2011)
 Computer Programming (2013–2014)
 Database Systems (2013–2014)
 Electrical Construction Technology (2013–2014)
 Entrepreneurship Management (2013–2014)
 General Management (2011–2012)
 International Management (2013–2014)
 Quality Assurance (2010–2011)
 Technology Core Concepts (2013–2014)
 Criminal Justice Technology (2013–2014)

LETTERS OF RECOGNITION (LOR)

Construction Management (2013–2014)
 Developing a Professional Image (2011–2012)
 Entrepreneurship Management (2013–2014)
 International Management (2013–2014)
 Ornamental Horticulture (2013–2014)
 Women's Studies (2013–2014)

Currently enrolled students with questions about graduation requirements in any of these programs should consult with the department chair of the individual program.

ASSESSMENT

Prince George's Community College (PGCC) is dedicated to helping our students achieve their educational goals. To ensure that PGCC students will experience the best learning environment possible, the entire college is engaged in a rigorous assessment process. The college continuously measures, reviews, and improves both courses and programs to meet institutional learning goals. Through this process, PGCC ensures that all of our students have the opportunity to achieve their academic goals.

COURSE ASSESSMENT


Every course at PGCC has an identified set of learning outcomes that describes the knowledge, skills, and/or values which will be the focus of the course. Defining clear and specific course learning outcomes ensures that students experience a consistent learning environment across different sections of a course. The degree to which students grasp the intended learning outcomes is evaluated in every course through an analysis of selected assignments and other projects. In addition to monitoring the degree to which course learning outcomes are being met, PGCC also assesses the validity of course sequences, e.g. Introduction to Psychology followed by a more focused course in adolescent behavior, provides the necessary foundation to enable a student to succeed in a higher level course. This “scaffold approach” helps ensure that courses are building upon program learning outcomes and a core set of competencies for all students. This is accomplished by having every learning outcome in a course carefully “mapped”/connected to learning outcomes for the program of study and/or to institutional learning outcomes (“student core competencies”).


PROGRAM ASSESSMENT


Every program at PGCC has an identified set of learning outcomes which describe the knowledge, skills, and values that every graduate of the program will possess upon completion. Program specific courses have learning outcomes that have been mapped to the program outcomes. As a result, every assignment, project, or activity completed in a program specific course is directly building the knowledge, skills, and values needed to be successful in the field of study.


STUDENT CORE COMPETENCIES


While each program of study requires students to master specific skills necessary to be successful in the field, there are also a set of “core competencies” which PGCC has established as a necessary foundation of skills for every graduate. PGCC has identified six core competencies which every graduate of a two-year program will possess. These student core competencies are specifically addressed in the General Education coursework and also appear throughout the curriculum at PGCC. The core competencies are measured by 17 measurable outcomes (MOs), which are also our Institutional Learning Outcomes; statements that are fully defined so that these MOs can be easily integrated into classroom assignments and grading/rubric expectations. All students graduating with an associate degree will have obtained these competencies as defined.


Student Core Competencies	Measurable Outcome	Measurable Outcome Definition
 <p data-bbox="145 446 278 469">Communication</p>	<p data-bbox="431 301 646 357">MO1.1: Write in standard English at the college level</p>	<p data-bbox="702 301 1233 484">Students' writing will contain clear and concise sentences; unified, coherent, and well-developed paragraphs; and a logical organizational structure. Their writing should also reflect an awareness of audience and be appropriate for the assignment's rhetorical situation. Grammar and usage rules should be applied correctly, and appropriate diction should be used.</p>
	<p data-bbox="431 527 646 583">MO1.2: Speak in standard English at the college level</p>	<p data-bbox="702 527 1233 645">Students will communicate effectively using Standard English by adhering to standard grammar and usage rules, using appropriate diction and non-verbal cues, taking into account audience and rhetorical situation and organizing ideas logically.</p>
	<p data-bbox="431 687 676 743">MO 1.3: Read and comprehend college-level materials</p>	<p data-bbox="702 687 1224 774">While reading, students will identify the main idea and the details/evidence of the text and understand or infer the meaning of the language in the text.</p>
	<p data-bbox="431 817 637 873">MO 1.4: Read and analyze college-level materials</p>	<p data-bbox="702 817 1233 935">When analyzing college-level materials, students will identify the purpose, point of view, tone, and main points of the text and draw conclusions and infer meaning. Students will also assess the quality of the evidence presented and its relevance to their purpose.</p>

Student Core Competencies	Measurable Outcome	Measurable Outcome Definition
 <p data-bbox="134 1170 323 1207">Scientific and Quantitative Reasoning</p>	<p data-bbox="431 1039 619 1130">MO 2.1: Comprehend mathematical concepts and methods</p>	<p data-bbox="702 1039 1220 1130">Students will calculate and solve mathematical problems, explain mathematical concepts and processes, and recognize or identify situations for which a particular method or process is appropriate.</p>
	<p data-bbox="431 1265 669 1387">MO 2.2: Engage in qualitative and quantitative reasoning to interpret, analyze, and solve problems</p>	<p data-bbox="702 1265 1233 1387">Students will select the appropriate approach(s) (e.g., numerical, graphical, symbolic, and verbal) and use multiple problem solving tools (e.g., symbolic/algebraic notation, graphs, and tables) to identify, analyze, and solve problems.</p>
	<p data-bbox="431 1427 678 1611">MO 2.3: Explain natural processes and analyze issues using appropriate evidence, employing the principles of the biological, physical, and/or behavioral sciences</p>	<p data-bbox="702 1427 1220 1549">Students will apply the scientific method of inquiry to draw conclusions, use scientific theories to explain physical phenomena or occurrences, and explain the impact of scientific theories, discoveries, and technological changes on society.</p>
	<p data-bbox="431 1653 659 1709">MO 2.4: Apply the principles of the social sciences</p>	<p data-bbox="702 1653 1233 1804">Students will use theories, concepts, and principles to analyze human behavior (e.g., individual or group), social institutions (e.g., corporations, the family, educational institutions, courts of law) political institutions (e.g., government), and global institutions (e.g., United Nations, International Monetary Fund).</p>

Student Core Competencies	Measurable Outcome	Measurable Outcome Definition
 <p>Critical Reasoning</p>	MO 3.1: Reason abstractly and think critically	Students will demonstrate their critical thinking through answering questions and making statements and then defend the validity of these responses and statements. Students will argue a point of view, both verbally and in writing, in a succinct, well-organized and logical manner. Students will produce well-reasoned arguments on topics and ideas based on evidence.

Student Core Competencies	Measurable Outcome	Measurable Outcome Definition
 <p>Information Literacy</p>	MO 4.1: Recognize the need for information	Students will identify key concepts and terms that describe the information necessary for course work and identifies various sources of information available for course work.
	MO 4.2: Locate, evaluate, and effectively synthesize needed information	Students will use various sources, including textbooks and online databases, to access needed information, to gather information, and to evaluate the quality of the information obtained. Students will use the information gathered to support writing, speaking, and other requirements in courses.
	MO 4.3: Utilize computer software and other technologies to enhance college-level learning, communication, and visual literacy	Students will communicate electronically with faculty, peers, and others in appropriate and effective ways. Students will also use and explain visual information, such as charts, graphs, and other visual representations of information.

Student Core Competencies	Measurable Outcome	Measurable Outcome Definition
 <p>Culture</p>	MO 5.1: Compare and contrast the core values and traditions of various cultures within the global environment	Students will analyze and communicate similarities and differences among customs, manners, beliefs, and traditions of multiple cultures around the world. Students will use this ability to address core issues from the perspective of different cultures, political orders or technological contexts and explain how these different perspectives contribute to outcomes that depart from current norms or dominant cultural assumptions.
	MO 5.2: Comprehend the nature and value of the fine, literary, and performing arts	Students will recognize the concepts that form the foundation of imaginative, aesthetic, and intellectual approaches used in the formulation and execution of the visual, written, aural, and performing arts.
	MO 5.3: Relate fine, literary, and performing arts to human experiences	Students will connect the distinctive life experiences and viewpoints of the originators of visual, written, aural, and performing arts with the originators' creations. Students will compare and contrast their own unique life experiences and the originators' viewpoints and experiences.

Student Core Competencies	Measurable Outcome	Measurable Outcome Definition
 <p data-bbox="172 436 223 455">Ethics</p>	<p data-bbox="431 305 619 359">MO 6.1: Evaluate ethical principles</p> <hr/> <p data-bbox="431 498 673 585">MO 6.2: Apply ethical principles in professional and personal decision-making</p>	<p data-bbox="702 305 1177 359">Students will identify and evaluate ethical concepts, issues, and cases in the context of their particular disciplines.</p> <hr/> <p data-bbox="702 498 1233 842">Students will uphold academic integrity, demonstrating an understanding of the forms of academic dishonesty, such as plagiarism, as well as the consequences of academic dishonesty and effective prevention strategies. In applying ethical principles in academic contexts, students will engage source materials responsibly, representing viewpoints accurately through summaries, paraphrases, and quotations; students will use appropriate, discipline-specific documentation styles to attribute source materials explicitly and directly. Students will also apply ethical principles and/or discipline-specific rules to solve actual or hypothetical problems relevant to their discipline.</p>

CONTINUOUS IMPROVEMENT

Every semester, PGCC works to identify ways to improve student performance and to hold itself to the highest standards of academic rigor. This is accomplished through a process of collecting data from the classroom, having faculty examine those data, and identifying areas where students' performance on course learning outcomes could be improved. Faculty make adjustments to the course to enrich the experience of our students and then measure the course performance again to ensure that these adjustments indeed result in improved academic performance. Through this cycle of continuous improvement in which data are regularly analyzed and acted upon, PGCC is ensuring that students are being offered the best learning environment possible and thus ensuring that all students have the opportunity to achieve their academic goals. Information about each program of study, including required program and general education courses, is in this chapter.

CHAPTER 9

COURSE DESCRIPTIONS

COURSE NUMBERING INFORMATION

- 0001–0999** Developmental not-for-credit courses for students who need further preparation before enrolling in college-level courses. These courses award Equivalent Hours (EHs) that contribute to a student’s academic load, but do not count toward degree or certificate requirements.
- 1000–1999** College-level courses at the 1000 level provide students with foundational concepts or skills required in specific or multiple disciplines. These courses may be stand-alone or part of a sequence.
- 2000–2999** Courses at the 2000 level build upon the skills and concepts presented in the 1000-level courses. Students are expected to acquire foundational concepts prior to entry into courses at the 2000 level and are expected to be able to move forward to more complex subject mastery.

PREREQUISITES

Many courses require prior satisfactory completion of another course to equip students with the knowledge and skills needed to succeed in the course. For example, English (EGL) 1020 Composition II, cannot be taken unless EGL-1010 (the prerequisite) has been satisfactorily completed. In addition, for a number of introductory-level credit courses, a minimum level of proficiency in reading, writing, and mathematics, as determined by the college’s placement tests, is required as a prerequisite. In such cases, satisfactory completion of the appropriate developmental studies course (see ESL, DVE, DVM, and DVR listings) will satisfy the prerequisite as well. Students should be certain to check for prerequisites in the course listings that follow. Except when specifically authorized by the department chairperson or dean, registration will not be permitted if prerequisites have not been fully satisfied.

COURSE CONTACT HOURS

At the end of some course descriptions is a phrase such as “3 studio hours” or “3 class/2 lab hours.” This indicates the actual time a student should expect to spend per week in a course, broken down by the type of contact—classroom/lecture, laboratory, studio, or clinical. If there is no such indicator for a course, students may assume there will be one class hour per week for each credit awarded for completion of the course. (Courses which meet in an accelerated or nontraditional format rather than in the usual full-semester, 15-week format will meet more than the hours indicated per week in order to reach the same number of total contact hours for the semester.)

GENERAL EDUCATION REQUIREMENTS KEY

- CL** = Computer Literacy Req.
- E** = English Req.
- H** = Humanities Req.
- M** = Math Req.
- Sc** = Science Req.
- SS** = Social Science Req.

ACCOUNTING (ACC)

Business Studies Department

Bladen Hall, Room 210 | 301-322-0713

ACC-1000 FUNDAMENTALS OF ACCOUNTING. 3 CREDITS
Preparation for ACC-2001 (formerly ACC-1010) for students lacking background in accounting. Enroll in ACC-1000 directly or transfer from ACC-2001 (formerly ACC-1010) during the first five weeks of a semester. Note: Does not satisfy program concentration requirement in business-related curricula; may not be taken for credit if credit has previously been received for ACC-2001 (formerly ACC-1010) or higher.

ACC-1010 PRINCIPLES OF ACCOUNTING I. 4 CREDITS
Course has been re-numbered. See ACC-2001 below.

ACC-1020 PRINCIPLES OF ACCOUNTING II. 4 CREDITS
Course has been re-numbered. See ACC-2002 below.

ACC-1030 ACCOUNTING FOR MANAGERS. 3 CREDITS
Focuses on sources of accounting information and the meaning of financial reports as an aid to decision-making. This course adopts a user's approach and does not emphasize the technical aspects of record maintenance. Prerequisite: Reading proficiency.

ACC-1040 MICROCOMPUTER APPLICATIONS IN ACCOUNTING. 3 CREDITS
A hands-on course in the use of microcomputers to process accounting data. Knowledge of programming is not necessary. Projects emphasize accounting applications. Prerequisite: ACC-1000 or ACC-2001 (formerly ACC-1010).

ACC-1050 PAYROLL ACCOUNTING. 1 CREDIT
Covers payroll preparation, payroll rules, record keeping and payroll tax reporting. Prerequisite: Reading proficiency.

ACC-1070 QUICKBOOKS I. 1 CREDIT
Students will learn to establish a chart of accounts, vendor, customer and payroll records, entering typical transactions and preparing standard financial reports for service firms using QuickBooks software. Prerequisites: ACC-1000 or ACC-2001 (formerly ACC-1010) or ACC-1030.

ACC-1080 INTRODUCTION TO SPREADSHEET ACCOUNTING. 1 CREDIT

Basic spreadsheet applications in accounting. Use of spreadsheets for record keeping, computation, analysis and presentation of accounting data is covered. Prerequisites: Reading proficiency, ACC-2001 (formerly ACC-1010) or ACC-1030 and INT-1010.

ACC-1090 QUICKBOOKS II. 1 CREDIT
Students will learn to establish a chart of accounts, vendor, customer and inventory records, entering typical transactions and preparing standard financial reports for merchandising firms using QuickBooks software. Prerequisites: ACC-1000 or ACC-2001 (formerly ACC-1010) or ACC-1030.

ACC-1100 QUICKBOOKS III. 1 CREDIT
Students will learn budgeting, job costing and nonprofit accounting using QuickBooks software. Prerequisites: ACC-1070 or ACC-1090.

ACC-2001 PRINCIPLES OF ACCOUNTING I. 3 CREDITS
University-parallel introductory accounting sequence. Covers major accounting theories, principles and applications. Regular classroom and online formats available. Students should have had previous accounting or have completed ACC-1000 or ACC-1030. (Formerly offered as ACC-1010. Students may not receive credit for both ACC-1010 and ACC-2001.) Prerequisites: Math (DVM-0071 or appropriate test score) and Reading proficiency or ACC-1000 or ACC-1030 with C or higher.

ACC-2002 PRINCIPLES OF ACCOUNTING II. 3 CREDITS
Second semester of sequence. Continues focus on accounting theories, principles and applications. Regular classroom and online formats available. (Formerly offered as ACC-1020. Students may not receive credit for both ACC-1020 and ACC-2002.) Prerequisite: ACC-2001 (formerly ACC-1010). (Honors version available, spring only.)

ACC-2010 INTERMEDIATE ACCOUNTING I. 3 CREDITS
Intermediate-level accounting covering cash, investments, receivables, inventories, plant assets and measurement of financial income in accordance with accounting principles (GAAP). Prerequisite: ACC-2002 (formerly ACC-1020) with grade of C or higher. (Classroom sections offered fall only. Online sections offered spring only.)

ACC-2020 INTERMEDIATE ACCOUNTING II. 3 CREDITS

Accounting principles applied to corporations, including stockholders' equity and liability sections of the balance sheet. Prerequisite: ACC-2010 with C or higher. Capstone Course: In addition to completing the prerequisite course, students must complete a minimum of 47 credits prior to enrolling in this course. A minimum cumulative GPA of 2.00 or better is also required. (Classroom sections offered spring only. Online sections offered fall only.)

ACC-2030 COST ACCOUNTING. 3 CREDITS

Basic concepts of cost accounting functions within a manufacturing organization, including measurement of material costs, labor costs, manufacturing overhead and marketing costs. Prerequisite: ACC-2002 (formerly ACC-1020). (Classroom sections offered fall only. Online sections offered all semesters.)

ACC-2040 PRINCIPLES OF AUDITING. 3 CREDITS

Analysis of audit functions and responsibilities. Emphasis on examining accounting records and drawing valid audit conclusions. Prerequisites: ACC-2020; MAT-1140 completed or concurrent.

ACC-2070 GOVERNMENTAL AND NONPROFIT ACCOUNTING. 3 CREDITS

Accounting applied to local, state and federal agencies or schools, hospitals and other nonprofit organizations. Covers general, special revenue, enterprise and fiduciary funds and cash planning and control. Prerequisite: ACC-2002 (formerly ACC-1020). (Offered fall only.)

ACC-2080 SPREADSHEET ACCOUNTING. 3 CREDITS

Applies spreadsheet skills to financial and managerial accounting applications, analysis and problem solving. Prerequisites: ACC-2002 (formerly ACC-1020) and INT-1010. Three class hours with open lab.

ACC-2120 ACCOUNTING INFORMATION SYSTEMS. 3 CREDITS

This course examines accounting information systems, both manual and computerized. The course includes information on current technologies in information systems including hardware, software, networks, databases and data communications. Internal controls and security issues are examined. Prerequisite: ACC-2002 (formerly ACC-1020).

ACC-2210 FEDERAL INCOME TAX. 3 CREDITS

Study of the federal tax system includes survey of tax legislation, court rulings, and their application to individuals. Prerequisite: ACC-2001 (formerly ACC-1010).

ACC-2220 ADVANCED TAX ACCOUNTING. 3 CREDITS

A second course in taxation, which examines the tax consequences of operating a business. The course emphasizes the federal income tax treatment of corporations and partnerships with some coverage of estates and trusts. Prerequisites: ACC-2002 (formerly ACC-1020) and ACC-2210.

ACC-2230 INDIVIDUAL INCOME TAX PREPARATION (VITA). 3 CREDITS

Students will learn to prepare basic and intermediate income tax returns for both Federal and local taxes. Successful students will obtain IRS volunteer tax preparer certification and will participate as tax preparers at the Prince George's Community College Volunteer Income Tax Assistance (VITA) Site during the spring tax season. This service learning course begins during the January Intersession and continues through the close of tax season. Prerequisite: Reading proficiency.

ACC-2250 BUSINESS FINANCE. 3 CREDITS

Capital markets and the banking system, including financial analysis and planning, working-capital management, capital budgeting and long-term financing. Prerequisite: ACC-2002 (formerly ACC-1020) and MAT-1120.

ACC-2890H HONORS COLLOQUIUM IN ACCOUNTING. 3 CREDITS

This honors colloquium will examine special topics in the field of accounting and its relevance across disciplinary perspectives. The issues to be addressed in each colloquium will vary from semester to semester. These courses are designed for students in the Honors program, but are open to others with the approval of the honors coordinator or the instructor. Prerequisites: Reading proficiency and permission of instructor or honors coordinator.

ACC-2910-2930 COOPERATIVE EDUCATION. 1-3 CREDITS

A maximum of six credits of cooperative education and internship experiences may be applied to any degree. These credits may not transfer to all four-year institutions. Contact the Career Services Office, Marlboro Hall, Room 2102, 301-322-0109, for more complete information.

AFRICAN-AMERICAN STUDIES (AFA)

History, Political Science, Geography, and Anthropology
Department | Marlboro Hall, Room 2018 | 301-322-0527

AFA-1010 INTRODUCTION TO AFRICAN-AMERICAN STUDIES.
3 CREDITS

An introduction to the interdisciplinary study of the life and culture of persons of African heritage in the United States. Explores the cultural and historic ties to various African peoples and the multicultural context. Prerequisite: Reading proficiency.

**AFA-2010 INTRODUCTION TO THE AFRICAN
AND BLACK DIASPORA.** 3 CREDITS

A comparative analysis of African and black communities around the globe, with emphasis on the United States South, the Caribbean, Central and South America. Attention will be given to the awakening sense of political interrelatedness that undergirds contemporary Pan-African movements, collaborative struggle against oppression and the renewal of traditional African culture and values in Diaspora. Prerequisite: Reading proficiency. (Offered fall only)

**AFA-2890H HONORS COLLOQUIUM IN
AFRICAN-AMERICAN STUDIES.** 3 CREDITS

This honors colloquium will examine special topics in the field of African-American Studies and their relevance across disciplinary perspectives. The issues to be addressed in each colloquium will vary from semester to semester. These courses are designed for students in the Honors program, but are open to others with the approval of the honors coordinator or the instructor. Prerequisites: Reading proficiency and permission of the instructor or honors coordinator.

ANTHROPOLOGY (ANT)

History, Political Science, Geography and Anthropology
Department | Marlboro Hall, Room 2018 | 301-322-0527

ANT-1010 INTRODUCTORY PHYSICAL ANTHROPOLOGY.
3 CREDITS **SS**

Humans' place in nature, including genetics, evolutionary theory, primate behavior, human physical variations and culture. Prerequisite: Reading proficiency.

ANT-1030 INTRODUCTORY CULTURAL ANTHROPOLOGY.
3 CREDITS **SS**

Anthropological approaches to culture, language and social organization, including religious belief, gender role, family form and economic life. Prerequisite: Reading proficiency. (Honors version available.)

ANT-2010 INTRODUCTION TO ARCHAEOLOGY. 3 CREDITS
Survey of archaeology, including its development in America and an overview of archaeological methodologies. Prerequisite: Reading proficiency.

ANT-2030 LANGUAGE AND CULTURE. 3 CREDITS
Theories of language dealing with learning, diversity, creativity and change. Relation of language to perception, ethnic identity, occupation and social class. Prerequisite: One of the following courses: ANT-1010, ANT-1030, PSY-1010, SOC-1010, SPH-1010, or SPH-1090.

ANT-2890H HONORS COLLOQUIUM IN ANTHROPOLOGY.
3 CREDITS
This honors colloquium will examine special topics in the field of anthropology and its relevance across disciplinary perspectives. The issues to be addressed in each Colloquium will vary from semester to semester. These courses are designed for students in the Honors program, but are open to others with the approval of the honors coordinator or the instructor. Prerequisites: Reading proficiency and permission of the instructor or honors coordinator.

ARABIC (ARB)

Language Studies Department
Bladen Hall, Room 309 | 301-322-0946

ARB-1000 ARABIC FOR BEGINNERS. 3 CREDITS **H**
Designed for students who are true beginners without any background knowledge of the Arabic language. The course focuses on the four skills of listening, speaking, reading, and writing. 3 class/1 lab hour or equivalent.

ARB-1010 ELEMENTARY ARABIC. 3 CREDITS **H**
Continues to focus on the four skills of listening, speaking, reading and writing. Students will be studying Modern Standard Arabic, which is close to classical Arabic. (It is the language used for reading and writing Arabic today.) Students will advance their knowledge of grammar, pronunciation, vocabulary, and reading and writing of Arabic. 3 class/1 lab hour or equivalent. Prerequisite: ARB-1000 or permission of the instructor.

ART (ART)

Art, Music, and Philosophy Department
Marlboro Hall, Room 1034 | 301-322-0966

ART-1010 INTRODUCTION TO ART. 3 CREDITS H

Introduces students to the visual arts. Through lecture, demonstration and hands-on activities, students develop an appreciation for art and an understanding of the elements and principles of design, artistic styles, specific art techniques, and major historical movements in art. Artistic ability or experience is not required. Prerequisite: Reading proficiency. (Honors version available.)

ART-1510 TWO-DIMENSIONAL DESIGN. 3 CREDITS

This course introduces the organization of visual elements on a two-dimensional plane. The elements of art and principles of design are examined through lectures, demonstrations, and related studio problems for students to explore and solve. Students will develop techniques for handling a variety of art materials. 6 studio hours.

ART-1530 DRAWING I. 3 CREDITS

Introduction to basic drawing techniques through the exploration of the human figure and natural and man-made forms. A variety of drawing tools and materials are introduced. 6 studio hours.

ART-1540 PAINTING I. 3 CREDITS

An introduction to basic techniques and theories of painting. Emphasis is on learning the skill of painting and application of materials. Students explore the basic elements of two-dimensional art as a means to create interesting compositions, manipulate space, and develop solid forms. The course is designed for beginners with little or no experience in painting. Proficiency in drawing is beneficial but not critical to successful completion of this course. 6 studio hours.

ART-1550 SCULPTURE I. 3 CREDITS

Introduction to basic sculptural techniques. Elements and principles of 3-D art are emphasized through practice in bronze casting, welding, carving and fabrication. Development of ideas will be encouraged through critique of and historic references to specific sculptures and artists. 6 studio hours.

ART-1560 PHOTOGRAPHY I. 3 CREDITS

Contemporary principles and terminologies are introduced by developing basic skills with camera operation and handling, photographing, black and white film processing, black and white darkroom techniques, and print finishing and presentation. The students are exposed to a brief history, color theory, and the aesthetics of the photographic vision. No prior experience required. 6 studio hours.

ART-1570 INTRODUCTION TO COMPUTER GRAPHICS. 3 CREDITS

Designed to provide a survey of the role of the computer in visual communication design. Students will receive basic training on the primary types of software and peripherals with which designers must be familiar. This includes painting-type (raster) software as well as structured graphics (vector) applications. Students will be encouraged to develop creative approaches to projects coupled with increased technical proficiency. 6 studio hours.

ART-1580 PORTFOLIO DEVELOPMENT FOR VISUAL ART. 1 CREDIT

Course has been re-numbered. See ART-2900 below.

ART-1590 WATERCOLOR I. 3 CREDITS

An introductory course in basic watercolor painting. Emphasis is on techniques and traditional watercolor materials used by today's watercolorists. Includes composition, color concepts and history of watercolor painting. Students will attend lecture and demonstration classes and create their own paintings. 6 studio hours.

ART-1600 CERAMICS I. 3 CREDITS

A beginner's studio course designed to teach ceramics as a creative craft and art form. The student is encouraged to explore ceramics as a form of three-dimensional expression and to be actively engaged in the complex cycle of ceramic production; production of clay, construction of forms, decoration, and firing. Students are expected to acquire knowledge of and to test various glazes. 6 studio hours

ART-1610 GRAPHIC DESIGN I. 3 CREDITS

Course has been re-numbered. See ART-2410 below.

ART-1620 DIGITAL PUBLICATION DESIGN. 3 CREDITS

Designed to acquaint the student with the fundamentals of publication and print media design. Hands-on training will be provided using a variety of digital media and hardware current to the graphic design profession. Students will gain experience in taking a print media project from concept to page layout and production. Prerequisite: ART-1570. 6 studio hours.

ART-1630 COMMERCIAL ILLUSTRATION I. 3 CREDITS

Investigates the various media, techniques, and artistic concepts that produce quality commercial illustration. Prerequisite: ART-1530. 6 studio hours.

ART-1640 COLOR THEORY AND APPLICATION. 3 CREDITS

Course has been renumbered. See ART-2520 below.

ART-1780 DIGITAL PHOTOGRAPHY I. 3 CREDITS

This course is a general introduction to the terms and technologies employed in digital photography. Students will utilize digital cameras, scan film and photographs, manipulate images and produce finished prints with laser and inkjet printers. Students must have access to a 35mm or digital camera for use in this course. (Formerly ART-2580. Students may not receive credit for both ART-2580 and ART-1780.) 6 studio hours.

ART-2410 GRAPHIC DESIGN I. 3 CREDITS

Provides a survey of the design principles and artistic concepts that produce quality commercial art. Students will acquire hands-on experience in taking a variety of projects from concept development to final output. Training will be provided in the various production skills and techniques used by graphic design professionals. Prerequisite: ART-1510 and ART-1570. (Formerly ART-1610. Students may not receive credit for both ART-1610 and ART-2410.) 6 studio hours.

ART-2510 THREE-DIMENSIONAL DESIGN. 3 CREDITS

A continuation of ART-1510, Basic Design. The visual elements and principles of three-dimensional design will be explored with an emphasis on visual and critical thinking. Students will be introduced to materials and methods for developing a work of art in three-dimensional space and they will learn how to apply the principles of design to work that has multiple points of view. Students also will learn how to consider aesthetic and conceptual issues as well as solve technical problems in the creation of original art work. Through class critiques, students will gain experience in written and verbal analysis of their own work and the work of their peers. Prerequisite: ART-1510. 6 studio hours.

ART-2520 COLOR THEORY AND APPLICATION. 3 CREDITS

Introduces students to the history, psychology, and physics of color by building on concepts introduced in ART-1510, Basic Design. In all disciplines, a working knowledge of color principles is vital in creating effective, successful works of art. Through lectures, studio projects, and museum visits, students will develop a vocabulary of color and a working understanding of various color systems. In the studio, students will create original artworks that explore aesthetic color relationships and the psychological application of color. Through class critiques and written assignments, students will learn how to evaluate and discuss their own work as well as the work of their peers. Prerequisite: ART-1510. (Formerly ART-1640. Students may not receive credit for both ART-1640 and ART-2520.) 6 studio hours.

ART-2530 DRAWING II. 3 CREDITS

An advanced studio course that emphasizes further development of individual drawing skills, a thorough understanding of drawing principles and a greater exploration of the various drawing materials and techniques. The human figure, landscape and man-made objects are the source of investigation. Prerequisite: ART-1530. 6 studio hours.

ART-2540 PAINTING II. 3 CREDITS

An advanced studio course that stresses further development of individual painting skills and techniques and a broader understanding of color theory. Students are encouraged to explore complex issues and to develop greater understanding of the medium. Prerequisite: ART-1540. 6 studio hours.

ART-2550 SCULPTURE II. 3 CREDITS

This course offers the student the opportunity to more thoroughly explore concepts of three-dimensional art. Emphasis is placed on independent selection of materials and their aesthetic implications and how they relate to contemporary sculptural images. Prerequisite: ART-1550. 6 studio hours.

ART-2560 PHOTOGRAPHY II. 3 CREDITS

Continues the exploration of the photographic vision. Under the supervision of the instructor, the student defines and completes a personal project by using advanced camera handling and lighting techniques, darkroom manipulation and altered processes including electronic scanning and printing. Prerequisite: ART-1560. 6 studio hours.

ART-2570 LETTERING, TYPOGRAPHY AND LAYOUT. 3 CREDITS

Designed to deepen the student's understanding of fundamental publication and presentation design. The overall goal of the course is to expand the student's ability to explore creative solutions for text based visual information. Prerequisite: ART-1620. 6 studio hours.

ART-2580 DIGITAL PHOTOGRAPHY I. 3 CREDITS

Course has been re-numbered. See ART-1780 above.

ART-2590 WATERCOLOR II. 3 CREDITS

This advanced course will cover watercolor techniques in depth. Students work with more refined techniques of the medium: large paper format and watercolor monoprints and a more independent approach to their own work. Prerequisite: ART-1590. 6 studio hours.

ART-2600 CERAMICS II. 3 CREDITS

Emphasis on designing forms in clay using hand-building and wheel-throwing techniques. Advanced glaze theory, clay bodies and firing techniques explored in depth. Prerequisite: ART-1600. 6 studio hours.

ART-2610 GRAPHIC DESIGN II. 3 CREDITS

Designed to provide students with advanced concepts utilized in the creation of advertising art, Web-based graphics, broadcast graphics, interactive multimedia, electronic publishing and print media. This course attempts to expand the survey of design principles and artistic concepts to a more global perspective. Prerequisite: ART-1610. 6 studio hours.

ART-2620 DIGITAL ILLUSTRATION. 3 CREDITS

Provides a survey of computer-based methods of producing artwork used commercially. This includes extensive use of object-oriented and image processing software packages. Projects may include package design, editorial support illustration, logo/icon design, creative Web pages, statistical charts and graphs and technical illustration. Prerequisite: ART-1570. 6 studio hours.

ART-2630 COMMERCIAL ILLUSTRATION II. 3 CREDITS

Designed to expand a student's exploration of illustration techniques. Emphasis is on the creative approach to preparing imaginative, effective illustrations. Prerequisite: ART-1630. 6 studio hours.

ART-2640 COMPUTER PAINTING. 3 CREDITS

In-depth use and investigation of bit-mapped graphics (paint) programs. Prerequisite: ART-1570. 6 studio hours.

ART-2650 ANIMATION AND MULTIMEDIA I. 3 CREDITS

Focuses on two-dimensional animation and multimedia, with an emphasis on creativity, originality and experimentation. Various software packages will be utilized to create animated sequences complete with sound and special effects. Prerequisite: ART-1570. Students also will be expected to have an aptitude for learning a variety of software packages. 6 studio hours.

ART-2660 DIGITAL IMAGING. 3 CREDITS

Advanced techniques in computer graphics creation and image manipulation. Includes use of scanners, digital cameras, and CD-ROM sources. Prerequisite: ART-1570. 6 studio hours.

ART-2670 3-D DIGITAL MODELING AND ANIMATION. 3 CREDITS

Focus is on three-dimensional modeling and animation techniques, with an emphasis on creativity, originality and experimentation. Various software packages will be used to create 3-D stills and animated sequences complete with sound and special effects. A survey of modeling techniques and examples from a variety of industries will be provided. Prerequisite: ART-1570. Students also will be expected to have an aptitude for learning a variety of software packages. 6 studio hours.

ART-2700 ART SURVEY I. 3 CREDITS

H

A survey of art and architecture from prehistoric times through Gothic art. Works of painting, sculpture, and architecture are analyzed both in terms of their style, iconography, and technique and in terms of their significance within the historical, social, religious, and economic context in which they were produced. Prerequisite: Reading proficiency.

ART-2710 ART SURVEY II. 3 CREDITS

H

Survey of art and architecture from the Renaissance to the 20th century. Works of painting, sculpture, and architecture are analyzed both in terms of their style, iconography, and technique and in terms of their significance within the historical, social, religious, and economic context in which they were produced. Prerequisite: Reading proficiency.

ART-2720 AFRICAN-AMERICAN ART. 3 CREDITS H

Beginning with the West and Central African cultures, this course traces the artistic exploration and achievements of African-American artists from the seventeenth-century artisans through the prolific period of the Harlem Renaissance to post modern and contemporary fine arts. The course examines the historical, economic, social, and cultural trends that have influenced African-American art. Students investigate the African-American artists' visual voice through the historical Black experience that propels it. The assignments within the course advance the development of college-level reading, writing, and critical thinking skills through the examination and interpretation of the crafts and fine arts presented throughout the course. Prerequisite: Reading proficiency.

ART-2730 INTEGRATED ARTS. 3 CREDITS H

Introduces students to the areas of visual arts, dance, music, theater and film through an exploration of representative works in these disciplines. The student will experience a variety of artistic performances and exhibitions that will enhance self-expression and develop a better understanding of the human experience. The assignments within the course advance the development of college-level reading, writing, and critical thinking skills through the integration, analysis, and appreciation of the arts. The course meets part of the Maryland State integrative arts requirement for the Associate of Arts in Teaching degree. Prerequisite: Reading proficiency.

ART-2740 CONTEMPORARY ART. 3 CREDITS

Introduction to art and architecture from the late 19th century to the present. Visual arts from traditional works to conceptual forms, installation, video and performance art are analyzed both in terms of style, technique and philosophy and their political, social and economic significance. The history and philosophy of the various movements and their relationship to contemporary thought and culture will be explored. Prerequisites: Reading proficiency.

ART-2750 ANIMATION AND MULTIMEDIA II. 3 CREDITS

A continuation of ART-2650. Student will explore advanced vector drawing, computer animation techniques, Web interface design, interactivity and digital and video/audio production. Course exercises will include 2-D animations, screen-based graphics and digital video presentations. Prerequisite: ART-2650. 6 studio hours.

ART-2780 DIGITAL PHOTOGRAPHY II. 3 CREDITS

This course is a continuation of ART-2580, Digital Photography I. Students will explore complex techniques and contemporary concerns associated with advanced electronic imaging. The students will utilize digital cameras; film and flatbed scanners to digitize negatives, slides, and photographs; manipulate images; and produce finished prints with laser and inkjet printers. Students must have access to a 35mm or digital camera for use in the course. Prerequisite: ART-2580.

ART-2890H HONORS COLLOQUIUM IN ART. 3 CREDITS

This honors colloquium will examine special topics in the field of art and their relevance across disciplinary perspectives. The issues to be addressed in each colloquium will vary from semester to semester. These courses are designed for students in the Honors program, but are open to others with the approval of the honors coordinator or the instructor. Prerequisites: Reading proficiency and permission of instructor or honors coordinator.

ART-2900 PORTFOLIO DEVELOPMENT FOR VISUAL ART. 1 CREDIT

A studio course which provides a structured approach to portfolio development. It will enable students to assemble a coherent body of artwork for academic transfer or employment opportunities. Students will prepare a portfolio in their area of specialization in a variety of formats. Prerequisites: ART-1510, ART-1530, completion of a 2000-level studio art course and a second 2000-level studio course completed or concurrent. Culminating experience course: In addition to completing prerequisite courses, students must also have completed a minimum of 46 credits before enrolling in this course. Certificate students, see advisor. A minimum cumulative GPA of 2.00 or better is also required. (Formerly ART-1580. Students may not receive credit for both ART-1580 and ART-2900.) 3 studio hours.

ART-2910-2930 COOPERATIVE EDUCATION. 1-3 CREDITS

A maximum of six credits of cooperative education and internship experiences may be applied to any degree. These credits may not transfer to all four-year institutions. Contact the Career Services Office, Marlboro Hall, Room 2102, 301-322-0109, for more complete information.

BIOLOGY (BIO)

Biological Sciences Department
Chesapeake Hall, Room 100 | 301-322-0420

BIO-1010 GENERAL BIOLOGY. 4 CREDITS SC

An introduction to biology for non-science majors with both lecture and laboratory components. Surveys ecology, chemistry of life, cell physiology, human organ systems, genetics, and molecular genetics. The ability to think critically and to draw conclusions based on evidence will be emphasized. Credit may not be earned for both BIO-1010 and BIO-1030 or BIO-1140 toward the same degree. Prerequisite: Reading proficiency. 3 class/3 lab hours. (Honors version available.)

BIO-1020 GENERAL PLANT BIOLOGY. 4 CREDITS SC

University-parallel introductory plant biology course. Topics covered will include but are not limited to plant classification, structure, function, and growth and development. Practical application of plant use in our daily life also will be presented. Prerequisite: Reading proficiency. 3 class/3 lab hours.

BIO-1080 REPRODUCTION BIOLOGY. 4 CREDITS SC

An examination of biological principles and contemporary issues in reproductive biology. Demonstration of critical thinking, reasoning, and writing skills is expected. Prerequisite: Reading proficiency. 3 class/3 lab hours.

BIO-1100 FORENSIC BIOLOGY. 4 CREDITS SC

An introduction to the principles and concepts of the biological aspects of forensic science. An examination of the role of the laboratory in criminal investigation and human identification using forensic pathology, serology, anthropology, molecular biology, and other specializations. Prerequisite: Reading proficiency.

BIO-1110 ENVIRONMENTAL BIOLOGY. 3 CREDITS SC

Survey of basic scientific principles needed to understand current environmental problems and evaluate alternatives for solving those problems. Prerequisite: Reading proficiency.

Note: Periodically, linked sections of BIO-1110 and BIO-1120 are offered, featuring local field trips and in the travel study format, featuring a trip to Florida or the Rocky Mountains. Any student who registers for a linked section of BIO-1110 also must register for the corresponding BIO-1120 section.

BIO-1120 ENVIRONMENTAL BIOLOGY LABORATORY.

1 CREDIT

SC

Supplements BIO-1110, providing laboratory and field experiences relevant to environmental issues. Prerequisite: BIO-1110 completed or concurrent. 3 lab hours.

BIO-1130 PRINCIPLES OF BIOLOGY: EVOLUTION, ECOLOGY, AND BEHAVIOR. 4 CREDITS SC

Evolution, ecology, and behavior, including Mendelian genetics, population genetics, natural selection, coevolutionary relationships, ethology, and contemporary issues. Students may receive credit for only one of the following BIO-1130, BIO-1010. Prerequisite: Reading proficiency and completion of DVM-0071 or equivalent score on math placement test. 3 class/3 lab hours.

BIO-1140 PRINCIPLES OF BIOLOGY: CELLULAR AND MOLECULAR BIOLOGY. 4 CREDITS SC

University-parallel biology sequence for science/health majors. Cellular and biochemical emphasis, including cell anatomy and physiology, energy processes, and the molecular biology of gene expression. Students may not receive credit for both BIO-1010 and BIO-1140 toward the same degree.) Prerequisite: CHM-1010. (Honors version available.). 3 class/3 lab hours.

BIO-1210 SUSTAINABILITY IN HEALTH CARE. 4 CREDITS

A survey course in sustainability in the health care environment including communication, leadership, environmental sustainability, systems and processes, and organizational knowledge. Of particular relevance to those interested in Environmental Services, Building Services, Waste Management, Hospital Facilities, or Dietary Services. Prerequisite: Instructor permission.

BIO-1250 BIOLOGY OF AGING. 3 CREDITS

Lecture/seminar course designed for major or non-major students. Examines the aging process on the molecular, cellular, and organismic levels. Emphasizes alterations during the aging process in cells. Examination of various pathological disorders in relationship to aging is also emphasized. Students are required to read original articles and be prepared to discuss current topics in workshop settings. Prerequisites: Reading and English proficiency.

BIO-2010 MICROBIOLOGY. 4 CREDITS

Structure and function of microorganisms and their role in pathology. Laboratory includes culture methods, staining, and identification of bacteria. Prerequisite: BIO-1010 or BIO-1140 or BIO-2050. DVM-0071 completed or appropriate score on math placement test. 2 class/4 lab/1 recitation hours.

BIO-2030 GENETICS. 4 CREDITS

Genetics and heredity. Analysis of classical and molecular genetics, emphasizing contemporary issues. Prerequisite: BIO-1140. 3 class/2 recitation hours. (Offered spring semester only.)

BIO-2050 HUMAN ANATOMY AND PHYSIOLOGY I.

4 CREDITS

SC

University-parallel sequence. Structure and function of human body systems with emphasis on cells, tissues, transport mechanisms, and skeletal, muscular and nervous systems. Prerequisites: BIO-1010 or BIO-1140 or for health science petitioners only a departmental placement test; DVM-0071 completed or appropriate score on math placement test. 3 class/3 lab/1 recitation hours.

BIO-2060 HUMAN ANATOMY AND PHYSIOLOGY II.

4 CREDITS

SC

Continuation of Human Anatomy and Physiology sequence. Structure and function of circulatory, lymphatic/immune, respiratory, digestive, urinary, reproductive, and endocrine systems. Laboratory includes vertebrate dissection. Prerequisite: BIO-2050. 3 class/1 recitation/3 lab hours.

BIO-2090 CELL BIOLOGY. 4 CREDITS

An examination of the structure and function of cells with particular emphasis on metabolism, reproduction and the molecular aspects of cell communication and regulation. Credit may not be received for both FOS-2090 and BIO-2090. Prerequisites: BIO-1140 and CHM-1010. 3 class/3 lab hours.

BIO-2100 MARINE BIOLOGY. 4 CREDITS

An introduction to marine ecosystems. Principles and processes common to all forms of life in the sea. Includes field trips to marine habitats, such as the Chesapeake Bay and Atlantic beaches and to local exhibits at the National Zoo and the National Aquarium in Baltimore. Prerequisite: BIO-1010 or equivalent. *Note: This course also may be offered in the travel study format, featuring a trip to a tropical marine location, such as Florida, Mexico, Jamaica, or Belize.*

BIO-2250 INTRODUCTION TO BIOTECHNOLOGY. 4 CREDITS

Introduction to the basic principles and techniques of the science of biotechnology and the ways in which these are applied to agriculture, forensic science, medicine and microbiology. Course will examine current knowledge concerning nucleic acids and their role in the functions of living cells and viruses and how the manipulation of genetic material can be utilized in industries ranging from medicine to ecology. Laboratory includes principles of genetic manipulation, bacterial culture techniques, DNA restriction analysis, recombination and transformation of DNA, immunological detection of disease, the polymerase chain reaction (PCR), and randomly amplified polymorphism detection (RAPD). Prerequisite: BIO-1140. 2 class/4 lab/1 recitation hours.

BIO-2300 INTRODUCTION TO ENVIRONMENTAL HEALTH.

3 CREDITS

An introduction to how humans affect and are affected by the quality of water, air, soil, and food resources. Provides an overview of pollution issues that impact human health; emphasizes types and sources of pollutants and their consequences with respect to human health. Also explores the impact of the growing human population on environmental quality and on health issues. Prerequisites: BIO-1130, BIO-1140, and MAT-0104 (formerly MAT-1040) with grades of C or higher.

BIO-2330 FUNDAMENTALS OF SOIL SCIENCE. 4 CREDITS

A lecture/laboratory course introducing the study and management of soils as ecosystem components and media for the growth of plants and other organisms. Includes soil morphology, composition, formation, and conservation; emphasizes the physical, chemical, and biological properties of soils as they relate to plant biology, nutrient cycles, the hydrologic cycle, engineering uses of soils, and environmental quality issues. Prerequisites: BIO-1130, BIO-1140, CHM-1010, and MAT-0104 with grades of C or higher. 3 lecture/3 lab hours per week.

BIO-2500 BIOLOGICAL PRINCIPLES OF FORENSIC SCIENCE. 4 CREDITS

An introduction to the principles governing the application of biology and biological statistics that are used to analyze evidence from crime scenes. Topics will include evidence examination and preservation; presumptive and confirmatory biological testing; blood, urine, semen, hair and fiber comparisons; generation and statistical analysis of mitochondrial and nuclear DNA profiles; understanding the modern forensic crime laboratory; the role of the forensic scientist within the

Criminal and Civil United States Court system. Prerequisites: BIO-1140 and CHM-1010. 3 class/3 lab hours.

BIO-2890H HONORS COLLOQUIUM IN BIOLOGY. 3 CREDITS
This honors colloquium will examine special topics in the field of biology and their relevance across disciplinary perspectives. The issues to be addressed in each colloquium will vary from semester to semester. These courses are designed for students in the Honors program, but are open to others with the approval of the honors coordinator or the instructor. Prerequisites: Reading proficiency and permission of the instructor or honors coordinator.

BIO-2910-2930 COOPERATIVE EDUCATION. 1-3 CREDITS
A maximum of six credits of cooperative education and internship experiences may be applied to any degree. These credits may not transfer to all four-year institutions. Contact the Career Services Office, Marlboro Hall, Room 2102, 301-322-0109, for more complete information.

BIO-2990H HONORS SEMINAR IN ENGINEERING AND SCIENCE (SPECIAL TOPICS). 1 CREDIT
Seminar course that introduces and studies emerging issues in science, engineering, technology, and mathematics. Topics vary by semester. Also offered as CHM-2990H and EGR-2990H. Prerequisites: A 3.00 GPA, completion of a minimum of 18 credits in courses offered by the division of Science, Technology, Engineering, and Mathematics, and permission of the instructor or the honors program coordinator.

BUSINESS LAW (BUS)

Public Safety and Law Department
Bladen Hall, Room 208 | 301-322-0553

BUS-1220 BUSINESS LAW I. 3 CREDITS
Course has been re-numbered. See BUS-2220 below.

BUS-1240 BUSINESS LAW II. 3 CREDITS
Course has been renumbered. See BUS-2240 below.

BUS-2220 BUSINESS LAW I. 3 CREDITS
An introduction to the principles and theory of American law, as applied in the business environment. Covers sources of law, courts and alternative dispute resolution systems, tort law, business crimes and business ethics, contract law, and other related topics. Prerequisite: BMT-1010 or departmental permission. (Formerly BUS-1220. Students may not receive credit for both BUS-1220 and BUS-2220.)

BUS-2240 BUSINESS LAW II. 3 CREDITS
An advanced study of theory and applications of business law and commercial business transactions in a domestic and international environment. Topics will cover the Uniform Commercial Code (UCC), bankruptcy, basic business organizations and corporations, securities law, antitrust law, and personal property. Prerequisite: BUS-2220. (Formerly BUS-1240. Students may not receive credit for both BUS-1240 and BUS-2240.)

BUSINESS MANAGEMENT (BMT)

Business Studies Department
Bladen Hall, Room 210 | 301-322-0080

BMT-1010 INTRODUCTION TO BUSINESS. 3 CREDITS
Basic characteristics of the business enterprise, its organization and role in a free society. Formerly offered as MGT-1010. Students may not receive credit for both MGT-1010 and BMT-1010. Prerequisite: Reading proficiency.

BMT-1420 ORGANIZATIONAL MANAGEMENT. 3 CREDITS
The rapidly changing business environment forces managers and entrepreneurs to adapt or exit the organization/market. Even if a manager possesses strong strategic management skills, without the ability to manage change and exert the leadership necessary to implement change, the organization will fail. This course is designed to provide an understanding of the forces behind organizational development (OD), the managerial tools used to implement OD, and the managerial skills that will enable the manager to effectively introduce change into the organization. Formerly offered as MGT-1420. Students may not receive credit for both MGT-1420 and BMT-1420. Prerequisite: Reading proficiency.

BMT-1500 DEVELOPING A PROFESSIONAL IMAGE. 1 CREDIT
Techniques for developing a professional image. Attire, nuances of nonverbal communication and office etiquette. Formerly offered as MGT-1500. Students may not receive credit for both MGT-1500 and BMT-1500.

BMT-1550 ELEMENTS OF SUPERVISION. 3 CREDITS
The supervisory function of the first-line supervisor. Emphasis on decision making and problem solving using case studies and role playing. Formerly offered as MGT-1550. Students may not receive credit for both MGT-1550 and BMT-1550. Prerequisite: Reading proficiency.

BMT-1570 SMALL BUSINESS MANAGEMENT. 3 CREDITS

The basics of establishing and managing a small business. Developing a business plan, financing, managing employees and marketing. Formerly offered as MGT-1570. Students may not receive credit for both MGT-1570 and BMT-1570. Prerequisite: Reading proficiency.

BMT-1600 PRINCIPLES OF MANAGEMENT. 3 CREDITS

The business organization, the functions of management and the role of the manager in the decision-making process. Formerly offered as MGT-1600. Students may not receive credit for both MGT-1600 and BMT-1600. Prerequisite: Reading proficiency.

BMT-1620 FINANCIAL PLANNING AND INVESTMENTS. 3 CREDITS

Financial planning concepts, their application and the risk factor in the management of finances. Formerly offered as MGT-1620. Students may not receive credit for both MGT-1620 and BMT-1620. Prerequisite: Reading proficiency.

BMT-1650 CUSTOMER SERVICE. 3 CREDITS

Examines the dynamics of exceptional customer service. Develops skills necessary in dealing with customers effectively, using creative techniques to improve communication skills to achieve customer satisfaction. Formerly offered as MGT-1650. Students may not receive credit for both MGT-1650 and BMT-1650. Prerequisite: Reading proficiency.

BMT-1710 THE BUSINESS PLAN. 3 CREDITS

Students develop professional business plans for the businesses they are interested in starting. The plans may be reviewed by business persons or bankers. Formerly offered as MGT-1710. Students may not receive credit for both MGT-1710 and BMT-1710. Prerequisite: Reading proficiency.

BMT-1800 MICROCOMPUTER APPLICATIONS FOR THE BUSINESS MANAGER. 3 CREDITS

Introduction to computer business applications: word processing, spreadsheets, databases, graphics and communications. Formerly offered as MGT-1800. Students may not receive credit for both MGT-1800 and BMT-1800. Prerequisite: Reading proficiency.

BMT-1900 INTRODUCTION TO PUBLIC ADMINISTRATION. 3 CREDITS

An overview of public administration and its principles, evolution and current issues. Examine the role of government and nonprofit organizations in society. Formerly offered as MGT-1900. Students may not receive credit for both MGT-1900 and BMT-1900.

BMT-1960 PUBLIC SERVICE MANAGEMENT. 3 CREDITS

Introduction to the public sector. Application of management principles to federal, state and local governments. Examines the role of management in government, public responsibility and trends in the public management sector. Formerly offered as MGT-1960. Students may not receive credit for both MGT-1960 and BMT-1960. Prerequisite: Reading proficiency.

BMT-2400 STRATEGIC MANAGEMENT. 3 CREDITS

The increasing complexity of the global market requires managers to possess strong conceptual, strategic and tactical skills. This course provides an introduction to the strategic management process: strategy formation, strategy implementation, and strategy evaluation. Application of strategic management concepts to case studies and projects will be used to reinforce students' mastery of the strategic management process. Formerly offered as MGT-2400. Students may not receive credit for both MGT-2400 and BMT-2400. Prerequisite: BMT-1010 or equivalent. Capstone Course: In addition to the prerequisite courses, students must complete a minimum of 47 credits prior to enrolling in this course. A minimum cumulative GPA of 2.00 or better is also required.

BMT-2500 INTRODUCTION TO FEDERAL CONTRACTING. 3 CREDITS

Fundamental concepts and principles of the federal procurement system and use of the Federal Acquisition Regulation (FAR). Topics include the background of federal contracting, careers in contracting, types of contracting, competition, federal acquisition process, small purchase procedures, bids and proposals, and the award/protest process. Formerly offered as MGT-2500. Students may not receive credit for both MGT-2500 and BMT-2500. Prerequisite: Reading proficiency.

BMT-2510 INTRODUCTION TO SOURCE SELECTION. 3 CREDITS

Experiencing the source selection process, developing a source selection plan, proposal preparation and evaluation. Content of course includes best and final offer (BAFO), contract format, proposal design, request for proposals (RFP),

invitation for bid (IFB), types of source selection, cooperative purchasing, performance base contracting, best value procurement, and open solicitations. Formerly offered as MGT-2510. Students may not receive credit for both MGT-2510 and BMT-2510. Prerequisite: Reading proficiency.

BMT-2520 PRINCIPLES OF NEGOTIATIONS. 3 CREDITS
Negotiation skills, strategies and tactics to effectively prepare, conduct and document a successful negotiated contract using the negotiation process. Formerly offered as MGT-2520. Students may not receive credit for both MGT-2520 and BMT-2520. Prerequisite: Reading proficiency.

BMT-2530 PROCUREMENT LAW. 3 CREDITS
The fundamental rules, regulations, policies and laws pertaining to procurement, changes in the law, remedies for bidders, procurement integrity and ethics. Formerly offered as MGT-2530. Students may not receive credit for both MGT-2530 and BMT-2530. Prerequisite: Reading proficiency.

BMT-2540 CONTRACT ADMINISTRATION. 3 CREDITS
Management of the contract from beginning to the end to comply with the guidelines of the government rules and standards of the contract. Role of the contract officer and the agreement to complete the terms of the contract. Formerly offered as MGT-2540. Students may not receive credit for both MGT-2540 and BMT-2540. Prerequisite: Reading proficiency.

BMT-2550 COST AND PRICE ANALYSIS. 3 CREDITS
Application of fundamental concepts and evaluation of contract price and cost principles. Formerly offered as MGT-2550. Students may not receive credit for both MGT-2550 and BMT-2550. Prerequisites: Reading and math proficiencies.

BMT-2580 COMPENSATION AND BENEFITS MANAGEMENT. 3 CREDITS
Fundamental concepts of compensation management, theory of organizational reward systems, and methods of compensating employees. Topics include compensation objectives, employee benefits options, internal and pay structures, incentive programs, performance appraisals, union and government roles in compensation, and international pay systems. Formerly offered as MGT-2580. Students may not receive credit for both MGT-2580 and BMT-2580. Prerequisite: Reading proficiency.

BMT-2590 EMPLOYEE TRAINING AND DEVELOPMENT. 3 CREDITS

Introduction to organizational training and development through the assessment of training needs in the workplace. Topics include designing and implementing training and development programs; methods of evaluating the effectiveness of these programs; and use of media and technology. Formerly offered as MGT-2590. Students may not receive credit for both MGT-2590 and BMT-2590. Prerequisite: Reading proficiency.

BMT-2610 HUMAN RESOURCE MANAGEMENT. 3 CREDITS
Principles and practices of human resource management in the business organization. Formerly offered as MGT-2610. Students may not receive credit for both MGT-2610 and BMT-2610. Prerequisite: Reading proficiency.

BMT-2620 HUMAN RESOURCE INFORMATION SYSTEMS. 3 CREDITS

An overview and analysis of various ways human resource professionals keep and monitor confidential information, examine the systems required, justifications of needs, system costs, and implementation. Outsourcing will be examined as a viable alternative to implementing technological infrastructures. Prerequisite: BMT-1010 and INT-1010 (formerly CIS-1010).

BMT-2630 INTERNATIONAL MANAGEMENT. 3 CREDITS
This course provides future managers with the basic skills and knowledge necessary for transition into the world of international business. Formerly offered as MGT-2630. Students may not receive credit for both MGT-2630 and BMT-2630. Prerequisite: Reading proficiency.

BMT-2650 PURCHASING, CONTRACTING, AND MATERIALS MANAGEMENT. 3 CREDITS

Procurement and materials management, including specifications, source selection, pricing, contracting and inventory control. Formerly offered as MGT-2650. Students may not receive credit for both MGT-2650 and BMT-2650. Prerequisite: Reading proficiency.

BMT-2660 CONFLICT MANAGEMENT. 3 CREDITS
Powerful techniques for dealing effectively and confidently with difficult situations. Building and strengthening more cooperative and productive working relationships. Formerly offered as MGT-2660. Students may not receive credit for both MGT-2660 and BMT-2660. Prerequisite: Reading proficiency.

BMT-2670 SPORTS MANAGEMENT. 3 CREDITS

Focuses on the foundations of the sports management function, preparation of professionals to apply communication, leadership and managerial skills in a variety of career positions in the sports management field. Students will develop knowledge, skills, and application processes to become effective in various positions. Prerequisite: BMT-1010.

BMT-2700 STRESS MANAGEMENT IN THE WORKPLACE. 3 CREDITS

Designed to provide a comprehensive approach to stress management. Through a combination of lectures, experiential learning and self assessment, students will have an opportunity to develop their own strategy for stress management. Formerly offered as MGT-2700. Students may not receive credit for both MGT-2700 and BMT-2700. Prerequisite: Reading proficiency.

BMT-2720 MANAGING WORKPLACE DIVERSITY. 3 CREDITS

This course examines diversity in the workplace and the resulting challenges to corporate culture in developing an understanding of diversity. Formerly offered as MGT-2720. Students may not receive credit for both MGT-2720 and BMT-2720. Prerequisite: Reading proficiency; MGT-1600 recommended.

BMT-2750 LEADERSHIP DEVELOPMENT. 3 CREDITS H

Development of practical, effective workplace leadership skills through study, observation and application. Integrates readings from humanities, experiential exercises, films and contemporary readings on leadership. (Credit may not be received for both SPH-2750 and BMT-2750.) Formerly offered as MGT-2750. Students may not receive credit for both MGT-2750 and BMT-2750. Prerequisites: Reading and oral proficiency. (Honors version available.)

BMT-2860 CYBER LAW. 3 CREDITS

Examines current and emerging cyber law issues that are critical to business, government and individuals. Students will examine jurisdiction; protection of intellectual property; contracts and licensing agreements; sales tax; raising equity capital online; privacy; obscenity in cyberspace; defamation; Internet and information security; computer crime; and ethics. The goal is to address these issues in a practical, business-oriented manner and to advance sophistication in the field. As this is a dynamic discipline, subject areas and course materials may vary, as needed, with future developments in

the field. Formerly offered as MGT-2860. Students may not receive credit for both MGT-2860 and BMT-2860. Prerequisite: Reading proficiency. BUS-2220 recommended.

BMT-2880 EMERGENCY MANAGEMENT. 3 CREDITS

Provides individuals and organizations with tools to prepare for and recover from both natural and man-made disasters. Students will gain an understanding of risk and crisis management, the need for business continuity and information assurance planning, as well as addressing the leadership, human, organizational and public policy components of disasters. The final project will be a disaster recovery management plan. Formerly offered as MGT-2880. Students may not receive credit for both MGT-2880 and BMT-2880. Prerequisite: Reading proficiency.

BMT-2882 HEALTH CARE MANAGEMENT. 3 CREDITS

Explores basic concepts of management theory as applied to health care. Students will examine the structure of the health care delivery system and management functions such as planning, organizing, directing and controlling. They also will approach health care from a systems and efficiency perspective. Emphasis also will be placed on the need for cost controls as a way of ensuring quality health care. Prerequisite: Reading proficiency.

BMT-2890H HONORS COLLOQUIUM IN MANAGEMENT. 3 CREDITS

This honors colloquium will examine special topics in the field of management and their relevance across disciplinary perspectives. The issues to be addressed in each colloquium will vary from semester to semester. These courses are designed for students in the Honors program, but are open to others with the approval of the honors coordinator and the instructor. Formerly offered as MGT-2890H. Students may not receive credit for both MGT-2890H and BMT-2890H. Prerequisites: Reading proficiency and permission of instructor or honors coordinator.

BMT-2910-2930 COOPERATIVE EDUCATION. 1-3 CREDITS

A maximum of six credits of cooperative education and internship experiences may be applied to any degree. These credits may not transfer to all four-year institutions. Contact the Career Services Office, Marlboro Hall, Room 2102, 301-322-0109, for more complete information.

**BMT-2960 EMOTIONAL INTELLIGENCE
IN THE WORKPLACE. 3 CREDITS**

Superior performance requires both intellectual and emotional intelligence. This course provides a fundamental understanding of how emotional intelligence (EI) impacts communication, leadership, and decision-making styles as well as how to better utilize EI in managing cross-functional teams and overall workforce productivity. Formerly offered as MGT-2960. Students may not receive credit for both MGT-2960 and BMT-2960. Prerequisite: Reading Proficiency.

BUSINESS MARKETING (BMK)

Business Studies Department
Bladen Hall, Room 210 | 301-322-0080

BMK-2510 INTRODUCTION TO MARKETING. 3 CREDITS
Principles and techniques of marketing goods and services, including advertising, sales promotion, retailing, and wholesaling. Formerly offered as MKG-2510. Students may not receive credit for both MKG-2510 and BMK-2510. Prerequisite: Reading proficiency.

BMK-2600 SPORTS MARKETING. 3 CREDITS
Investigates basic foundations, marketing strategies and promotion techniques related to sports marketing. Students will explore the four domains of sports marketing, an introduction to sponsorship, licensing, endorsements, distribution, and emerging issues and careers in sports marketing. Prerequisite: BMT-1010.

BMK-2630 INTERNATIONAL MARKETING. 3 CREDITS
An understanding of the principles of marketing within the context of the international market. Formerly offered as MKG-2630. Students may not receive credit for both MKG-2630 and BMK-2630. Prerequisite: Reading proficiency.

BMK-2710 SALESMANSHIP. 3 CREDITS
Ideas and techniques used in selling and their relationship to specific products and services. Development and maintenance of a sales organization and its personnel. Formerly offered as MKG-2710. Students may not receive credit for both MKG-2710 and BMK-2710. Prerequisite: Reading proficiency.

BMK-2730 RETAIL BUSINESS MANAGEMENT. 3 CREDITS
Overview of retail business, including types of businesses, their organization, retail buying, selling, advertising, and merchandising. Formerly offered as MKG-2730. Students may not receive credit for both MKG-2730 and BMK-2730. Prerequisite: Reading proficiency.

BMK-2770 ADVERTISING. 3 CREDITS
Overview of the advertising world, including use of media, research and development of ideas, writing copy, and producing radio and television commercials. Formerly offered as MKG-2770. Students may not receive credit for both MKG-2770 and BMK-2770. Prerequisite: Reading proficiency.

BMK-2910–2930 COOPERATIVE EDUCATION. 1-3 CREDITS
A maximum of six credits of cooperative education and internship experiences may be applied to any degree. These credits may not transfer to all four-year institutions. Contact the Career Services Office, Marlboro Hall, Room 2102, 301-322-0109, for more complete information.

BUSINESS PROPERTY MANAGEMENT (BPM)

Business Studies Department
Bladen Hall, Room 210 | 301-322-0080

**BPM-1010 INTRODUCTION TO RESIDENTIAL
PROPERTY MANAGEMENT. 3 CREDITS**
This course is designed to prepare students to manage multi-family properties. The management of rental property (apartments) is emphasized, but common interest realty associations (CIRA) and other residential property (manufactured and senior housing and single family homes) are also covered. Course topics include: Forms and goals of ownership, leasing, human resource management, property operations, resident policies, marketing, budgeting and planning, legal and risk management, and government regulations. Prepares students for entry-level positions as leasing consultants or assistant property managers, as well as for further professional training and certification. Formerly offered as RPM-1010. Students may not receive credit for both RPM-1010 and BPM-1010. Prerequisites: Reading, English, and mathematics proficiency.

BPM-1020 MAINTENANCE FOR RESIDENTIAL PROPERTY MANAGEMENT. 3 CREDITS

Designed to prepare students to develop and implement maintenance systems for residential properties. Course topics include: The property manager's role in maintenance; conducting inspections; developing and scheduling maintenance programs; budgeting for maintenance; staffing and contracting; energy management; customer service; government codes and regulations; and safety and security. Formerly offered as RPM-1020. Students may not receive credit for both RPM-1020 and BPM-1020. Prerequisite: BPM-1010.

BPM-2910–2930 COOPERATIVE EDUCATION. 1–3 CREDITS

Capstone Courses: Students must complete a minimum of 47 credits prior to enrolling in these courses. A minimum cumulative GPA of 2.00 or better is also required. A maximum of six credits of cooperative education and internship experiences may be applied to any degree. These credits may not transfer to all four-year institutions. Contact the Career Services Office, Marlboro Hall, Room 2102, 301-322-0109, for more complete information.

BUSINESS REAL ESTATE (BRE)

Business Studies Department

Bladen Hall, Room 210 | 301-322-0080

All real estate courses are offered in both credit and noncredit modes. Noncredit CEUs in RES-329 may be converted to academic credit through examination. RES-368 and RES-369 can be converted to BRE-2030. Consult program coordinator for details.

BRE-1030 REAL ESTATE PRINCIPLES AND PRACTICES FOR SALESPERSONS. 4 CREDITS

Satisfies the 60-hour educational requirement for real estate salesperson licensure. Introduces concepts of property type, various interests in real estate and how they are held, property description, agency, real estate mathematics, property valuation, finance, settlement computations, contract law, real estate finance, transfer of title and taxation. It also presents details of Maryland real estate license law and relevant sections of real property and other statutes that affect the delivery of real estate brokerage services dealing with agency, property disclosure, Fair Housing, real estate ethics, and environmental concerns. Formerly offered as RLS-1030. Students may not earn credit for both RLS-1030 and BRE-1030. Prerequisite: Reading proficiency.

BRE-2030 REAL ESTATE FINANCE AND INVESTMENT. 3 CREDITS

Decision-making analysis for real estate investment based on both the characteristics of the investment property and the availability and cost of funds appropriate for the project. Cash-flow forecasting, arranging financing, creative financing, tax implications and timing of disposal of property. Uses spreadsheets and financial calculators. Formerly offered as RLS-2030. Students may not earn credit for both RLS-2030 and BRE-2030. Prerequisites: Reading and arithmetic proficiency.

BRE-2910–2930 COOPERATIVE EDUCATION. 1–3 CREDITS

A maximum of six credits of cooperative education and internship experiences may be applied to any degree. These credits may not transfer to all four-year institutions. Contact the Career Services Office, Marlboro Hall, Room 2102, 301-322-0109, for more complete information.

CAREER ASSESSMENT AND PLANNING (CAP)

Career Services | Marlboro Hall, Room 2129 | 301-322-0109

CAP-1050 PORTFOLIO DEVELOPMENT. 3 CREDITS

Students develop a portfolio that documents college-level learning acquired from life/work experience including business, the military, and volunteer/community involvement. Required for Prior Learning Assessment (PLAN) credit through the portfolio assessment process. Prerequisite: Reading and English proficiency and permission of PLAN coordinator.

CAP-1300 CHOOSING YOUR COLLEGE MAJOR. 1 CREDIT

Develops a profile of student interests and abilities and identifies college majors that match individual strengths and current job outlook. (Credit may not be received for both CAP-1300 and CAP-1100.)

CAP-1310 CAREER ASSESSMENT AND PLANNING. 3 CREDITS

An intensive, comprehensive exploration of students' marketable skills, interests, abilities, and values. Follows a career decision-making process that results in clear career goals and implementation plans.

CHEMISTRY (CHM)

Physical Sciences and Engineering Department
Chesapeake Hall, Room 100 | 301-322-0420

CHM-1010 GENERAL CHEMISTRY I. 4 CREDITS **SC**
University-parallel introductory chemistry sequence. Structure of matter, bonding, reactions and changes of state. Prerequisite: MAT-1350 with grade of C or higher; EGL-1010 completed or concurrent. 3 class/3 lab/1 rec hours.

CHM-1020 GENERAL CHEMISTRY II. 3 CREDITS **SC**
Continuation of university-parallel sequence. Systems in equilibrium, thermodynamics, electrochemistry, kinetics, and nuclear chemistry. Prerequisite: CHM-1010 with grade of C or higher.

CHM-1030 GENERAL CHEMISTRY II LABORATORY. 2 CREDITS
Introduction to quantitative, qualitative and instrumental analysis with applications to a broad range of chemical systems. Prerequisite: CHM-1010; CHM-1020 completed or concurrent. 1 class/3 lab hours.

CHM-1120 ESSENTIALS OF ORGANIC AND BIOCHEMISTRY.
4 CREDITS
A one-semester survey of organic chemistry. Introduction to organic nomenclature and reactions, characteristics of biochemical compounds with biological applications, and basic laboratory procedures. Prerequisite: CHM-1010.
3 class/4 lab hours.

CHM-2010 ORGANIC CHEMISTRY I. 4 CREDITS
University-parallel organic chemistry sequence. Classes of organic compounds and their reactions, stereochemistry and reaction mechanisms, and basic laboratory techniques for synthesis and analysis. Prerequisite: CHM-1020.
3 class/4 lab hours.

CHM-2020 ORGANIC CHEMISTRY II. 3 CREDITS
Continuation of CHM-2010 with emphasis on reaction mechanisms, synthesis, and spectroscopy of organic compounds. Prerequisite: CHM-2010.

CHM-2040 ORGANIC CHEMISTRY II LABORATORY. 2 CREDITS
Experiments in organic synthesis and analysis of compounds from CHM-2020 with emphasis on microscale and instrumental techniques, including spectroscopy. Prerequisite: CHM-2020 completed or concurrent. 4 lab hours.

CHM-2050 INSTRUMENTAL ANALYSIS. 4 CREDITS
The use of scientific instruments in forensic testing is the focus of this course. Lectures and laboratories cover instrumentation theory, data systems, method development and qualitative and quantitative analytical techniques. Techniques discussed with laboratory activities include gas chromatography (GC), infrared spectrometry (IR), ultraviolet-visible spectrometry (UV-Vis), high-performance liquid chromatography (HPLC), and gas chromatography-mass spectrometry (GC-MS). (Credit will not be given for both FOS-2050 and CHM-2050). Prerequisites: CHM-1020 and CHM-1030.
3 class/4 lab hours. (Offered spring only.)

CHM-2070 SURVEY OF BIOCHEMISTRY. 3 CREDITS
An interdisciplinary examination of living systems at the chemical level. Topics include structure and function of macromolecules, with an emphasis on protein structure and enzyme function, cellular energetics, and cellular respiration. Prerequisites: BIO-1140 and CHM-2010.

CHM-2890H HONORS COLLOQUIUM IN CHEMISTRY. 3 CREDITS
This Honors Colloquium will examine special topics in the field of chemistry and its relevance across disciplinary perspectives. The issues to be addressed in each colloquium will vary from semester to semester. These courses are designed for students in the Honors program, but are open to others with the approval of the honors coordinator or the instructor. Prerequisites: Reading proficiency and permission of the instructor or honors coordinator.

CHM-2910–2930 COOPERATIVE EDUCATION. 1–3 CREDITS
A maximum of six credits of cooperative education and internship experiences may be applied to any degree. These credits may not transfer to all four-year institutions. Contact the Career Services Office, Marlboro Hall, Room 2102, 301-322-0109, for more complete information.

CHM-2990H HONORS SEMINAR IN ENGINEERING AND SCIENCE (SPECIAL TOPICS). 1 CREDIT
Seminar course that introduces and studies emerging issues in science, engineering, technology, and mathematics. Topics vary by semester. Also offered as BIO-2990H and EGR-2990H. Prerequisites: A 3.00 GPA, completion of a minimum of 18 credits in courses offered by the division of Science, Technology, Engineering, and Mathematics, and permission of the instructor or the honors program coordinator.

CHINESE (CHN)

Language Studies Department

Bladen Hall, Room 309 | 301-322-0946

CHN-1000 CHINESE FOR BEGINNERS. 3 CREDITS H

Designed for students who are true beginners without any background knowledge of the Chinese language. This course will focus on the four skills of listening, speaking, reading, and writing. Students will learn Mandarin pronunciation, grammar, and Chinese characters. 3 class/1 lab hour or equivalent.

CHN-1010 ELEMENTARY CHINESE. 3 CREDITS H

A continuation of CHN-1000 which will focus on the four skills of listening, speaking, reading, and writing. Students will learn Mandarin pronunciation, grammar, and Chinese characters. Prerequisite: CHN-1000. 3 class/1 lab hour or equivalent.

CONSTRUCTION MANAGEMENT (CSM)

Information and Engineering Technology Department

Center for Advanced Technology, Room 129 | 301-322-0752

CSM-1410 CONSTRUCTION MATH. 3 CREDITS

Specialized mathematics for the construction industry. Useful for success in core construction management courses and required for estimating. Includes dimensional conversions, basic computations of areas and volumes, comparison of estimations and exact calculations, and cost calculations. (May also be taken as a noncredit course, CST-337 Construction Math.)

CSM-1450 CONSTRUCTION MANAGEMENT I. 3 CREDITS

Construction contracting and the workings of the construction industry with an emphasis on responsibilities of middle management in a construction project. (May also be taken as a noncredit course, CST-335 Construction Management I.)

CSM-1460 CONSTRUCTION METHODS AND MATERIALS. 3 CREDITS

Introduction to the materials and techniques used in the construction of commercial wood, steel, and concrete buildings. Covers sitework, structure, building exterior, finishes, mechanical systems, and electrical systems. (Credit may not be received for both CSM-1460 and ENT-161.) (May also be taken as a noncredit course, CST-382 Construction Methods and Materials.)

CSM-1470 CONSTRUCTION PLANNING AND SCHEDULING. 3 CREDITS

Course has been re-numbered. See CSM-2470 below.

CSM-1480 CONSTRUCTION ESTIMATING. 3 CREDITS

Course has been re-numbered. See CSM-2480 below.

CSM-1500 CONSTRUCTION SURVEYING. 3 CREDITS

Course has been re-numbered. See CSM-2500 below.

CSM-1510 RESIDENTIAL CONSTRUCTION MANAGEMENT. 3 CREDITS

An overview of the residential construction process, from concept through design, finance and construction, to turnover. This course is aimed at the owner/builder and is designed to explain his/her role in each step of the process. (May also be taken as a noncredit course, CST-346 Build Your Own House.)

CSM-1600 CONSTRUCTION SAFETY. 3 CREDITS

OSHA policies, procedures, standards, and safety and health principles, including the scope and application of the 29 CFR-1926. Students successfully completing the course will receive OSHA 30-hour construction safety cards. (May also be taken as a noncredit course, CST-311 Construction Safety.)

CSM-1830 CONSTRUCTION PRINT READING. 3 CREDITS

Covers reading and interpreting construction drawings and specifications of residential and light commercial buildings. Emphasis is on the architectural, mechanical, and site aspects of working drawings. Topics include plan and elevation views, symbols and notations, scaling and dimensional practices, structural information, detail drawings, plot plans, and reading drawings for trade information. (May also be taken as a noncredit course, CST-345 Construction Print Reading.)

CSM-1850 CONSTRUCTION QUALITY CONTROL. 3 CREDITS

General overview of the contractor's quality control (QC) as it pertains to each trade on the job. Includes documentation, support and the interaction between construction and QC. (May also be taken as a noncredit course, CST-309 Construction Quality Control.)

CSM-1860 CONSTRUCTION CODES. 3 CREDITS

Overview, basis, and structure of the International Building Code, with emphasis on commercial construction. Provides students with the ability to conduct a code compliance inspection.

CSM-2310 CONSTRUCTION ENTREPRENEURSHIP. 3 CREDITS

The initial considerations and decisions needed to successfully start a construction company, plus the business and regulatory requirements that must be met during the startup phase of a construction business. (May also be taken as a noncredit course, CST-389 Start Your Own Construction Company.)

CSM-2410 COMMUNICATION AND COMPUTERS IN CONSTRUCTION. 3 CREDITS

This course combines the everyday communications that are a vital part of the construction process with the use of computers as their main tool. The communication side covers the four main avenues (speaking, listening, reading, writing) with clarity and focus. The computer side covers spreadsheets, word processing, scheduling, and money control.

CSM-2450 CONSTRUCTION MANAGEMENT II. 3 CREDITS

Contracting requirements of the construction project. Requirements stated in contract documents incorporate the scope of work and terms and conditions between the client and constructor. Course emphasizes the importance of economics and legal ramifications of the project documents. Prerequisite: CSM-1450. (May also be taken as a noncredit course, CST-396 Construction Management II.)

CSM-2470 CONSTRUCTION PLANNING AND SCHEDULING. 3 CREDITS

Comprehensive overview and analysis of the requirements and use of planning and scheduling as an effective management tool. Includes the use of Microsoft Project with special emphasis on the planning process. (May also be taken as a noncredit course, CST-354 Construction Planning and Scheduling.) (Formerly offered as CSM-1470. Students may not receive credit for both CSM-1470 and CSM-2470.) Prerequisite: INT-1010 or INT-1330.

CSM-2480 CONSTRUCTION ESTIMATING. 3 CREDITS

Introduction to construction estimating, including its purpose, methods of preparing estimates, types of estimates and handling of construction trades. (May also be taken as a noncredit course, CST-383 Construction Estimating I.)

(Formerly CSM-1480. Students may not receive credit for both CSM-1480 and CSM-2480.) Prerequisite: CSM-1450 or CSM-1830.

CSM-2500 CONSTRUCTION SURVEYING. 3 CREDITS

A course designed for construction personnel who must implement and lay out a site development plan. Lectures and hands-on field work help the student develop an understanding and use of the builder transit/level in all phases of construction. (Formerly CSM-1500. Students may not receive credit for both CSM-1500 and CSM-2500.) Recommended: MAT-1120, completed or concurrent.

CSM-2610 BUILDING MECHANICAL AND ELECTRICAL SYSTEMS. 3 CREDITS

Overview of the systems in a commercial building—plumbing, HVAC, sprinkler, elevator, electrical (power, fire alarm, communications, and security), and their controls. Emphasis is on understanding system function and interconnection, rather than design. (May also be taken as a noncredit course, CST-415, Mechanical and Electrical Systems in Construction)

CSM-2850 LEADERSHIP IN CONSTRUCTION. 3 CREDITS

Principles of effective leadership as they apply to the construction industry, both in the field and in the office. Directed to all levels of responsibility from field foreman to upper management.

CSM-2900 CONSTRUCTION ENTERPRISE PROJECT. 3 CREDITS

Working in teams, students will use the knowledge gained in previous courses to manage a multi-million-dollar construction project from start to finish. The teams will be presented with an initial design and create bids and schedules to run the job. Supervising faculty will present the teams with problems, disputes, and conflicts that must be dealt with to successfully complete a quality product on time and within budget. The teams also will produce written reports and oral presentations during the project. Prerequisites: CSM-1450, CSM-1460, CSM-2470, CSM-2480, and CSM-1830. Capstone Course: In addition to all prerequisites, students must complete a minimum of 46 credits of courses relevant to the major prior to enrolling in this course. A minimum cumulative GPA of 2.00 or better is also required.

CSM-2910–2930 COOPERATIVE EDUCATION. 1-3 CREDITS

A maximum of six credits of cooperative education and internship experiences may be applied to any degree. These credits may not transfer to all four-year institutions. Contact the Career Services Office, Marlboro Hall, Room 2102, 301-322-0109, for more complete information.

CORRECTIONAL SERVICES (COR)

Public Safety and Law Department
Bladen Hall, Room 208 | 301-322-0553

COR-1510 INTRODUCTION TO CORRECTIONS. 3 CREDITS

A survey of the corrections field, including courts, detention, sentencing, adult institutions, probation, parole, and staffing and personnel issues. The history and philosophy of corrections will be examined with the purpose of building a framework for understanding current sentencing and correctional practices. Prerequisite: Reading proficiency.

COR-1530 CORRECTIONS MANAGEMENT. 3 CREDITS

Course has been re-numbered. See COR-2570 below.

COR-2510 PROBATION, PAROLE AND COMMUNITY-BASED CORRECTIONS. 3 CREDITS

A study of the philosophy and functioning of community-based corrections organizations, specifically probation and parole. Emphasis is placed on the historical development of community-based practices, analysis of potential alternatives to current parole and probation procedures, including restorative justice measures and discussion of important issues and problems currently facing community-based corrections. Prerequisite: Reading proficiency.

COR-2570 CORRECTIONS MANAGEMENT. 3 CREDITS

A study of the concepts, planning considerations, management theory and operational implications for staffing, security, safety, and treatment in the effective management of prisons, jails and detention facilities. Prerequisite: COR-1510 or departmental permission. (Formerly COR-1530. Students may not receive credit for both COR-1530 and COR-2570.)

CRIMINAL JUSTICE (CJT)

Public Safety and Law Department
Bladen Hall, Room 208 | 301-322-0553

CJT-1510 INTRODUCTION TO CRIMINAL JUSTICE. 3 CREDITS

A survey of the history, philosophy, and social development of police, courts, and corrections in a democratic society. Identification and operations of local, state, and federal agencies will be covered with criminal justice career orientation. Prerequisite: Reading proficiency.

CJT-1520 POLICE OPERATIONS. 3 CREDITS

An exploration of the field of law enforcement, to include the duties, authority, responsibilities, and rights of the uniformed police officer. Emphasis is placed upon the function of patrol officers as it relates to the foundations of policing in America. Prerequisite: Reading proficiency.

CJT-1530 COMMUNITY POLICING. 3 CREDITS

A study of the relationship between police and the community with recommendations for ways of working together to reduce crime. Emphasis is placed on policing in a culturally diverse society. (Credit may not be received for both SOC-1530 and CJT-1530.) Prerequisite: Reading proficiency.

CJT-1540 POLICE MANAGEMENT. 3 CREDITS

Course has been re-numbered. See CJT-2570.

CJT-1550 JUVENILE DELINQUENCY. 3 CREDITS

Course has been re-numbered. See CJT-2580.

CJT-1700 VICTIMOLOGY AND VIOLENCE. 3 CREDITS

The study of victimization, crime typologies, and the impact of crime on victims, offenders and society. Prerequisite: Reading proficiency.

CJT-1730 INTRODUCTION TO SECURITY. 3 CREDITS

An introduction to the basic principles and concepts of security and asset protection, from historical and modern-day points of view. Emphasis is on the protection of assets, personnel, and facilities involving both private and government entities.

CJT-1740 SECURITY OPERATIONS. 3 CREDITS

An examination of the increasing role private security plays in crime prevention, detection and investigation. Emphasis is on physical and procedural operations.

CJT-2510 CRIMINAL LAW. 3 CREDITS

A study of substantive criminal law, including elements of state and federal crimes. Constitutional limitations on the types of conduct that can be criminalized, affirmative defenses to criminal liability, appropriate criminal statutes, and interpretive court decisions will be examined. Prerequisite: Reading proficiency.

CJT-2530 CRIMINAL INVESTIGATION. 3 CREDITS

A study of the fundamental principles and procedures employed in the investigation of crime. Emphasis is placed on the investigation of specific crimes, the identification of sources of information and the procedures necessary for the proper handling of evidence. The course is designed to develop a working knowledge of the steps of investigation beginning with the initial security of the crime scene and concluding with the presentation of evidence and proper testimony in court. Prerequisite: Reading proficiency.

CJT-2540 CRIMINAL EVIDENCE AND PROCEDURE. 3 CREDITS

An examination of the principles and techniques of criminal procedure employed during trials to determine the admissibility of physical and testimonial evidence. An analysis of laws and court decisions relating to admissibility is emphasized. Prerequisite: Reading proficiency.

CJT-2560 TERRORISM AND BIOSECURITY. 3 CREDITS

A survey of historical, current and future acts of foreign and domestic terrorism. Emphasis is placed on the threat of terrorism, both nationally and Internationally, weapons of mass destruction, and biological, chemical, nuclear and cyber agents. Includes investigative methods and procedures and the development of response plans. Prerequisite: Reading proficiency.

CJT-2570 POLICE MANAGEMENT. 3 CREDITS

A study of the administration of police to include the organizational structure, function, and theory related to the practice of police management. Prerequisite: CJT-1510 or permission of department. (Formerly CJT-1540. Students may not receive credit for both CJT-1540 and CJT-2570.)

CJT-2580 JUVENILE DELINQUENCY. 3 CREDITS

A study of the causes and trends of youth crime. The prediction, prevention, treatment, and control of juvenile delinquency by social control agencies is examined relative to social policies needed to reduce its incidence. The organization and procedures of the juvenile justice system will be explored. Prerequisite: CJT-1510 or permission of department. (Formerly CJT-1550. Students may not receive credit for both CJT-1550 and CJT-2580.)

CJT-2800 PROFESSIONAL ETHICS IN CRIMINAL JUSTICE. 3 CREDITS

Examines the decision-making process of those involved in the field of public safety, including law enforcement and corrections, as it relates to morals, values, integrity, discretion and authority. The course queries ethics relating to the fair and equal treatment of those involved in the criminal justice process to include criminal justice personnel, victims, and criminals. Topics relating to the history, definition, categories, and theories of ethics; lying and deception as it relates to the field of criminal justice; prejudice and discrimination in the field of criminal justice; and abuse of authority specific to the field of criminal justice will be examined. Prerequisite: Reading proficiency.

CJT-2900 CAPSTONE SEMINAR IN CRIMINAL JUSTICE. 3 CREDITS

This course is the culmination of the criminal justice students' academic experience. It serves to synthesize the knowledge gained from courses taken within the criminal justice curriculum and better prepare the graduate to progress to upper-level studies in the discipline, or for entry-level career positions in the criminal justice field. Among other requirements, the student will develop and prepare an individual research project that will be presented to the class, as well as an external audience. The course also includes a comprehensive final examination based on the programs' learning outcomes. Capstone Course: In addition to completing prerequisite courses, students must also have completed a minimum of 45 credits and all required criminal justice (CJT) courses before enrolling in this course. A minimum GPA of 2.00 is also required. Prerequisites: CJT-1510, CJT-1520, CJT-1530, CJT-1550, CJT-2510, CJT-2530, CJT-2540, and CJT-2800 or permission of department.

CJT-2910-2930 CJT INTERNSHIP. 1-3 CREDITS

The internship is a practicum with measurable learning objectives designed to broaden the educational experience. Students are assigned to appropriate governmental and private criminal justice agencies. A maximum of six credits of cooperative education and internship experiences may be applied to any degree. These credits may not transfer to all four-year institutions. Contact the Career Services Office, Marlboro Hall, Room 2102, 301-322-0109, for more complete information.

CULINARY ARTS (CUL)

Hospitality, Tourism, and Culinary Arts Department
Chesapeake Hall, Room 100 | 301-341-3090

CUL-1100 INTRODUCTION TO CULINARY ARTS. 3 CREDITS

Introductory food production class for culinary students. Topics include the theories and methods of cooking, vocabulary, and the development of safe and sanitary kitchen practices. Production items will include vegetable and starch preparation, stocks and soups, and egg cookery. Prerequisite: HSM-1550 completed or concurrent. 2 class/2 lab hours.

CUL-1150 FOOD PRODUCTION I. 3 CREDITS

A continuation of CUL-1100. Topics include stocks, soups, sauces, beef, pork and poultry items, vegetables, and starches. Utilizing recipes and techniques as presented in class, students will prepare a number of buffets. Prerequisite: CUL-1100. 1 class/4 lab hours.

CUL-1300 BAKING SKILLS. 3 CREDITS

An introductory course in the principles of baking, with emphasis on bakeshop ingredients, their function, measurement, and scaling. Scratch baked items to include quick breads and muffins, yeast breads, cookies, Danish pastries, and assorted pies. Prerequisite: CUL-1100. 1 class/4 lab hours.

CUL-2150 FOOD PRODUCTION II. 3 CREDITS

An advanced food production class. Production topics will include principles of plate presentation, entrée, starch, vegetables, seafood, veal, and lamb cookery. Additional topics will include menu construction, pricing, and production. Prerequisite: CUL-1150. 1 class/4 lab hours.

CUL-2200 GARDE MANGER AND CATERING. 3 CREDITS

This course focuses on cold food preparation and presentation in buffet and catering applications, including appetizers, hors d'oeuvres, canapés, pates, sausages, terrines and buffet salads, buffet design, layout and execution, and menu planning. Prerequisite: CUL-2150. 1 class/4 lab hours.

CUL-2300 ADVANCED BAKING AND PASTRY. 3 CREDITS

A continuation of CUL-1300. Topics include tarts, cakes, and restaurant-style desserts, production and use of sauces, and plate presentations. Students will be required to create a dessert menu and demonstrate baking proficiency through production of selected menu items. Prerequisites: CUL-1100 and CUL-1300. 1 class/4 lab hours.

CUL-2450 INTERNATIONAL CUISINE. 3 CREDITS

A continuation of CUL-2150. Production will include French, Italian, Asian, and other ethnic and regional cuisines. Discussion topics will include indigenous ingredients, flavors, cooking methods, and techniques. Prerequisite: CUL-2150. 1 class/4 lab hours.

CUL-2760 INTERNSHIP. 3 CREDITS

This course is a 600-hour paid work internship in a food production environment (two 300-hour internships). Student will prepare a report detailing their experience. Students are required to have the internship approved by the program coordinator. Prerequisite: CUL-1150 and permission of the program coordinator.

DEVELOPMENTAL ENGLISH (DVE) Courses meet for 3 class hours and 2 open-lab hours per week or equivalent.

Developmental English and Reading Department
Marlboro Hall, Room 2118 | 301-322-0495

DVE-0009 FUNDAMENTAL LANGUAGE SKILLS.
0 CREDITS (4 EHS)

Preparation for DVE-0011. This course helps students write various types of clear, concise sentences and coherent paragraphs. It emphasizes basic sentence structure and includes practice with subjects and verbs, fragments and run-on sentences, and sequence of tenses. Four equivalent hours (EHs) awarded for successful completion. (Formerly DLS-0031. Students who have passed DLS-0031 should not take this course.)

DVE-0011 DEVELOPMENTAL COMPOSITION.

0 CREDITS (4 EHS)

Preparation for credit-level English. This course develops basic English skills and familiarizes students with the fundamental principles of written communication. It emphasizes writing clear, effective paragraphs, and correcting weaknesses in sentence structure, grammar, and usage. Four equivalent hours (EHs) awarded for successful completion.

DVE-0012 FOUNDATIONS OF COMPOSITION AND COMPREHENSION. 0 CREDITS (6 EHS)

Designed to prepare students for college-level courses, specifically by improving skills in vocabulary, reading, comprehension, and effective written communications. Application of these skills will not only enable students to become more effective and efficient readers of their college textbooks but will also familiarize them with the fundamental principles of written communication. Emphasis will be placed on understanding and analyzing various texts and on writing clear and effective paragraphs or essays. DVE-0012 consists of the equivalent of thirty 2.5-hour class sessions and 25 1-hour supervised laboratory sessions or documented tutoring sessions. Six equivalent hours (EHs) awarded for successful completion.

DEVELOPMENTAL LEARNING SUPPORT (DLS)

Learning Foundations Division
Marlboro Hall, Room 2118 | 301-322-0495

DLS-0011 FUNDAMENTAL ARITHMETIC SKILLS.

0 CREDITS (2 EHS)

Preparation for DVM-0031. Review of basic arithmetic operations on whole numbers, fractions and decimals, including number properties. Two equivalent hours (EHs) awarded for successful completion.

DEVELOPMENTAL MATH (DVM)

Developmental Mathematics Department
Marlboro Hall, Room 2118 | 301-322-0495

The Developmental Mathematics courses prepare students for programs that require MAT-0104 as a prerequisite. All students enrolling in their first DVM course must take PAS-1030 Math Confidence Building (1 Credit) or PAS-1010 Principles and Strategies of Successful Learning (3 Credits) during that same semester. The Developmental Mathematics Sequence (DMS), which includes DVM-0031, DVM-0071, and MAT-0104, has been redesigned. The DMS is being introduced in the fall 2012 semester (in sections ending with

the letter “M”), with full implementation in the spring, 2013 semester. These newly formatted classes will be very different from traditional mathematics classes. They will be scheduled in modern computer classrooms featuring an individual computer-based study using a sequence of modules. Students must master the content of one module before moving to the next module. An instructor-tutor team will be assigned to each class and will provide students guidance and mini-lessons when needed and will include supplemental learning activities. This new design model offers students the opportunity to work and progress more rapidly through the developmental mathematics sequence, possibly reducing the time required to complete developmental coursework. The goal is for students to complete the DMS and to then be successful in credit-level mathematics courses needed to earn a degree.

DVM-0021 ARITHMETIC AND ALGEBRA REVIEW.

0 CREDITS (1 EH)

This is not a regular class in the DVM sequence. This is a review course only. Includes all content of DVM-0031 and DVM-0071. The math placement exam must be taken on the last day of the course. This exam score will determine actual placement in the appropriate DVM or MAT class. One equivalent hour (EH) awarded for successful completion. 1 class/1 lab hour per week.

DVM-0031 PREALGEBRA. 0 CREDITS (4 EHS)

Preparation for DVM-0071. Review of basic arithmetic operations; applications including ratio and proportion, percent, geometry, measurement and statistics; signed numbers; and equations. Four equivalent hours (EHs) awarded for successful completion. Prerequisites: Reading proficiency or concurrent enrollment in DVR-0051 and satisfactory basic mathematics placement test score. 4 class/1 lab hour per week.

DVM-0071 INTRODUCTORY ALGEBRA. 0 CREDITS (4 EHS)

Preparation for MAT-0104. Linear equations and inequalities, graphing, polynomials, algebraic fractions, radicals, quadratic equations, and applications. Four credit-hour load equivalent. Four equivalent hours (EHs) awarded for successful completion. Prerequisite: Reading proficiency or concurrent enrollment in DVR-0061 and satisfactory placement test score or completion of DVM-0031 with grade of C or higher is required. 4 class/1 lab hour per week.

DVM-0081 ELEMENTARY AND INTERMEDIATE**ALGEBRA REVIEW. 0 CREDITS (1 EH)**

This is not a regular class in the DVM sequence. This is a review course only. Includes all content from DVM-0071 and MAT-0104. The math placement exam must be taken on the last day of the course. This exam score will determine actual placement in the appropriate DVM or MAT class. One equivalent hour (EH) awarded for successful completion. Prerequisite: Satisfactory placement score or successful completion of DVM-0031. 1 class/1 lab hour per week.

DEVELOPMENTAL READING (DVR)

Developmental English and Reading Department
Marlboro Hall, Room 2118 | 301-322-0495

DVR-0051 DEVELOPMENTAL READING. 0 CREDITS (4 EHS)

This course develops basic reading skills including vocabulary, comprehension and study skills. It emphasizes using phonics and structure to analyze unfamiliar words, acquiring general vocabulary through context clues and affixes, and comprehending sentences and paragraphs through main ideas, details, inferences and fact and opinion. Four equivalent hours (EHs) awarded for successful completion. 3 class/2 lab hours.

DVR-0061 COLLEGE READING AND STUDY SKILLS.**0 CREDITS (4 EHS)**

This course improves students' skills in vocabulary, comprehension, and studying. Application of these skills will enable a student to read his/her college textbooks more effectively and efficiently. Topics include topic, main idea, details, writing patterns, critical reading, and note taking. Four equivalent hours (EHs) awarded for successful completion. Successful completion meets the Reading proficiency required for enrollment in credit courses. 3 class/2 lab hours. Students admitted to Prince George's Community College before fall 2014 are required to take PAS-1010 Principles and Strategies of Successful Learning in the same semester as DVR-0061.

DVR-0071 ACCELERATED COLLEGE READING AND STUDY**SKILLS. 0 CREDITS (2 EHS)**

Preparation for credit courses requiring the reading prerequisite. A fast-paced course with emphasis on critical reading and thinking, summarizing, paraphrasing as well as the basic reading elements—main ideas, supporting details, inferences, and patterns of organization. Two equivalent hours (EHs) awarded for successful completion. Students must enroll in DVR-0061 if this course is failed. Prerequisite: Reading Placement Test score of 70–78.

ECONOMICS (ECN)

Business Studies Department
Marlboro Hall, Room 2054 | 301-322-0525

ECN-1010 ECONOMIC DEVELOPMENT. 3 CREDITS

Development of American capitalism, including evolution of the capitalistic system and roles of agriculture, manufacturing, trade, transportation, communication, money and banking, government and international trade. Prerequisite: Reading proficiency.

ECN-1030 PRINCIPLES OF MACROECONOMICS. 3 CREDITS SS

First semester of university-parallel sequence. Introduction to economic macroanalysis, emphasizing gross national product, national income, consumption, investment, taxation, government spending, and monetary and fiscal policies. Prerequisites: Reading and mathematics proficiencies or DVM-0071 completed or concurrent.

ECN-1040 PRINCIPLES OF MICROECONOMICS. 3 CREDITS

Course has been re-numbered. See ECN-2040 below.

ECN-2040 PRINCIPLES OF MICROECONOMICS. 3 CREDITS SS

Second semester of university-parallel sequence. Introduction to economic microanalysis, focusing on the role of the individual consumer, and the behavior of businesses under different market conditions. Prerequisites: ECN-1030. (Formerly ECN-1040. Students may not receive credit for both ECN-1040 and ECN-2040.)

ECN-2910-2930 COOPERATIVE EDUCATION. 1-3 CREDITS

A maximum of six credits of cooperative education and internship experiences may be applied to any degree. These credits may not transfer to all four-year institutions. Contact the Career Services Office, Marlboro Hall, Room 2102, 301-322-0109, for more complete information.

**EMERGENCY MEDICAL TECHNICIAN/
EMERGENCY MEDICAL TECHNICIAN (EMT)**

Many former EMT courses are now located under a new subject heading, Paramedic (PMD), to be found later in this chapter

**EMT-1000 EMERGENCY MEDICAL TECHNICIAN (EMT)
THEORY. 6 CREDITS**

Prepares student in basic medical pre-hospital emergency care, following the standards and guidelines set by the Maryland Institute of Emergency Medical Services Systems (MIEMSS), the accrediting agency for EMT programs in

Maryland. Lecture topics include anatomy and physiology of the chest, abdomen, and head; patient assessment; basic life support, trauma and medical emergencies; immobilization techniques; and childbirth. Lab sessions focus on skill mastery in caring for these patients, including the continued development of critical thinking skills and the development and implementation of treat plans for patients with various disease and traumatic states encountered in the pre-hospital environment. Continued attention is given to preparation for a role as an EMT team leader, patient advocate and for entry-level practice as an Emergency Medical Technician professional in the pre-hospital environment. Prerequisites: Reading proficiency and minimum age of 18. Corequisite: EMT-1100. 4 class/4 lab hours.

**EMT-1100 EMERGENCY MEDICAL TECHNICIAN (EMT)
CLINICAL. 4 CREDITS**

Provides the Emergency Medical Technician student with an opportunity to integrate and apply knowledge and skills introduced in EMT-1000. Precepted patient care experiences are facilitated through ride-alongs on basic ambulances in the Prince George's County Fire/EMS Department, a field clinical affiliate of the program. Prerequisites: Reading proficiency and minimum age of 18. Corequisite: EMT-1100. 8 clinical hours.

**EMT-2520 MEDICAL EMERGENCIES AND PATIENT
ASSESSMENT II. 3 CREDITS**

Emphasizes advanced pathological concepts and principles in caring for patients experiencing medical emergencies in the pre-hospital environment related to respiratory, cardiac, neurological, endocrinological, allergic, gastroenterological, urological and nephrological, hematological, obstetrical and gynecological, and psychiatric and behavioral issues. Lab focuses on advanced skill mastery in caring for these patients, including the continued development of critical thinking skills and the development and implementation of treatment plans for patients with various disease states encountered in the pre-hospital environment. Continued attention is given to preparation for a role of EMS team leader, patient advocate and for entry level practice as a paramedic professional in the pre-hospital environment. Prerequisites: EMT-I Certification and program admission. Corequisite: EMT-2530. 2 class/2 lab hours.

EMT-2530 PARAMEDIC PRACTICE III. 3 CREDITS

Supervised experience provided correlating knowledge and skills presented in EMT-2510. Experience will be focused on the emergency department, operating room, obstetric and pediatric units, and paramedic units in the region. Prerequisites: EMT-I Certification and program admission. Corequisite: EMT-2520. 16 clinical hours/week.

EMT-2540 PARAMEDIC PRACTICE IV. 3 CREDITS

Practice of comprehensive patient assessment and intervention in specialty facilities on advanced life support units. Includes a final written review examination, advanced practical skills review and mock practical exam. Final cumulative program course. Prerequisites: EMT-2520 and EMT-2530. Corequisite: EMT-2560. Capstone Course: Students must have completed a minimum of 53 credits, including the prerequisite courses, prior to enrolling in this course. 16 clinical hours/week.

**EMT-2560 PREPARATION FOR EMT-P CERTIFICATION.
2 CREDITS**

Provides students with a comprehensive review and synthesis of the knowledge base of the paramedic. Integration and application of assessment, information-gathering skills, and decision-making will be employed through computer-assisted and scenario-based exercises. Prerequisites: EMT-2520 and EMT-2530. Corequisites: EMT-2580* and EMT-2540. 4 lab hours.

**EMT-2580 STUDY OF HUMAN SYSTEMS FOR PARAMEDICS
4 CREDITS**

This course is a corequisite for the EMT-Paramedic Program, following the DOT EMT-Paramedic program guidelines. It utilizes a systematic approach, beginning by formulating a basic picture of the human body and then moving into more anatomic detail. Lectures and labs discuss body systems, both how they function individually and together as a unit. In addition to the overall picture of each system, this course presents the gross anatomy and the microscopic anatomy of vital structures, with special emphasis on how these structures function in diseased states during medical emergencies encountered by the paramedic in the pre-hospital environment. Prerequisites: EMT-2530 and EMT-2520 with grades of C or higher. Prerequisites: EMT-2540 and EMT-2560. 3 class/2 lab hours.

ENGINEERING (EGR)

Physical Sciences and Engineering Department

Chesapeake Hall, Room 100 | 301-322-0420

A grade of C or higher is required for any course used to satisfy a prerequisite for any other course.

EGR-1010 INTRODUCTORY ENGINEERING. 3 CREDITS

Introduces the student to the theory and practice of engineering. The course has four main parts, each part covering important aspects of engineering, giving the student a full picture of the career they are about to embark upon. The first part will help the student understand what an engineer is and what type of work they would be expected to perform in society. Included in this will be discussions of ethics and group dynamics. The second part will deal with higher level engineering concepts. This will be developed in an application area such as a research laboratory giving students exposure to professional practices common in all engineering disciplines. A number of professional papers will be reviewed leading to the creation of a hypothetical laboratory emphasizing the interaction common to all engineering disciplines. The third part will cover fundamental aspects of engineering including drawing, modeling, problem solving, design, and laboratory experimentation. Basic computer skills will be developed using MATLAB, Fortran, C, or a similar high level computer language. Finally a team project will constitute the fourth part. The teams will be expected to develop a product using a number of engineering and software skills. Teamwork, along with communication skills (oral, written, and graphical), are exercised throughout the course. Prerequisite: Reading and English proficiency; EGR-1140 with grade of C or higher; MAT-1360 or MAT-1370 with grade of C or higher; MAT-2410 and EGL-1010 completed or concurrent. 2 class/3 lab hours.

EGR-1140 COMPUTER PROGRAMMING FOR ENGINEERS AND SCIENTISTS. 2 CREDITS

This is a high-level introduction to computer tools and computer programming for the engineer and scientist. The goal is to develop within the student sufficient knowledge to perform analysis using common engineering and science programming languages. Topics will include algorithm analysis and solution, program structures, data structures, modular design and overviews of the computer hardware, various computer tools available to solve real world problems, and object-oriented structure. A variety of languages will be introduced such as MATLAB, Fortran, and C along with engineering specific languages such as Spice and VHDL. Prerequisite: MAT-1350 or higher with grade of C or higher.

EGR-2030 CIRCUIT ANALYSIS. 3 CREDITS

Introduces the advanced student to the theory of circuit analysis by studying concepts using complex analysis techniques that apply to the electrical engineering, general engineering, and advanced science student alike. Examines classical analysis techniques of AC/DC circuits using Kirchoff's laws, mesh and nodal methods, phasor notation, superposition, the application of Thevenin's and Norton's theorem, etc. Other topics will include transient analysis of first- and second-order circuits, frequency response, polyphase circuits, two-port networks, amplifiers, and digital logic. Different tools to aid in the solution of circuits will be performed such as Laplace transformations, transfer functions in the solution of transient analysis, and FFTs for signal analysis. Analysis using different computer simulation techniques will be introduced for a variety of circuits to serve as a primer for more advanced courses in the junior and senior year of college. Since circuit analysis is a general concept in engineering, this course will examine throughout circuit elements (resistors, capacitors, inductors, sources, etc.) and their underlying concepts extending circuit analysis to all the different scientific and engineering fields. Prerequisites: MAT-2430, EGR-1010, and PHY-1030 with grades of C or higher; MAT 2460 completed or concurrent.

EGR-2050 INTRODUCTORY NUMERICAL METHODS. 3 CREDITS

Emphasis on case studies in a number of areas including mechanical, civil, environmental, electrical, aerospace, chemical and biological engineering in order to enhance understanding of a variety of numerical methods crucial to solving most high-level applications in engineering, physics, chemistry, and biology. Subjects to be studied include error analysis, roots of non-linear equations, systems of linear equations, eigenvalues and eigenvectors, optimization, curve fitting including splines. Fourier analysis, modeling, numerical differentiation and integration, and numerical solving of differential equations including, but not limited to, predictor-corrector methods and finite element analysis. Extensive surveys of a number of advanced subjects include digital filters, molecular dynamics, percolation, and Monte Carlo simulation methods. Some new mathematical concepts will be introduced in the class. A number of software packages and languages important to engineering are surveyed with primary emphasis on mastering one high-level language such as MATLAB, C, or Fortran. Prerequisite: EGR-1010 and MAT-2420 with grades of C or higher.

EGR-2060 THERMODYNAMICS. 3 CREDITS

Principles of macroscopic thermodynamics, focusing on mass transport and energy, heat and work, the properties of pure substances and mixtures, the first and second laws and reversible cycles. Prerequisites: MAT-2420 and PHY-2030.

EGR-2200 ENGINEERING MECHANICS. 3 CREDITS

Principles of mechanics, including points, bodies, and assemblies in static equilibrium. Areas examined will include trusses, frames, beams, cables, machines, point and distributed loading, and moments of inertia, scalar, and vector analysis. More advanced topics will include deformable bodies and stress, strain, torsion, shear, bending, and fracture. Introduction to kinetics, kinematics, and strength of materials. (Formerly EGR 1020. Students may not receive credit for both EGR 1020 and EGR 2200.) Prerequisites: MAT-2410 and EGR-1010 with grades of C or higher; PHY-1030 and MAT-2420 completed or concurrent.

EGR-2210 ADVANCED ENGINEERING MECHANICS I. 3 CREDITS

Kinematics and kinetics of particles, systems, and bodies. Topics include work and energy, impulse and momentum, rigid body motion, and rotating bodies. More advanced topics will include the systems and the general theorems for systems of particles and the inertia tensor. (Formerly EGR-2010. Students may not receive credit for both EGR-2010 and EGR-2210.) Prerequisites: EGR-1010 and EGR-2200 with grades of C or higher.

EGR-2220 ADVANCED ENGINEERING MECHANICS II. 3 CREDITS

Topics in deformable bodies in axial, torsional, bending and combined loading. This course extends the introductory strength of materials to intermediate continuum mechanics. Other topics include statically indeterminate and temperature effect analysis; beam, column and pressure vessel configurations. More advanced topics include structural stability, analysis of one- and two-dimensional structures, inelastic material behavior and energy methods. (Formerly EGR-2020. Students may not receive credit for both EGR-2020 and EGR-2220.) Prerequisites: EGR-2200 with a grade of C or higher.

EGR-2300 MATERIALS SCIENCE FOR ENGINEERS AND SCIENTISTS. 3 CREDITS

Introduces the foundations of the chemistry and physics of materials used in engineering applications. Develops the relationship between the atomic and molecular structure of materials and the macroscopic properties and performance of engineering material. In particular, includes thorough discussion of the chemical and physical properties of metals, ceramics, polymers, semiconductors, superconductors, and nanomaterials. Prerequisites: EGR-1010 and CHM-1020.

EGR-2440 DIGITAL LOGIC DESIGN. 3 CREDITS

Introduction to the theory and practice of logic (digital) circuits in order to foster an understanding of modern electrical circuits. Includes but is not limited to the following subjects: Number systems and base conversions; Boolean algebra, truth tables, logic circuits, logic circuits synthesis and implementation, Karnaugh maps (and other strategies of minimization), sequential logic, flip-flops, registers, counters, processors (simple), programmable logic devices and characteristics of logic families. Some physical hardware is discussed including limitations. This course emphasizes the elements used to create logic circuits and the software (CAD/EDA) used to design and simulate logic circuits. Prerequisites: EGR-1010, MAT-2420, and PHY-1030 with grades of C or higher; PHY-2030 completed or concurrent.

EGR-2450 ELECTRONIC AND DIGITAL CIRCUIT LABORATORY. 2 CREDITS

Introduction to basic circuit measurement techniques and laboratory equipment (DMM, analog and digital oscilloscope, power supply, function generator, Digital Logic Analyzers) including the limitations and inaccuracies inherent in any measurement device. Design, construction and performance measurement of circuits containing passive elements, digital logic circuits, transformers, diodes and operational amplifiers. In addition, simulation tools to design circuits and to analyze performance will be used extending work performed in digital logic design and circuit analysis. Knowledge of both steady state response and transient response is required for a number of experiments. Extensive analysis will be demonstrated in both laboratory books and laboratory reports. Knowledge of statistical analysis as well as other methods of analysis will be required in this class. Prerequisites: EGR-2440 with grade of C or higher; EGR-2030 completed or concurrent. 2 class/3 lab hours.

EGR-2910-2930 COOPERATIVE EDUCATION. 1-3 CREDITS

A maximum of six credits of cooperative education and internship experiences may be applied to any degree. These credits may not transfer to all four-year institutions. Contact the Career Services Office, Marlboro Hall, Room 2102, 301-322-0109, for more complete information.

EGR-2990H HONORS SEMINAR IN ENGINEERING AND SCIENCE (SPECIAL TOPICS). 1 CREDIT

Seminar course that introduces and studies emerging issues in science, engineering, technology, and mathematics. Topics vary by semester. Also offered as BIO-2990H and CHM-2990H. Prerequisites: A 3.00 GPA, completion of a minimum of 18 credits in courses offered by the division of Sciences, Technology, Engineering and Mathematics, and permission of the instructor or the honors program coordinator.

ENGINEERING TECHNOLOGY (ENT)

Information and Engineering Technology Department
Center for Advanced Technology, Room 129 | 301-322-0751

ENT-1600 INTRODUCTION TO CAD WITH AUTOCAD. 3 CREDITS

Techniques for creating, editing and dimensioning two-dimensional CAD drawings. Prerequisite: Drafting background helpful but not required. 2 class/3 lab hours.

ENT-1640 THREE-DIMENSIONAL CAD WITH AUTOCAD. 3 CREDITS

Creation of three-dimensional AutoCAD drawings using wireframe models, surface models and solid models. Prerequisite: ENT-1600. 2 class/3 lab hours.

ENT-1680 REVIT ARCHITECTURE AND BIM. 3 CREDITS

Students will create integrated architectural project models and document their designs with linked two-dimensional drawings using Autodesk's Revit Architecture. Introduction to the concepts of Building Information Modeling (BIM) and the tools for parametric building design and documentation. Using Revit to produce the schematic design, construction documentation, and design visualization. No prerequisites, but architecture or drafting background helpful. 2 class/3 lab hours.

ENT-1710 CIRCUITS AND MEASUREMENT TECHNIQUES. 3 CREDITS

Analysis of linear electronic circuits and systems. Includes network theorems and hands-on use of electronic test equipment. Prerequisites: MAT-0104 or MAT-1340, completed or concurrent. 1 class/1 recitation/5 lab hours (open-lab format).

ENT-1720 CIRCUIT ANALYSIS AND DESIGN. 3 CREDITS

Analysis and design of reactive circuits, including use of phasor and j-operator techniques. Covers capacitors, inductors, transformers and filters, and use of electronic instrumentation. Prerequisites: ENT-1710; MAT-0104 or MAT-1340 or higher, completed or concurrent. 1 class/1 recitation/5 lab hours (open-lab format).

ENT-1770 INTRODUCTION TO COMPUTING FOR TECHNOLOGY. 3 CREDITS

Introduction to operating systems, such as Linux and Windows; introduction to a high-level programming language, such as Visual Basic; introduction to a graphical and data acquisition language, such as LabVIEW. Prerequisite: ENT-1710 completed or concurrent or permission of department chair. 2 class/3 lab hours.

ENT-1780 ANALOG CIRCUITS. 4 CREDITS

Course has been re-numbered. See ENT-2710 below.

ENT-1800 DIGITAL CIRCUITS. 4 CREDITS

Course has been re-numbered. See ENT-2740 below.

ENT-1840 INTRODUCTION TO PERSONAL COMPUTER HARDWARE. 3 CREDITS

See INT-1540 Computer Hardware I: A+ Preparation.

ENT-1850 CIRCUIT EVALUATION AND REPAIR. 2 CREDITS

Reverse engineering from circuit to schematic, troubleshooting techniques, test equipment and assembly techniques. Prerequisite: ENT-1710. 1 class/3 lab hours (open-lab format).

ENT-1880 PERSONAL COMPUTER CONFIGURATION AND ASSEMBLY. 1 CREDIT

See INT-1560 Personal Computer Configuration and Assembly.

ENT-1890 NETWORK HARDWARE. 3 CREDITS

See INT-1550 Introduction to Networks: Network+ Preparation.

ENT-1900 INTRODUCTION TO SPACE TECHNOLOGY. 3 CREDITS

Satellite technology, reliability, and testing. Includes propulsion and launch systems, spacecraft structures, power systems, telemetry, tracking, and command/control/communication operations. Prerequisites: MAT-0104 or MAT-1340 or higher, completed or concurrent or permission of department chair.

ENT-1940 ROUTER TECHNOLOGY I: NETWORK FUNDAMENTALS. 4 CREDITS

See INT-1450 CCNA 1: Network Fundamentals.

ENT-1950 ROUTER TECHNOLOGY II: ROUTING PROTOCOLS. 4 CREDITS

See INT-1460 CCNA 2: Routing Protocols.

ENT-1960 ROUTER TECHNOLOGY III: LAN SWITCHING AND WIRELESS. 4 CREDITS

See INT-2450 CCNA 3: LAN Switching and Wireless.

ENT-1970 ROUTER TECHNOLOGY IV: WIDE AREA NETWORKS. 4 CREDITS

See INT-2460 CCNA 4: Accessing the WAN.

ENT-2200 HIGH-RELIABILITY SOLDERING AND FABRICATION. 2 CREDITS

Hands-on application of industry standards to hand soldering of components to connectors and both through-hole and surface-mount circuit boards. Includes relevant standards, safety and ESD requirements, and inspection techniques. Students who successfully complete the course are eligible for IPC J-STD 001 certification. Prerequisite: ENT-1710 or permission of department chair. 1 class/2 lab hours.

ENT-2660 CUSTOMIZING AUTOCAD. 3 CREDITS

Customizing and maximizing AutoCAD via macros, scripts and slides. Students will create their own menus, icons and dialog boxes. Introduction to AutoLISP. Prerequisite: ENT-1600. 2 class/3 lab hours.

ENT-2680 CAD PORTFOLIO DEVELOPMENT. 3 CREDITS

Students, working individually or in teams, will create a set of CAD drawings using techniques learned in earlier CAD courses. Prerequisite: ENT-1600. Individual-study course equivalent to 2 class/ 3 lab hours.

ENT-2710 ANALOG CIRCUITS. 4 CREDITS

Diodes, transistors, simple amplifiers, power supplies, operational amplifiers, and integrated circuits. Prerequisites: ENT-1710 completed and MAT-1340 or higher, completed or concurrent. (Formerly ENT-1780. Students may not receive credit for both ENT-1780 and ENT-2710.) 3 class/3 lab hours.

ENT-2730 ELECTRONIC COMMUNICATION. 4 CREDITS

AM, FM, and SSB circuits using oscillators, modulators, audio/RF amplifiers, mixers, and detectors. Prerequisites: ENT-1780; and MAT-1340 or higher, completed or concurrent. 3 class/3 lab hours.

ENT-2740 DIGITAL CIRCUITS. 4 CREDITS

Digital circuits from simple gates to complex gate arrays (FPGA). Encoders, multiplexers, adders, counters, and flip-flops. Number systems, Boolean algebra and combinatorial logic. (Formerly ENT-1800. Students may not receive credit for both ENT-1800 and ENT-2740.) Prerequisite: ENT-1710, completed or concurrent. 3 class/3 lab hours.

ENT-2810 CPU ARCHITECTURE. 4 CREDITS

Architecture and operation of the central processing unit (CPU) using 8- and 16-bit machines. Machine and assembly language programming. Prerequisites: ENT-1770 and ENT-1800 or ENT-2740. 3 class/3 lab hours.

ENT-2830 TELECOMMUNICATIONS. 3 CREDITS

See INT-2530 Telecommunications.

ENT-2840 COMPUTER REPAIR. 4 CREDITS

See INT-2540 Computer Hardware II: A+ Preparation.

ENT-2860 ADVANCED PC CONFIGURATION AND REPAIR. 4 CREDITS

See INT-2560 Advanced PC Configuration and Repair.

ENT-2900 SYSTEMS ANALYSIS PROJECT. 3 CREDITS

Working individually or in teams, students will use standard design and troubleshooting methodologies to complete a major project in an area of their choosing. The project will include either design, fabrication, testing of a new system or troubleshooting and repair of an existing system, along with written reports and oral presentations. Prerequisite: ENT-1780 or ENT-1890 or ENT-2810 or ENT-2840. Capstone Course: Students must complete a minimum of 46 credits, including any prerequisite courses, prior to enrolling in this course. A minimum cumulative GPA of 2.00 or better is also required. 3 class/3 lab hours.

ENT-2960-2980 COOPERATIVE EDUCATION. 1-3 CREDITS

A maximum of six credits of cooperative education and internship experiences may be applied to any degree. These credits may not transfer to all four-year institutions. Contact the Career Services Office, Marlboro Hall, Room 2102, 301-322-0109, for more complete information.

ENGLISH (EGL)

English Department

Marlboro Hall, Room 3078 | 301-322-0561

EGL-0100 INTRODUCTION TO COMPOSITION.

0 CREDITS (4 EH)

Preparation for EGL-1010. Grammar and punctuation, sentence construction, paragraph development, and short essay writing. Prerequisite: Reading proficiency. May be taken concurrently with DVR-0061. (Formerly offered as EGL-1000. Students who have successfully completed EGL-1000 may not take EGL-0100.) Not open to students who have completed EGL-1010. 4 class hours.

EGL-0110 INTRODUCTION TO COMPOSITION (ACCELERATED LEARNING PROGRAM). 0 CREDITS (3 EH)

Workshop course for Accelerated Learning Program (ALP) students co-enrolled in EGL-1011, ALP Composition I. Includes grammar and punctuation, sentence construction, paragraph development, and short essay writing. Does not fulfill English requirements for graduation or transfer. Not open to students who have completed EGL-0100 or EGL-1000 or who have attempted EGL-1010. Corequisites: EGL-1011 required; DVR-0061 recommended.

EGL-1010 COMPOSITION I: EXPOSITORY WRITING.

3 CREDITS

E

University-parallel freshman English. Fundamentals of effective prose writing, including required essays and a research paper. Prerequisite: Reading proficiency and writing proficiency or C grade or higher in EGL-1000 or ESL-2020 or a grade of D in EGL-1000 with acceptable writing sample. (Honors version available.)

EGL-1011 COMPOSITION I: EXPOSITORY WRITING (ACCELERATED LEARNING PROGRAM). 3 CREDITS

E

Special version of university-parallel freshman English. Fundamentals of effective prose writing, including required essays and a research paper. Course is offered to Accelerated Learning Program (ALP) students only. Corequisite: EGL-0110.

EGL-1020 COMPOSITION II: WRITING ABOUT LITERATURE.

3 CREDITS

E

Second semester composition using literature as the subject for discussion and writing. Study various kinds of literature (e.g., drama, poetry, short story). EGL-1100, EGL-1320, or EGL-1340 also will fulfill the Composition II requirement. Prerequisite: EGL-1010 with a grade of C or higher. (Honors version available.)

EGL-1040 MEDIA WRITING. 3 CREDITS

History of mass media; study and writing of news articles, editorials, columns, reviews, radio, and TV scripts. Prerequisite: EGL-1010 (with a grade of C or higher or permission of instructor).

EGL-1100 COMPOSITION II: WRITING ABOUT ISSUES AND IDEAS. 3 CREDITS

E

Second semester composition. Reading, analyzing and writing about contemporary issues, demonstrating clear reasoning, and persuasive writing skills. EGL-1020, EGL-1320, or EGL-1340 also will fulfill the Composition II requirement. Prerequisite: EGL-1010 with a grade of C or higher. (Honors version available.)

EGL-1320 COMPOSITION II: WRITING FOR BUSINESS.

3 CREDITS

E

Second semester composition. Students develop and sharpen critical thinking and writing skills, applying them to materials from business and the professions with an emphasis on evidence-based analysis, evaluation, interpretation, and persuasive presentation. EGL-1020, EGL-1100, or EGL-1340 also will fulfill the Composition II requirement. Prerequisite: EGL-1010 with a grade of C or higher.

- EGL-1340 COMPOSITION II: WRITING ABOUT TECHNICAL TOPICS.** 3 CREDITS **E**
 Second semester composition. Includes preparation of various types of technical, business, government and scientific communications, including resumes; progress, examination, and recommendation reports; proposals; and memoranda. EGL-1020, EGL-1100, or EGL-1320 also will fulfill the Composition II requirement. Prerequisite: EGL-1010 with a grade of C or higher.
- EGL-1360 PRINCIPLES OF EDITING.** 3 CREDITS
 Practice in editing manuscripts and evaluating publication formats. Prerequisite: EGL-1010.
- EGL-2010 BRITISH LITERATURE FROM THE ANGLO-SAXON PERIOD THROUGH THE 18TH CENTURY.** 3 CREDITS **H**
 British literature to around 1800 and its historical and cultural background. Prerequisite: EGL-1020 or EGL-1100 or EGL-1320 or EGL-1340.
- EGL-2030 BRITISH LITERATURE OF THE 19TH AND 20TH CENTURIES.** 3 CREDITS **H**
 British literature from the Romantic period to modern times and its historical and cultural background. Prerequisite: EGL-1020 or EGL-1100 or EGL-1320 or EGL-1340. (Offered every other year.)
- EGL-2050 AMERICAN LITERATURE FROM THE BEGINNINGS TO THE LATE 19TH CENTURY.** 3 CREDITS **H**
 American literature from the colonial period to the Civil War and its social and intellectual background. Prerequisite: EGL-1020 or EGL-1100 or EGL-1320 or EGL-1340. (Offered every other year.)
- EGL-2070 AMERICAN LITERATURE FROM THE LATE 19TH CENTURY TO THE PRESENT.** 3 CREDITS **H**
 American literature from the Civil War to the present and its social and intellectual background. Prerequisite: EGL-1020 or EGL-1100 or EGL-1320 or EGL-1340.
- EGL-2090 WORLD LITERATURE FROM ANCIENT TIMES THROUGH THE MIDDLE AGES.** 3 CREDITS **H**
 Study of world literary masterpieces from ancient times through the medieval period. Prerequisite: EGL-1020 or EGL-1100 or EGL-1320 or EGL-1340.
- EGL-2110 WORLD LITERATURE FROM THE RENAISSANCE TO THE PRESENT.** 3 CREDITS **H**
 Contemporary world literature in English from England and America and other countries such as Africa, India, France, and the Caribbean. Prerequisite: EGL-1020 or EGL-1100 or EGL-1320 or EGL-1340.
- EGL-2120 INTRODUCTION TO AFRICAN LITERATURE.** 3 CREDITS **H**
 A general introduction to the oral and written literatures of Africa, with emphasis on their formal and aesthetic properties and their sociopolitical, cultural and linguistic significance for contemporary African societies, as well as the literature's place within the canon of literature of the African diaspora. Prerequisite: EGL-1020 or EGL-1100 or EGL-1320 or EGL-1340.
- EGL-2130 AFRICAN-AMERICAN LITERATURE PRE-1800 TO 1920.** 3 CREDITS **H**
 Study of African-American folk tradition and literature from pre-1800s to 1920. Prerequisite: EGL-1020 or EGL-1100 or EGL-1320 or EGL-1340.
- EGL-2140 AFRICAN-AMERICAN LITERATURE FROM 1920 TO THE PRESENT.** 3 CREDITS **H**
 A study of African-American literature from the early 1900s to the present. Prerequisite: EGL-1020 or EGL-1100 or EGL-1320 or EGL-1340.
- EGL-2150 INTRODUCTION TO CREATIVE WRITING.** 3 CREDITS
 Techniques of writing fiction, poetry, and plays with critique of student work. Prerequisite: EGL-1010.
- EGL-2160 ADVANCED CREATIVE WRITING.** 3 CREDITS
 An intensive, genre-specific workshop which aims to further the philosophies, issues, and possibilities of craft explored in its predecessor, EGL-2150. This course will encourage the serious creative writing student to pursue more sophisticated and complex expression in a selected genre (fiction, poetry, or drama). Although the course will contain reading and analysis of contemporary authors, the focus will be on the creation of original work with constructive feedback from peers considered during the revision process. Prerequisites: EGL-1020 or EGL-1100 or EGL-1320 or EGL-1340; and EGL-2150 or permission of instructor.

- EGL-2170 MAJOR AMERICAN WRITERS. 3 CREDITS H**
Study of major American writers, selected each semester from among: Poe and Hawthorne, Fitzgerald and Hemingway, Thoreau and Twain, Hughes and Wright, and Toni Morrison and Zora Neale Hurston. Prerequisite: EGL-1020 or EGL-1100 or EGL-1320 or EGL-1340. (Offered every other year.)
- EGL-2210 THE SHAKESPEARE PLAYS. 3 CREDITS H**
Introduction to the drama of Shakespeare using text and videos. Prerequisite: EGL-1020 or EGL-1100 or EGL-1320 or EGL-1340.
- EGL-2230 CHILDREN'S LITERATURE. 3 CREDITS H**
Study of various genres in children's literature with focus on analysis of the content and quality of works from nursery level through the elementary grades. Prerequisite: EGL-1020 or EGL-1100 or EGL-1320 or EGL-1340.
- EGL-2250 LITERATURE FOR TEENAGERS. 3 CREDITS H**
Analysis of the content and quality of literature written for adolescents. Prerequisite: EGL-1020 or EGL-1100 or EGL-1320 or EGL-1340. (Offered every other year.)
- EGL-2270 APPLIED GRAMMAR. 3 CREDITS**
Analysis of grammar, syntax, the history of the English language, and conventional usage. Application of principles through editing texts, constructing teaching units and/or writing research papers. Prerequisites: EGL-1010; and EGL-1020, EGL-1100, EGL-1320, or EGL-1340 with grades of C or higher or permission of the instructor.
- EGL-2320 LITERATURE AND FILM. 3 CREDITS H**
A study of the various relationships between film and literature, examining such themes as self and society as well as relevant cinematic and literary techniques. Prerequisite: EGL-1020 or EGL-1100 or EGL-1320 or EGL-1340. (Honors version available.)
- EGL-2330 MODERN LITERATURE. 3 CREDITS H**
Major writers, their themes and their views of the modern world. Prerequisite: EGL-1020 or EGL-1100 or EGL-1320 or EGL-1340. (Offered every other year.)
- EGL-2370 STUDIES IN BIBLICAL LITERATURE: THE OLD TESTAMENT. 3 CREDITS H**
Analysis of the Bible as literature, emphasizing major ideas, characters, themes, and literary techniques of the Old Testament. Prerequisite: EGL-1020 or EGL-1100 or EGL-1320 or EGL-1340.
- EGL-2390 STUDIES IN BIBLICAL LITERATURE: THE NEW TESTAMENT. 3 CREDITS H**
Analysis of the Bible as literature, emphasizing major ideas, characters, themes, and literary techniques of the New Testament. Prerequisite: EGL-1020 or EGL-1100 or EGL-1320 or EGL-1340.
- EGL-2410 MYTHOLOGY, LEGEND AND FOLKLORE. 3 CREDITS H**
Overview of myth, legend, and folklore, tracing themes and motifs common to Western and other literatures. Prerequisite: EGL-1020 or EGL-1100 or EGL-1320 or EGL-1340.
- EGL-2430 SURVEY OF SCIENCE FICTION. 3 CREDITS H**
European and American science fiction with emphasis on history, themes, forms, and relationship to Western culture and literature. Prerequisite: EGL-1020 or EGL-1100 or EGL-1320 or EGL-1340. (Offered every other year.)
- EGL-2440 SURVEY OF MYSTERY AND DETECTIVE FICTION. 3 CREDITS H**
Study of the literary genre of mystery and detective fiction, presenting an historical overview of the genre from its 19th century beginnings through the "golden age" of the early 20th century and the "hard boiled" detectives of the 1930s to contemporary writers as well as ethnic, regional, and international authors. Students will read the fiction and also view selected films, analyzing the elements of mystery, its literary roots, and its reflection of cultural contexts and issues. Prerequisite: EGL-1020 or EGL-1100 or EGL-1320 or EGL-1340. (Offered every other year.)
- EGL-2500 WOMEN IN LITERATURE. 3 CREDITS H**
Women's voices over the centuries expressed autobiographically and in short stories, plays, and poems. Prerequisite: EGL-1020 or EGL-1100 or EGL-1320 or EGL-1340. (Offered every other year.)
- EGL-2600 INTRODUCTION TO THE NOVEL. 3 CREDITS H**
An overview of the history, development, and form of the novel. This course examines novels from a variety of cultures, ranging from the genre's inception to the present, using introductory literary theory to better understand these works and their historical, cultural, and literary contexts. Prerequisite: EGL-1020 or EGL-1100 or EGL-1320 or EGL-1340.

EGL-2890H HONORS COLLOQUIUM IN ENGLISH. 3 CREDITS

This honors colloquium will examine special topics in the field of English and their relevance across disciplinary perspectives. The issues to be addressed in each colloquium will vary from semester to semester. These courses are designed for students in the Honors program, but are open to others with the approval of the honors coordinator or the instructor. Prerequisites: Reading proficiency and permission of instructor or honors coordinator.

EGL-2910-2930 COOPERATIVE EDUCATION. 1-3 CREDITS

A maximum of six credits of cooperative education and internship experiences may be applied to any degree. These credits may not transfer to all four-year institutions. Contact the Career Services Office, Marlboro Hall, Room 2102, 301-322-0109, for more complete information.

ENGLISH AS A SECOND LANGUAGE (ESL)

Language Studies Department

Bladen Hall, Room 309 | 301-322-0946

All ESL courses meet for 3 class hours and 1 additional lab hour per week or equivalent. All courses award Equivalent Hours (EHs) upon successful completion.

ESL-0081 ENGLISH AS A SECOND LANGUAGE: BASIC READING SKILLS. 0 CREDITS (3 EH)

For nonnative speakers of English whose reading ability is minimal. Develops vocabulary and basic reading comprehension. Placement by exam. (Formerly offered as ESL-0811. Students may not receive credit for both ESL-0811 and ESL-0081.)

ESL-0082 ENGLISH AS A SECOND LANGUAGE: ELEMENTARY I. 0 CREDITS (3 EH)

For nonnative speakers whose English writing and speaking skills are minimal. Elementary grammar and English structures through writing and speaking. Placement by exam. (Formerly offered as ESL-0821. Students may not receive credit for both ESL-0821 and ESL-0082.)

ESL-0100 ENGLISH AS A SECOND LANGUAGE: ELEMENTARY II. 0 CREDITS (3 EH)

For nonnative speakers whose English writing and speaking skills are limited. Practice in basic American English grammar and writing. (Formerly ESL-1000. Students who completed ESL-1000 may not take ESL-0100.) Prerequisite: ESL-0082 (formerly ESL-0821) with a grade of C or higher or placement by exam.

ESL-0101 ENGLISH AS A SECOND LANGUAGE: INTERMEDIATE I. 0 CREDITS (3 EH)

For nonnative speakers whose writing and speaking skills are limited. Practice in low intermediate American English grammar, sentence structure, and paragraph writing. (Formerly ESL-1010. Students who have completed ESL-1010 may not take ESL-0101.) Prerequisite: ESL-0100 (formerly ESL-1000) with a grade of C or higher or placement by exam.

ESL-0102 ENGLISH AS A SECOND LANGUAGE: INTERMEDIATE II. 0 CREDITS (3 EH)

For nonnative speakers whose writing and speaking skills are at the intermediate level. Practice in higher intermediate American English grammar, sentence structure, and paragraph writing. (Formerly offered as ESL-1020. Students who have completed ESL-1020 may not take ESL-0102.) Prerequisite: ESL-0101 or 1010 with a grade of C or higher or placement by exam.

ESL-0105 ENGLISH AS A SECOND LANGUAGE: INTERMEDIATE READING SKILLS. 0 CREDITS (3 EH)

Acquainting nonnative speakers with American culture and idiomatic American English through reading and vocabulary development. (Formerly offered as ESL-1050. Students who have completed ESL-1050 may not take ESL-0105.) Prerequisite: ESL-0081 and ESL-0100 (formerly ESL-0811 and ESL-1000) with grades of C or higher or placement by exam.

ESL-0106 ENGLISH AS A SECOND LANGUAGE: ADVANCED READING SKILLS. 0 CREDITS (3 EH)

Continuation of ESL-0105. Focus on reading, word and study skills, vocabulary expansion, and summary writing. (Formerly offered as ESL-1060. Students who have completed ESL-1060 may not take ESL-0106.) Prerequisites: ESL-0102 or ESL-1020 with a grade of C or higher and ESL-0105 (formerly ESL-1050) with a grade of C or higher or placement by exam. Successful completion of ESL-0106 fulfills the college's reading proficiency requirement.

ESL-0201 ENGLISH AS A SECOND LANGUAGE: COMPOSITION. 0 CREDITS (3 EH)

For nonnative speakers who have a good command of English. Focus on paragraph-length compositions and complex grammar and sentence structures. (Formerly offered as ESL-2010. Students who have completed ESL-2010 may not take ESL-0201.) Prerequisite: ESL-0102 (formerly ESL-1020) with a grade of C or higher or placement by exam.

**ESL-0202 ENGLISH AS A SECOND LANGUAGE:
ADVANCED COMPOSITION. 0 CREDITS (3 EH)**

For nonnative speakers whose writing and speaking skills are at a high level. Focus on essay writing and advanced grammar. (Formerly offered as ESL-2020. Students who have completed ESL-2020 may not take ESL-0202.) Prerequisite: ESL-0201 (formerly ESL-2010) with a grade of C or higher or placement by exam.

FIRE SCIENCE (FSC)

Public Safety and Law Department
Bladen Hall, Room 208 | 301-322-0553

Fire Science (FSC) courses are taught by the Maryland Fire and Rescue Institute (MFRI) at various locations within the state of Maryland and are restricted to employees and volunteers of the Fire/EMS Department. Credits for the MFRI courses will be transferred into the college based upon the recommendation of the American Council of Education (ACE) as published in the current edition of the National Guide to Educational Credit for Training Programs.

FSC-1010 FIREFIGHTER I. 3 CREDITS

Provides students with the knowledge and skills to safely and effectively perform basic firefighting operations as part of a firefighting team. Restricted to employees and volunteers of the Fire/EMS Department.

**FSC-1020 EMERGENCY MEDICAL TECHNICIAN BASIC.
6 CREDITS**

Provides students with the necessary knowledge and skills to perform emergency medical care in a pre-hospital environment at the basic life support level. Restricted to employees and volunteers of the Fire/EMS Department.

FSC-1030 HAZARDOUS MATERIALS OPERATIONS. 1 CREDIT

Provides the student with the knowledge and skills to perform hazardous materials first response. Restricted to employees and volunteers of the Fire/EMS Department.

**FSC-1200 PRINCIPLES OF BUILDING CONSTRUCTION
(COMBUSTIBLE). 1 CREDIT**

Provides knowledge about the classification system of buildings; the importance of fire resistance for structural support elements; and the risks associated with performing fire-suppression activities inside and around buildings involved in fire. Restricted to employees and volunteers of the Fire/EMS Department.

**FSC-1210 PRINCIPLES OF BUILDING CONSTRUCTION
(NON-COMBUSTIBLE). 1 CREDIT**

Enables students to cite key features of non-combustible or fire-resistive buildings which affect emergency operations. Fire and safety concerns that exist in non-combustible and fire-resistive structures are studied. Restricted to employees and volunteers of the Fire/EMS Department.

FSC-1300 EMERGENCY VEHICLE OPERATOR. 2 CREDITS

Provides students with information on sensible and safe emergency vehicle driving procedures and collision avoidance and will develop basic skills in the operation of fire and rescue service apparatus. Restricted to employees and volunteers of the Fire/EMS Department.

FSC-2010 FIREFIGHTER II. 2 CREDITS

Provides students with the knowledge and skills needed to become a journeyman firefighter. Restricted to employees and volunteers of the Fire/EMS Department. Prerequisite: FSC-1010.

**FSC-2020 TRUCK COMPANY FIREGROUND OPERATIONS.
1 CREDIT**

Provides the student with the fundamental principles of truck company operations and how they are integrated during fireground operations. Restricted to employees and volunteers of the Fire/EMS Department. Prerequisite: FSC-1010.

FSC-2060 FIREFIGHTER SURVIVAL AND RESCUE. 1 CREDIT

Provides students with the knowledge and skills needed to prevent death or injury by addressing concerns when operating on structural fires. Restricted to employees and volunteers of the Fire/EMS Department. Prerequisite: FSC-1010.

FSC-2910–2930 FIRE SCIENCE INTERNSHIPS. 1–3 CREDITS

The internship is a practicum with measurable learning objectives designed to broaden the educational experience. Restricted to employees and volunteers of the Fire/EMS Department. A maximum of six credits of cooperative education and internship experiences may be applied to any degree. These credits may not transfer to all four-year institutions. Contact the Career Services Office, Marlboro Hall, Room 2102, 301-322-0109, for more complete information.

FORENSIC SCIENCE (FOS)

Public Safety and Law Department
Bladen Hall, Room 208 | 301-322-0553

FOS-2500 FORENSIC SCIENCE. 3 CREDITS

A survey of the scientific discipline directed at the recognition, identification, and evaluation of physical evidence through application of the natural sciences to criminal investigation. Emphasis is placed on the role of the forensic scientist. Prerequisite: Reading proficiency.

FOS-2510 FORENSIC ASPECTS OF DEATH INVESTIGATION. 3 CREDITS

A study of the medicolegal examination of death scenes by the medical examiner and other death investigators. Emphasis is on autopsy procedures, post-mortem changes, unidentified remains, injuries, and investigative techniques. Prerequisites: FOS-2500. (Online version offered only in the fall.)

FOS-2520 FORENSIC ASPECTS OF DRUG IDENTIFICATION AND ABUSE. 3 CREDITS

An understanding of the nature of poisoning, the pharmacokinetics of drug interaction on brain neurochemistry, and other organ systems in the human body. This course is an overview of how the human cravings for illicit and licit drugs affect human behavior. Prerequisite: FOS-2500. (Online and evening sections offered spring only.)

FOS-2530 FIRE AND ARSON INVESTIGATION. 3 CREDITS

A study of the practical approach to basic fire scene investigation. Emphasis is on fire behavior, building construction, the scientific method, origin and cause determination, and legal aspects of the fire scene. Prerequisite: FOS-2500.

FOS-2540 PHYSICAL IDENTIFIERS (FINGERPRINTING TECHNIQUES). 3 CREDITS

An examination and application of the science of fingerprints, using current methods of detection, development, and preservation. This course also will examine basic fingerprint identification theory, processing techniques, and the fingerprint identification role within forensic science. Prerequisite: FOS-2500. (Offered fall only.)

FOS-2550 PHOTOGRAPHY IN THE FORENSIC SCIENCES. 3 CREDITS

An introduction to the use of digital photography in the documentation of evidence associated with crime scenes. Prerequisite: FOS-2500.

FOS-2570 FIREARMS AND TOOL MARKS IDENTIFICATION. 3 CREDITS

A study of firearms identification, ballistics, shot and powder patterns, cartridge casings, and tool marks. Prerequisite: FOS-2500. (Offered fall only.)

FOS-2580 BASIC ACCIDENT INVESTIGATION. 3 CREDITS

A survey of the principles and techniques involved in traffic crash investigation. Emphasis is on the recognition, interpretation, documentation and collection of evidence, including skid, yaw, roadway and vehicle marks, and damages. Prerequisite: FOS-2500. (Offered spring only.)

FOS-2590 CRIME SCENE INVESTIGATION. 3 CREDITS

A practical hands-on approach to evidence identification, documentation, collection, and handling from the crime scene to the crime laboratory to presentation in court. A fixed lens 35 mm camera or digital camera is required by the student. Prerequisite: FOS-2500.

FOS-2600 COMPUTER FORENSICS I. 3 CREDITS (CYBERWATCH COMMON COURSE EQUIVALENT: CW 170)

A survey of computer forensic analysis and tools used to investigate crimes. Emphasis is on evidence analysis and data retrieval from computer hardware and software applications. Students will have hands-on laboratory experience using various computer forensic tools, evidence preservation techniques, and documentation. Prerequisites: INT-1010; FOS-2500 recommended.

FOS-2610 COMPUTER FORENSICS II. 3 CREDITS

An examination of advanced concepts in computer forensic analysis and computer-related crime, including data hiding techniques, encryption, electronic password cracking, and password recovery tools. Prerequisite: FOS-2600. 2 class/2 lab hours.

FOS-2910-2930 FOS INTERNSHIP. 1-3 CREDITS

The internship is a practicum with measurable learning objectives designed to broaden the educational experience. Students are assigned to appropriate governmental and private agencies. 3-9 practicum hours. A maximum of six credits of cooperative education and internship experiences may be applied to any degree. These credits may not transfer to all four-year institutions. Contact the Career Services Office, Marlboro Hall, Room 2102, 301-322-0109, for more complete information.

FRENCH (FRN)

Language Studies Department

Bladen Hall, Room 309 | 301-322-0946

All French courses meet for 3 class hours and 1 additional lab hour per week or equivalent.

FRN-1010 FRENCH FOR BEGINNERS. 3 CREDITS H

Introduction to the language (reading, writing, understanding, and speaking) and to the culture of France and Francophone countries.

FRN-1020 FRENCH FOR ADVANCED BEGINNERS. 3 CREDITS H

Continued development of French language skills and cross-cultural understanding begun in FRN-1010. Prerequisite: FRN-1010 or two years of high school French or equivalent.

FRN-2010 INTERMEDIATE FRENCH I. 3 CREDITS H

Intermediate study of the French language and Francophone culture, building on the foundation of French for Beginners. Prerequisite: FRN-1020 or three years of high school French or equivalent.

FRN-2020 INTERMEDIATE FRENCH II. 3 CREDITS H

Continuation of FRN-2010 with emphasis on the culture of France and other Francophone countries. Prerequisite: FRN-2010 or four years of high school French or equivalent.

FRN-2040 ADVANCED CONVERSATION. 3 CREDITS H

Advanced preparation for students who wish to develop fluency and confidence in speaking French. Prerequisite: FRN-2010 or four years of high school French or equivalent.

GEOGRAPHY (GEO)

History, Political Science, Geography, and Anthropology Department | Marlboro Hall, Room 2018 | 301-322-0527

GEO-1000 INTRODUCTION TO GEOGRAPHY AS A SOCIAL SCIENCE. 3 CREDITS SS

The impact of human behavior on cultural and natural landscapes from a social science perspective. Prerequisite: Reading proficiency.

GEO-1010 PHYSICAL GEOGRAPHY. 3 CREDITS SS SC

Study of nature's environment including the basic systems of the atmosphere, hydrosphere and lithosphere and how they interact. Prerequisite: Reading proficiency.

GEO-1020 PHYSICAL GEOGRAPHY LABORATORY. 1 CREDIT SC

Laboratory work complementary to theories and principles of GEO-1010. Climate, the biosphere and the earth's landforms. Prerequisites: GEO-1010 completed or concurrent and reading proficiency. 3 lab hours.

GEO-1070 PHYSICAL AND HISTORICAL GEOGRAPHY OF MARYLAND. 3 CREDITS

Historical and natural evolution of landscapes in Maryland. Field trips to Baltimore and other Maryland locations. Prerequisite: Reading proficiency. (Offered fall only.)

GEO-1090 WORLD REGIONAL GEOGRAPHY. 3 CREDITS
Nations as components of regional environments. Politics, economics and ecology in the developed and developing worlds. Prerequisite: Reading proficiency. (Offered spring only.)

HEALTH EDUCATION (HLE)

Health, Nutrition, and Physical Education Department
Novak Field House, Room 104 | 301-322-0504

HLE-1150 PERSONAL AND COMMUNITY HEALTH. 3 CREDITS

Provides health information related to personal and community health. Topics include but are not limited to: wellness, relationships and communications, sexuality and reproduction, substance abuse, physical fitness and nutrition, diseases, conventional and complementary medicine, and death and dying.

HLE-2000 APPLICATION OF CONCEPTS FOR FITNESS AND WELLNESS. 3 CREDITS

Includes the study and practical application of principles for optimizing wellness, including health, fitness, nutrition, weight control and stress management. Individual fitness, nutrition and wellness will be evaluated and implemented through the use of labs, self-assessment tools, weight training, and cardiorespiratory activities.

HLE-2010 HEALTH ISSUES IN A CULTURALLY DIVERSE SOCIETY. 3 CREDITS

Provides health information related to issues and problems affecting ethnic minorities in the United States (African American, Hispanic American, Asian American, and Native American). Focus areas will include traditional health care, disparities in treatment, barriers in health care, culture and nutrition, leading causes of death, healing and religion, current health problems. Prerequisite: Reading proficiency.

HLE-2130 FIRST AID—RESPONDING TO EMERGENCIES/CPR FPR. 3 CREDITS

Studies emergency care theory and skills including all CPR skills and AED (defibrillation) instruction for the professional rescuer. Two Red Cross certifications awarded: First Aid—Responding to Emergencies and CPR for the Professional Rescuer.

HLE-2150 INTRODUCTION TO CHILD HEALTH. 3 CREDITS

Examines health, safety and nutritional needs of children between birth and eight years old and the role of the early childhood educator in promoting children's health. Includes developing activities designed to teach children healthy living habits. Red Cross Community First Aid and Safety and CPR certificates awarded. Prerequisite: TED-1200 (formerly ECE-1510).

HLE-2210 HUMAN SEXUALITY. 3 CREDITS

Comprehensive study of the biological, physiological, developmental, and social aspects of human sexuality from a multicultural perspective. Topics include male/female sexual physiology and response cycles, gender issues, contraception and abortion, conception/fertility issues, relationship sexuality, sexually transmitted infections, sexual dysfunction and treatment, and sexual harassment and coercion issues.

HLE-2250 HEALTH ISSUES FOR WOMEN. 3 CREDITS

Examines a broad range of health issues that are either unique to women or of special importance to women, including eating disorders, abuse and rape, self-esteem related to appearance, and reproductive technology.

HLE-2300 INTEGRATED HEALTH AND PHYSICAL EDUCATION. 3 CREDITS

This course focuses on foundational knowledge about the interrelationship of behavior and health. It incorporates the concepts of movement to learning development of motor skills and concepts of leading a healthy lifestyle.

HLE-2890H HONORS COLLOQUIUM IN HEALTH EDUCATION. 3 CREDITS

This honors colloquium will examine special topics in the field of health education and their relevance across disciplinary perspectives. The issues to be addressed in each colloquium will vary from semester to semester. These courses are designed for students in the Honors program but are open to others with the approval of the honors coordinator or the instructor. Prerequisites: Reading proficiency and permission of instructor/coordinator.

HEALTH INFORMATION MANAGEMENT (HIM)

Allied Health and Nursing

Center for Health Studies, Room 1402 | 301-322-0733

HIM courses are offered once per year in the fall or spring except for HIM-1530 which is offered every semester. A grade of C or higher must be maintained in all core program and required science courses. Program prerequisites require a C or higher.

HIM-1500 FUNDAMENTALS OF HEALTH INFORMATION. 4 CREDITS

Organization of health care delivery; the health information management profession; emphasis on health record content, technology, the accrediting/regulatory standards, retention, storage/retrieval systems, and the legal aspects of releasing health information. Prerequisites: Program admission, INT-1010, BIO-1010, BIO-2050; HIM-1530 and BIO-2060 completed or concurrent. 3 class/3 lab hours. (Offered fall only.)

HIM-1530 MEDICAL TERMINOLOGY. 4 CREDITS

Usage, pronunciation, spelling, and plural formation as they relate to body systems. Emphasis is on roots, prefixes, suffixes, eponyms, standard abbreviations, the use of medical terms in context and terminology related to cancer medicine, nuclear medicine, and pharmacology.

HIM-1540 DIRECTED CLINICAL PRACTICE I. 1 CREDIT

Supervised student practice in simulated laboratory and clinical practice settings; emphasis on storage and retrieval systems, MPI, incomplete documentation policies and procedures and release of health information and the associated computer applications. Prerequisite: HIM-1500. 4 clinical hours. (Offered spring only.)

HIM-1550 DISEASE PROCESSES. 4 CREDITS

Basic concepts of health and disease; causes, etiology, incidence and treatment of illnesses. Prerequisites: HIM-1530 and BIO-2050/2060. (Offered spring only.)

HIM-1581 PRINCIPLES AND APPLICATIONS OF ICD CODING. 4 CREDITS

In-depth focus on diagnosis and procedural coding using the International Classification of Diseases (ICD) as modified for use in the United States. UHDDS data collection requirements for financial reporting and statistical research. (Formerly offered as HIM-1580. Students may not receive credit for both HIM-1580 and HIM-1581.) Prerequisites: HIM-1500, HIM-1530, and BIO-2050/2060; HIM-1550 completed or concurrent or permission of program director. 3 class/3 lab hours. (Offered spring only.)

HIM-1600 PRINCIPLES AND APPLICATIONS OF CPT. 2 CREDITS

Orientation to the coding principles of HCPCS/CPT. Special emphasis on application in the ambulatory and acute care environments. Prerequisites: HIM-1580 and HIM-1550 or permission of program director. 2 class/1 lab hours. (Offered summer only.)

HIM-1800 INTRODUCTION TO MEDICAL TERMS FOR HEALTH PROFESSIONALS. 1 CREDIT

Introduces basic medical terminology to students preparing to enter a health care profession. Students will learn word elements, build on and properly use medical language, thus enhancing their communication skills in the didactic and clinical settings. (HIM majors may not take this course. This course cannot substitute for HIM-1530.) Formerly MHE-2000. Students cannot receive credit for both MHE-2000 and HIM-1800. Note: This is a self-directed course using CD-ROM and e-mail communication.

HIM-1940 PHYSICIAN OFFICE BILLING. 2 CREDITS

Designed for physician office staff and others in health care who are interested in physician billing. Course includes diagnosis/procedure coding principles and computer applications. This course cannot be substituted for a course in the Health Information Management curriculum. Students should have basic computer skills and strong medical terminology background.

HIM-2510 HEALTH INFORMATION STATISTICS AND QUALITY IMPROVEMENT. 4 CREDITS

Focuses on health data and vital statistics reporting, data presentation techniques, cancer programs and registries, quality assessment/improvement, utilization review and risk management. Prerequisites: MAT-1140, HIM-1581, and HIM-1600. 3 class/3 lab hours. (Offered fall only.)

HIM-2530 HEALTH INFORMATION MANAGEMENT. 3 CREDITS

Focuses on the management of a health information department and information technology. Prerequisites: HIM-2510 and MGT-1550. Capstone Course: Students must complete a minimum of 50 credits, including any prerequisite courses, prior to enrolling in this course. A cumulative GPA of 2.00 or better is also required. (Offered spring only.)

HIM-2550 HEALTH INFORMATION IN ALTERNATIVE CARE. 2 CREDITS

Focus is on health information requirements in settings other than acute care. Content will include accreditation, federal regulations, and reimbursement mechanisms as they relate to care settings such as hospice, home health, skilled and intermediate care, rehabilitation, and mental health. Prerequisites: HIM-2510; HIM-2580 concurrent or permission of program director. (Offered spring only.)

HIM-2560 DIRECTED CLINICAL PRACTICE II. 3 CREDITS
Supervised student practice in simulated laboratory and clinical practice settings; emphasis on inpatient and ambulatory coding with ICD 10-CM/PCS and HCPCS/CPT coding systems using encoder and grouper software, data abstracting and data retrieval from indices. Prerequisites: HIM-1540, HIM-1550, HIM-1581, and HIM-1600; HIM-2510 and HIM-2600 concurrent or permission of program director. 12 clinical hours. (Offered fall only.)

HIM-2580 DIRECTED CLINICAL PRACTICE III. 2 CREDITS
Supervised student practice in simulated laboratory and clinical practice settings; emphasis on data access, analysis and data presentation, research methodologies, cancer registry abstracting, quality assessment/improvement, utilization review functions and specialized care facilities. Prerequisites: HIM-2510 and HIM-2560; HIM-2530 and HIM-2550 concurrent. 8 clinical hours. (Offered spring only.)

HIM-2600 MEDICAL REIMBURSEMENT AND BILLING
3 CREDITS
Focus is on reimbursement and payment systems in acute and ambulatory care settings. Emphasis will be placed on prospective payment systems, third-party payers, medical claims processing and regulatory compliance issues. Prerequisites: HIM-1580 and HIM-1600; or HIM-1610 or permission of program director. 3 class/1 lab hours. (Offered fall only.)

HISTORY (HST)

History, Political Science, Geography, and Anthropology Department | Marlboro Hall, Room 2018 | 301-322-0527

HST-1310 ANCIENT AND MEDIEVAL HISTORY. 3 CREDITS SS
The history of ancient Egyptian, Near Eastern, Greek and Roman civilizations, and of the Middle Ages. Prerequisite: Reading proficiency. (Honors version available.)

HST-1320 MODERN HISTORY. 3 CREDITS SS
A survey of the history of Europe and of Europe's encounters with the rest of the world from the Renaissance to the First World War, focusing on those political, social, economic, and cultural developments that shaped and defined the modern Western world. Prerequisite: Reading proficiency. (Honors version available.)

HST-1370 THE WORLD IN THE TWENTIETH CENTURY.
3 CREDITS SS
A comparative survey of the major developments in Europe, Asia, Africa, and the Americas during the past century that have led to the formation of the contemporary world. Prerequisite: Reading proficiency.

HST-1410 HISTORY OF THE UNITED STATES I. 3 CREDITS SS
American history from the colonial period through the Civil War. Prerequisite: Reading proficiency. (Honors version available.)

HST-1430 HISTORY OF THE UNITED STATES II. 3 CREDITS SS
American history from the Civil War to the present. Prerequisite: Reading proficiency. (Honors version available.)

HST-1510 HISTORY OF AFRICAN AMERICANS I. 3 CREDITS SS
Surveys African American history from the beginnings of the Trans-Atlantic slave trade in the colonial era through the end of Reconstruction in 1877. It examines the social, political, cultural, military, economic, and scientific triumphs and tribulations that African Americans experienced. Particular emphasis is placed on describing and analyzing black Americans' resistance to inequality, the development of their institutions, the expansion of slavery, and the Civil War and Reconstruction. Prerequisite: Reading proficiency.

HST-1530 HISTORY OF AFRICAN AMERICANS II.
3 CREDITS SS
Surveys African American history from the end of Reconstruction through the present. Particular emphasis is placed on describing and analyzing black Americans' efforts to counteract the inequalities their communities experienced as a result of Jim Crow laws and racial disenfranchisement. It examines the Great Migration, the Harlem and Chicago Renaissances, Post-World War II integrationist and black Nationalists movements, and black political activism. Prerequisite: Reading proficiency.

HST-2100 HISTORY OF WOMEN IN AMERICA. 3 CREDITS
An introduction to the study of American women from colonial times to the present. Prerequisite: Reading proficiency.

HST-2160 THE MODERN MIDDLE EAST. 3 CREDITS SS

A survey of Middle Eastern history from the late 18th century to the present with emphasis on the 20th century. The areas covered include present day Iraq, Iran, Syria, Jordan, Lebanon, Israel, Turkey, Egypt, and the Arabian peninsula. Prerequisite: Reading proficiency. (Offered spring only.)

HST-2230 HISTORY OF LATIN AMERICA AND THE CARIBBEAN. 3 CREDITS SS

Latin American history from independence to the present, with an overview of the colonial period. Prerequisite: Reading proficiency.

HST-2310 HISTORY OF AMERICAN FOREIGN POLICY. 3 CREDITS

Foreign policy of the U.S. from 1775 to the present; America as a world power in the 20th century. Prerequisite: Reading proficiency. (Offered fall only.)

HST-2330 HISTORY OF THE AMERICAN CIVIL WAR. 3 CREDITS

The American Civil War and its origins, emphasizing the major military campaigns and the impact of the war on American society and culture. Prerequisite: Reading proficiency. (Offered fall only.)

HST-2350 HISTORY OF MARYLAND. 3 CREDITS

The political, economic, social, and cultural history of Maryland from the colonial era to the present. Prerequisite: Reading proficiency. (Offered spring only.)

HST-2380 HISTORY OF PRINCE GEORGE'S COUNTY. 3 CREDITS

The socio-cultural and political history of the county from its inception in the 1600s to the present. Emphasis from the Civil War forward. Prerequisite: Reading proficiency and permission of department chair.

HST-2470 AFRICAN HISTORY. 3 CREDITS SS

Survey of African history from early cultures through European colonialism to modern African nationhood. Prerequisite: Reading proficiency.

HST-2890H HONORS COLLOQUIUM IN HISTORY. 3 CREDITS

This honors colloquium will examine special topics in the field of history and their relevance across disciplinary perspectives. The issues to be addressed in each colloquium will vary from semester to semester. These courses are designed

for students in the Honors program but are open to others with the approval of the honors coordinator or the instructor. Prerequisites: Reading proficiency and permission of instructor/coordinator.

HST-2970 HISTORIC SITES INTERNSHIP EXPERIENCE. 3 CREDITS

Unpaid, supervised experience at historic sites in the state of Maryland. Provides an opportunity to assist in the creation of a project, bibliography, or exhibit that expresses major themes in American history. Prerequisite: HST-1410 or HST-1430, HST-1510 or HST-1530 and permission of department chair.

HST-2910–2930 COOPERATIVE EDUCATION. 1–3 CREDITS

A maximum of six credits of cooperative education and internship experiences may be applied to any degree. These credits may not transfer to all four-year institutions. Contact the Career Services Office, Marlboro Hall, Room 2102, 301-322-0109, for more complete information.

HONORS

Honors Program | Marlboro Hall, Room 1087 | 301-322-0433

Honors colloquia are interdisciplinary seminars which focus on varying subjects from semester to semester. These courses are designed for students in the Honors program, but are open to others with the approval of the Honors program coordinator or the instructor. Honors versions of standard courses are also offered. These colloquia are offered in most academic departments with the course number 2890 (e.g. EGL-2890H, POS-2890H).

HORTICULTURE (HRT)

Biological Sciences Department

Chesapeake Hall, Room 100 | 301-322-0420

HRT-1080 INTRODUCTION TO TURFGRASS MANAGEMENT. 3 CREDITS

Identification and maintenance requirements of turfgrass species. Topics include growth and development, environmental and cultural practices (including fertilization), disease control, and pesticide use. 2 class/2 lab hours.

HRT-1160 WOODY ORNAMENTAL PLANTS I. 3 CREDITS

Identification, landscape use, and maintenance of trees, shrubs, vines, and ground covers commonly found in the mid-Atlantic region. Focus is on evergreens and spring flowering trees. 2 class/2 lab hours .

HRT-1170 WOODY ORNAMENTAL PLANTS II. 3 CREDITS

A continuation of HRT-1160 with a focus on deciduous trees. 2 class/2 lab hours.

HRT-1200 PLANT DISEASES AND PESTS. 3 CREDITS

Insect pests and diseases of ornamental plants, including causes, diagnosis, and control procedures. 2 class/2 lab hours.

HRT-1300 BASIC PESTICIDE USE AND SAFETY. 3 CREDITS

Fundamentals of basic pesticide use and safety as it relates to the production and maintenance of ornamental horticulture crops. This represents one of two courses required by the Maryland Department of Agriculture (MDA) and the District of Columbia for individuals applying to take the Commercial Pesticide Applicator or Consultant Exam.

HOSPITALITY SERVICES MANAGEMENT (HSM)

Hospitality, Tourism, and Culinary Arts Department
Chesapeake Hall, Room 100 | 301-341-3090

HSM-1510 INTRODUCTION TO THE HOSPITALITY INDUSTRY. 3 CREDITS

Overview of hotel, food service, and travel/tourism management. Special projects, readings, guest lectures, and field trips are included.

HSM-1515 LEADERSHIP AND INTERPERSONAL DYNAMICS IN THE HOSPITALITY INDUSTRY. 3 CREDITS

In the hospitality industry, quality service is a key component of every company's success. Regardless of the venue, be it a cruise ship, a restaurant, a professional meeting, or convention, the hospitality industry is in the business of creating positive human experiences. Learning and managing oneself and maintaining positive team relationships at work is crucial. This course will focus on understanding how each of our personalities affects the way we interact with others, as well as on methods for increasing our effectiveness at working within groups, both as a leader and as a participant.

HSM-1520 FUNDAMENTALS OF MEETING, CONVENTION, AND EVENT MANAGEMENT. 3 CREDITS

Addresses basic meeting, convention, and event management concepts and practical knowledge to assist in planning meetings like a seasoned professional. The course provides important checklists and resources, and introduces the vocabulary necessary to succeed in meeting planning. It is a must for anyone planning on entering the meeting management or event management profession.

HSM-1550 FOOD SERVICE MANAGER TRAINING AND CERTIFICATION IN SANITATION. 1 CREDIT

Provides an overview of the principles of food microbiology, important food-borne diseases, standards that are enforced by food service regulatory agencies, and applied measures for the prevention of food-borne diseases and other microbiological problems. It also describes the Hazard Analysis Critical Control Point (HACCP) system and includes ServSafe® certification. Note: Only Culinary Arts students must take CUL-1100 concurrently.

HSM-1560 CATERING AND BANQUET OPERATIONS. 3 CREDITS

Provides essential information needed to operate a successful catering business and manage various catering and banquet operations. Both on- and off-premises catering will be covered in addition to business planning, menu development, pricing, purchasing, preparation, service details, sanitation, and management. 2 class/3 lab hours.

HSM-1580 USING TECHNOLOGY IN THE HOSPITALITY INDUSTRY. 3 CREDITS

Provides an introduction to the principles of basic computer applications as used in both the hospitality industry and the college community. Lecture includes applications in property management, reservation systems, and social networking. Hands-on lab applications for operational use in the industry will include point-of-sale systems, food service control systems, entrepreneurship applications, and revenue and cost management, as well as extensive hands-on training in software critical to success while in college and as future managers, including Microsoft Excel, Word, PowerPoint, Outlook, and Access. (Formerly offered as HSM-2110. Students may not receive credit for both HSM-2110 and HSM-1580.)

HSM-1621 HOTEL OPERATIONS MANAGEMENT. 3 CREDITS

Provides an overview of hotel and lodging operations, with a focus on rooms division management, including housekeeping and hotel front office management. The course includes principles of revenue management, interdepartmental coordination, and issues facing today's lodging industry. (Formerly HSM-1620. Students may not receive credit for both HSM-1620 and HSM-1621.) Prerequisite: HSM-1510 or permission of instructor.

HSM-1630 FOOD SERVICE OPERATIONS. 3 CREDITS

A study of the principles required for successful food service management. Includes hands-on food preparation, quality control, and management techniques. Prerequisite: Reading proficiency.

HSM-1635 FOOD TRUCK MANAGEMENT. 1 CREDIT

A study of the special considerations of managing a food truck including start-up budgets, equipment and design, licensing and regulations, menu development, and marketing.

HSM-1640 SPECIAL EVENT MANAGEMENT. 3 CREDITS

Addresses major trends and successful business practices in Event Management such as event design basics, room set-up, event flow, entertainment, food and beverage options, and communication. Students will be armed with tools to improve their effectiveness, success, and profitability as event managers. Prerequisite: HSM-1520.

HSM-1645 BUDGET DEVELOPMENT FOR SPECIAL EVENTS. 2 CREDITS

Examines the steps in developing a special event budget. Students learn techniques for projecting and managing budgets including per-person methodology and break-even analysis. This course will also provide students with an understanding of re-forecasting and comparing budgeted amounts to post-event actuals. Prerequisite: HSM-1640 with a grade of C or higher.

HSM-1650 PLANNING FOR ASSOCIATION EVENTS. 1 CREDIT

Exploration of the role and scope of the meetings and events departments in associations and affinity organizations. Topics include annual conventions, mission and values of the organizations, organizational structures, board governance, typical association divisions, member services, and employment opportunities. Prerequisite: Reading proficiency.

HSM-1660 PLANNING FOR SMERF EVENTS. 1 CREDIT

Provides guidance to those who plan and support SMERF events, which are events attended by persons who are members of social, military, educational, religious, or fraternal organizations. Topics to be covered are the unique event needs that SMERF groups present, venues, budgeting, vendor relationships, and seasonality of this target audience. Prerequisite: Reading proficiency.

HSM-1670 TRADE SHOWS AND EXPOSITIONS. 1 CREDIT

Studies management and sales of trade shows and exhibitions. Addresses the basic structure of exhibit halls, attendee and exhibitor needs, purposes and types of shows, facilities, promotion, trends, and employment opportunities. Prerequisite: Reading proficiency.

HSM-1675 EVENT LIGHTING, PRODUCTION AND DESIGN. 1 CREDIT

An introduction to the fundamentals of the technical design of events, including the application of audio visual production, scenery, lighting and props, and their importance in events. This will also cover the conceptualization of design disciplines of production and design in various event venues.

HSM-1680 EVENT SPONSORSHIP. 1 CREDIT

Offers students basic insights into funding streams for events. Addresses formulating ticket and registration costs, reviews sponsorship policy and strategy formulation for fund-raising events. Topics include researching and attracting a portfolio of sponsors, working with sponsors as partners to leverage their investment, and evaluate event outcomes. Prerequisite: Reading proficiency.

HSM-1700 PASTRY MAKING. 1 CREDIT

Demonstration of tortes, tarts, and puff pastry. 1 class/2 lab hours for 5 weeks.

HSM-1710 SIMPLIFIED GOURMET COOKING. 1 CREDIT

Regional American and classical European entrees are presented with time-saving techniques. 1 class/2 lab hours for 5 weeks.

HSM-1730 NORTHERN ITALIAN CUISINE. 1 CREDIT

Seafood, veal, and poultry with specialty pastas and sauces will be prepared in the classical northern Italian tradition. 1 class/2 lab hours for 5 weeks.

HSM-1740 BED AND BREAKFASTS. 3 CREDITS

Introduction to bed and breakfast operations. Topics include concept development, capital requirements, marketing, legal issues, and operations and procedures.

HSM-1750 WINES AND SPIRITS—MIXOLOGY AND SERVICE. 1 CREDIT

A structured course of study designed to help students understand major wine types, major wine growing regions, the history of wine growing, grape and wine production techniques, and the economic impact of wine industry. All students must be 21 years of age on the first day of class.

HSM-1760 INTERNATIONAL CUISINES. 1 CREDIT

Dishes from Greek and Middle Eastern cuisines. Entrees, desserts, and breads will be featured. 1 class/2 lab hours for 5 weeks.

HSM-1770 CHEF'S TOUR OF FOUR COUNTRIES. 1 CREDIT

Become a world traveler as Chef Ernie teaches the tastes and techniques of French, North African, Spanish, and Southern Italian cooking. 1 class/2 lab hours.

HSM-1780 INTRODUCTION TO CHINESE COOKING. 1 CREDIT

Experience the various types of cooking methods and delightful spices in a taste-travel through the four provinces of China. 1 class/ 2 lab hours.

HSM-1790 AUTHENTIC INDIAN COOKING. 1 CREDIT

Become an expert on the tastes and techniques of Indian cooking in this course offering authentic Indian cuisine. 1 class/2 lab hours.

HSM-1800 PROFESSIONAL CAKE DECORATING. 1 CREDIT

Learn professional techniques to transform cakes and pastries into works of art. The course includes basic flowers and borders, string work, figure piping, and techniques for creating special occasion and seasonal cakes. 1 class/2 lab hours for 5 weeks.

HSM-1810 INTRODUCTION TO TRAVEL AND TOURISM. 3 CREDITS

Reviews the historical development of travel and tourism and how tourism planning and regulations affect the travel and hospitality industry. Discusses the impact of hospitality and tourism from an environmental and social perspective. Analyzes why people travel and how they select vacation destinations, and explains techniques to market and promote tourism businesses. Prerequisites: Reading Proficiency and HSM-1510.

HSM-1815 CASINO MANAGEMENT. 3 CREDITS

Provides an overview of casino management and casino hotel operations. Topics include gaming trends, casino hotel organizational structure, government regulations, consumer behavior, marketing strategies, economic impact, social and cultural concerns, and casino games.

HSM-1820 ADVANCED PROFESSIONAL CAKE DECORATING. 1 CREDIT

An intensive course covering the design, construction, and decoration of various types of wedding cakes. 1 class/2 lab hours for 5 weeks.

HSM-1825 DESTINATION MARKETING. 1 CREDIT

Explores the variety of organizations and strategies utilized to market a destination. Topics include the structures of destination marketing organizations, an understanding of their funding sources, and a study of their operations. This course will also provide an understanding of the various careers in destination marketing organizations.

HSM-1830 HORS D'OEUVRES AND APPETIZERS. 1 CREDIT

Catering and home entertaining take on new excitement. Learn from the experts how to create visually spectacular taste sensations. 1 class/ 2 lab hours for 5 weeks.

HSM-1840 CLASSY SOUTHERN COOKING. 1 CREDIT

Old-time southern favorites are updated for modern palates. Sensational spices and unusual condiments are combined with a contemporary flair. 1 class/2 lab hours for 5 weeks.

HSM-1850 FISH AND SHELLFISH PREPARATION. 1 CREDIT

This course will identify a large assortment of fish and shellfish as well as how to properly purchase and store them, prepare them for cooking, and cook them by a variety of dry heat and moist heat methods. Seasonal and regional dishes will be highlighted when available.

HSM-1860 WEDDINGS AND SOCIAL EVENTS. 1 CREDIT

A short course addressing business planning for the wedding planner as well as wedding and social event styles and themes. Also covered are religious and cultural needs, vendors and contracts, stationery, attire, reception logistics, cakes and desserts, music, photography, decorations, favors, pre- and post-celebrations, and expanding business revenue streams.

HSM-1870 CHEF SELECTION, SERIES I. 1 CREDIT

Designed to introduce culinary students to a series of different culinary topics. It provides the student with the basic knowledge of the foods, food styles, and methods used to prepare food. Sanitation, nutrition, and food costing will be introduced. Includes preparation and techniques, recipe development, tools and equipment requirements, and presentation skills. This course includes appetizers, salads, pasta, and desserts.

HSM-1880 CHEF SELECTION, SERIES II. 1 CREDIT

Designed to introduce culinary students to a series of different culinary topics. It provides the student with the basic knowledge of the foods, food styles, and methods used to prepare food. Sanitation, nutrition, and food costing will be introduced. Includes preparation and techniques, recipe development, tools and equipment requirements, and presentation skills. This course includes entrees, sauces, and soups.

HSM-1890 CHEF SELECTION, SERIES III. 1 CREDIT

Designed to introduce culinary students to a series of different culinary topics. It provides the student with the basic knowledge of the foods, food styles, and methods used to prepare food. Sanitation, nutrition, and food costing will be introduced. Includes preparation and techniques, recipe development, tools and equipment requirements, and presentation skills. This course includes vegetables, potatoes, fish, and shellfish.

HSM-2020 FOOD AND BEVERAGE PURCHASING AND COST CONTROL. 3 CREDITS

Covers the principles and procedures involved in an effective food and beverage control system, including standards determination, the operating budget, cost-volume-profit analysis, income and cost control, menu pricing, theft prevention, labor cost control and computer applications. (Honors version available.)

HSM-2040 BAR AND BEVERAGE MANAGEMENT. 3 CREDITS

Provides students with the practical knowledge needed to manage a bar or beverage operation. The course presents principles and theories to support and reinforce the practical aspects.

HSM-2045 INTRODUCTION TO BARTENDING. 3 CREDITS

Explores the range of major products within the beverage industry, including juices, iced teas, Amaretto/Kahlua and other cream drinks, Crème de Cacao, and Shots and Shooters. It will also cover the details of beverage control, bar management, inventory, cocktail bar, opening/setup/closing procedures, fruit cutting, bartender responsibilities, cash register training and charge, state laws, customer service, alcohol awareness, and private party set up, as well as liquor, cordial, beer, and wine lectures. The course requires 19.5 hours of hands-on lab training as well as T.I.P.S. National Certification.

HSM-2050 HUMAN RESOURCES MANAGEMENT AND TRAINING FOR HOSPITALITY AND TOURISM. 3 CREDITS

Provides a thorough look at training by addressing how to assess and analyze the training needs of new and established operations; look upon training and development as an investment; use training tools and techniques; train with technology; measure and evaluate training; and use different training techniques when training employees, supervisors, and managers.

HSM-2071 MANAGING STAFF AND SERVICE IN HOSPITALITY. 3 CREDITS

Introduces students to the fundamentals of supervision of personnel in the hospitality industry and to how those fundamentals lead to great customer service. Students will learn to view both the staff and patrons as internal and external “customers,” focusing on the triangular communicative relationship between employers, employees, and guests. (Formerly HSM-2070. Students may not receive credit for both HSM-2070 and HSM-2071.)

HSM-2100 MANAGING SERVICE IN FOOD AND BEVERAGE OPERATIONS. 3 CREDITS

Explores the principles, concepts, and systems of professional table service. Topics include dining room organization and management of dining room staff with the goal of providing excellent guest services while maintaining a financially sustainable business.

HSM-2530 HOSPITALITY SALES AND MARKETING. 3 CREDITS

Marketing principles for the hospitality industry. Marketing planning, property feasibility study, sales team functions, advertising, and public relations.

HSM-2550 UNDERSTANDING HOSPITALITY LAW. 3 CREDITS

Provides an awareness of the rights and responsibilities that the law grants to or imposes upon a hotel keeper and illustrates the possible consequences of failure to satisfy legal obligations.

**HSM-2640 HOTEL SECURITY AND LOSS PREVENTION .
1 CREDIT**

Explains the issues surrounding the need for individualized security programs, examines a wide variety of security and safety equipment and procedures, discusses guest protection and internal security for asset protection, explores risk management and loss prevention issues, and outlines OSHA regulations that apply to lodging properties.

HSM-2700 SUSTAINABILITY IN HOSPITALITY. 3 CREDITS

A multi-dimensional course reviewing the impact of the hospitality industry on the environment. Students will be introduced to how sustainability trends in hotels, food and beverage operations, and the event planning industry can have not only a positive impact on the environment but meet Corporate Social Responsibility (CSR) needs for a company or organization while spending less. Prerequisite: Reading proficiency.

HSM-2750 HOSPITALITY ENTREPRENEURSHIP. 3 CREDITS

Examines the creative, risk taking, and pragmatic nature of small business ownership within the hospitality field. Students will explore the process of transforming a creative idea into a commercially viable business venture. Topics include creating a business plan, estimating start-up costs, marketing for small business start-ups, and special issues for hospitality ventures.

HSM-2760 HOSPITALITY SEMINAR. 3 CREDITS

Offers comprehensive coverage of topics taught in hospitality services management and an array of realistic operational and managerial situations and cases students are bound to find on being hired by hospitality companies. Through case study investigation, group discussion, and internship and practical learning experiences, students will engage in critical thinking and problem solving to shift from scholastic mode into supervisory and managerial roles in the hospitality industry. Capstone Course: Students must complete a minimum of 46 credits prior to enrolling in this course. A minimum cumulative GPA is also required.

HSM-2910–2930 COOPERATIVE EDUCATION. 1-3 CREDITS

Capstone Courses: Students must complete a minimum of 46 credits prior to enrolling in this course. A cumulative GPA or 2.00 or better is also required. A maximum of six credits of cooperative education and internship experiences may be applied to any degree. These credits may not transfer to all four-year institutions. Contact the Career Services Office, Marlboro Hall, Room 2102, 301-322-0109, for more complete information.

HUMAN SERVICES (HUS)

Psychological and Sociological Studies Department
Marlboro Hall, Room 2054 | 301-322-0525

HUS-1010 INTRODUCTION TO HUMAN SERVICES. 3 CREDITS

Provides an introduction to the field of human services as preparation for advanced study or employment in the human services profession. Beginning with historical developments, the course will present issues encountered in the field as well as techniques and resources for intervention. An overview of human services ethics, research, model programs, and policies will be covered. In addition, various specializations including youth care, rehabilitation, criminal justice, and elder care services will be discussed. Students will develop fundamental active listening and response skills.

**HUS-1020 PROFESSIONAL ETHICS IN HUMAN SERVICES.
1 CREDIT**

Prepares students for ethical decision making in the human services field. Includes the study of selected professional codes of ethics. Case studies will be used for additional practices and integration.

**HUS-2010 COUNSELING, ASSESSMENT, AND BEHAVIOR
MODIFICATION TECHNIQUES. 3 CREDITS**

Provides an integrated approach to basic counseling with application to the field of human services. Students will have the opportunity to develop basic counseling skills, utilize theories and/or practice, as well as explore and take action on case application in both professional and paraprofessional settings. Specific behavioral modification principles and techniques will be discussed. Prerequisite: HUS-1010.

HUS-2020 GROUP AND FAMILY COUNSELING SKILLS.

3 CREDITS

An introduction to basic skills of group and family counseling for use with both mentally ill and chemically dependent clients. The course will emphasize patterns of group dynamics, particularly as they relate to therapeutic group process. Traditional views of pathology will be examined with a focus on the role of family dynamics in the formation, maintenance, and treatment of mental illness and chemical dependency. Students will think diagnostically about families utilizing theories and techniques that are relevant to working with families and groups. Prerequisite: HUS-1010.

HUS-2200 DEVELOPMENTAL DISABILITIES 3 CREDITS

Identifies the characteristics and causes of various developmental disabilities. Topics include a history of service provision, human rights, legislation and litigation, advocacy, and accessing support services. Upon completion, students should be able to demonstrate an understanding of current and historical developmental disability definitions and support systems used throughout the life span. Prerequisite: HUS-1010.

HUS-2300 CHEMICAL DEPENDENCY COUNSELING. 3 CREDITS

Provides students with a foundation in the theories, causes, characteristics and treatment of chemical dependency and addictive disorders. Students will explore social, family and mental health issues related to chemical dependency. Various treatment approaches, including 12-step programs and group counseling, will be examined. Practice in basic assessment and counseling skills will be an integral part of the course. Prerequisites: HUS-1010 and PSY-2120.

HUS-2400 THERAPEUTIC RECREATION. 3 CREDITS

Explores various adaptive physical and recreational services designed to meet the needs of special populations in hospitals, recreation or rehabilitation centers, schools, etc. Emphasis is placed on understanding the individual in terms of age, psychological and physical development, handicaps, and their needs for recreation. The class will facilitate recreational activities at local agencies and venues, which may include a swim program. Community involvement, lesson planning and periodic tests are required. Prerequisite: HUS-1010.

HUS-2810 HUMAN SERVICES INTERNSHIP I. 3 CREDITS

Provides supervised, practical experience in a human service setting. In addition to the minimum of 90 hours of field experience, participation in a weekly seminar is required. Topics covered will include professionalism in the workplace, establishing performance and learning goals, and benefiting from supervision. Students must meet with the program coordinator to discuss appropriate internship placement before registering for the course. Prerequisite: HUS-2010 and permission of the program coordinator.

HUS-2820 HUMAN SERVICES INTERNSHIP II. 3 CREDITS

Provides an opportunity for a second supervised, practical experience in a human service setting. In addition to the minimum of 90 hours of field experience, participation in a weekly seminar is required. Topics covered will build on those covered in HUS-2810 and will include establishing performance and learning goals, recognizing and applying professional ethics, and career planning. Students must meet with the program coordinator to discuss appropriate internship placement before registering for the course. Prerequisite: HUS-2010 and permission of the program coordinator.

HUMANITIES (HUM)

History, Political Science, Geography, and Anthropology
Department | Marlboro Hall, Room 3078 | 301-322-0561

HUM-1980 ARTISTIC AND CULTURAL EXPERIENCES. 1 CREDIT

Students earn college credit by independently attending plays, concerts, lectures, films, dance performances, and art exhibits. One orientation session required. Course may be repeated for a maximum of two credit hours. (Honors version available.)

INFORMATION TECHNOLOGY (INT)

Information and Engineering Technology Department
Center for Advanced Technology, Room 129 | 301-322-0752
Prince George's Community College is a member of CyberWatch, a consortium of colleges, universities, and business and government partners dedicated to increasing the quality and quantity of Information Security/Assurance professionals. CyberWatch course numbering, which has been agreed to by member institutions, can assist students who may want to take a particular course at another community college due to work schedules, availability of courses during a particular

semester, or moving to another county. The common numbering also is useful to institutions articulating with Prince George's Community College by helping them quickly determine that a course is based on a common CyberWatch model curriculum in Information Security. Each INT course included in this program will show its CyberWatch common course equivalent immediately after the college's course number and title. All INT prerequisites must be passed with a grade of C or higher.

INT-1000 USING A PERSONAL COMPUTER. 1 CREDIT

Preparation for students who lack fundamental computer skills and experience and designed to be taken prior to enrolling in INT-1010 or upon advice after screening on the first day of INT-1010. Students gain familiarity and comfort with using a personal computer and are introduced to using a keyboard and a mouse to operate a personal computer, using the touch keying system. Topics include navigating the World Wide Web; using a word processor to enter text; saving, opening and modifying files using secondary storage media. (Formerly offered as CIS-1000. Students may not receive credit for both CIS-1000 and INT-1000.) 1 class/1 lab hour. Note: Does not satisfy program concentration requirement in INT-related curricula. May not be taken for credit if credit has previously been received for INT-1010 or higher.

INT-1010 INTRODUCTION TO INFORMATION TECHNOLOGY. 3 CREDITS CL
(CYBERWATCH COMMON COURSE EQUIVALENT: CW 120)

A survey course in evolving computer technology and its relevance to individuals and society. The societal issues stressed include: privacy, security, ergonomics, accessibility, intellectual property, pervasive computing, as well as other timely topics such as new laws impacting computer use. Becoming fluent in necessary technology applications is integrated into the course and may include such topics as word processing, use of e-mail and Web browsers, spreadsheets, course management systems, and others. Students possessing skills and knowledge in this area may receive credit for INT-1010 by passing the department's challenge exam (currently the three Internet and Computing Core Certification tests, known as IC3). Students who are already IC3 certified may receive credit for INT-1010 by presenting their certificate to the transfer evaluator in the Office of Admissions and Records.

(Formerly offered as CIS-1010. Students may not receive credit for both CIS-1010 and INT-1010.) Prerequisite: Reading proficiency. 3 class hours with open lab. (Honors version available.) *Note: Students with little or no computer experience should consider taking INT-1000 Using a Personal Computer, to get the necessary prerequisite skills. All students take a screening test during their first class in INT-1010. Results are used to advise students regarding which course to take.*

INT-1111 PROGRAMMING LOGIC AND DESIGN. 3 CREDITS

Introduction to computer programming concepts with emphasis on structured program logic and design. Procedural and object oriented concepts are introduced. Design tools such as pseudo-code and flowcharting are covered. Students are introduced to several software packages that may be used to develop flowcharts and pseudo-code. This course does not teach a particular programming language but rather emphasizes problem solving techniques that can be applied to programming in any language. Examples from various programming languages may be used to illustrate concepts. (Formerly offered as CIS-1111. Students may not receive credit for both CIS-1111 and INT-1111.) Prerequisite: INT-1010 with grade of C or higher. 2 lecture/2 lab hours.

INT-1150 INTRODUCTION TO DATABASE MANAGEMENT SYSTEMS. 4 CREDITS

Course has been re-numbered. See INT-2150 below.

INT-1210 COMPUTER SCIENCE I. 4 CREDITS

Course has been re-numbered. See INT-2210 below.

INT-1220 COMPUTER SCIENCE II. 4 CREDITS

Course has been re-numbered. See INT-2220 below.

INT-1290 BEGINNING MICROSOFT WORD. 1 CREDIT

An introductory course that emphasizes the effective use of word processing features to effectively create, format, and manage documents. Together with INT-1390, this course prepares students for the Microsoft Office certification exam in Word 2010, (Formerly offered as CIS-1290. Students may not receive credit for both CIS-1290 and INT-1290.) Prerequisite: Reading proficiency. 1 class/1 lab hour.

INT-1330 INTEGRATED SOFTWARE APPLICATIONS.
3 CREDITS

Provides in-depth coverage of a software suite. Includes a review of basic word processing and spreadsheets, as well as more advanced features, introduction to fundamentals of presentation and database software, followed by the production of integrated documents combining elements produced by the different suite applications. Emphasis is placed on data sharing through object linking and embedding. (Formerly offered as CIS-1330. Students may not receive credit for both CIS-1330 and INT-1330.) Prerequisite: INT-1010 or ENT-1770 or equivalent with a grade of C or higher. 2 class/2 lab hours.

INT-1370 INTRODUCTION TO HELP DESK TOOLS AND PROCEDURES. 3 CREDITS

Students will learn the basic help desk concepts, procedures and tools with emphasis on the team-oriented technical support environment. Students explore the features of software used in a support environment to collect knowledge, schedule and track repairs, such as call logging and reporting. The proper use of telephone-based technology also is presented. (Formerly offered as CIS-1370. Students may not receive credit for both CIS-1370 and INT-1370.) Prerequisite: INT-1010 with grade of C or higher. 2 class/2 lab hours.

INT-1390 INTERMEDIATE MICROSOFT WORD. 1 CREDIT

An introductory course that emphasizes the effective use of word processing features to effectively create, format, and manage documents, using graphics and hyperlinks. Includes coverage of document tracking and referencing. Together with INT-1290, this course prepares students for the Microsoft Office certification exam in Word 2010. (Formerly offered as CIS-1390. Students may not receive credit for both CIS-1390 and INT-1390.) Prerequisite: Reading proficiency. 1 class/1 lab hour.

INT-1450 CCNA 1: INTRODUCTION TO CISCO NETWORKING.
4 CREDITS**(CYBERWATCH COMMON COURSE EQUIVALENT: CW 150)**

First of a four-course sequence preparing for Cisco CCNA Routing and Switching certification. OSI and TCP/IP models; Ethernet concepts and operation; TCP and UDP protocols and ports; network design using IPv4 and IPv6 subnets; router and switch configuration. This class charges an additional \$32 per credit hour Information Technology Certification fee. (Formerly offered as ENT-1940. Students may not receive credit for both ENT-1940 and INT-1450.) 3 class/2 lab hours.

INT-1460 CCNA 2: ROUTING AND SWITCHING ESSENTIALS. 4 CREDITS**(CYBERWATCH COMMON COURSE EQUIVALENT: CW 151)**

Second of a four-course sequence. Covers switch configuration and security, virtual LANs (VLANs) and trunking; single-area OSPF routing; static routes; access control lists; Dynamic Host Configuration Protocol (DHCP); Network Address Translation (NAT). Students successfully completing this course should be prepared for Cisco CCENT certification. This course charges an additional \$32 per credit hour Information Technology Certification fee. (Formerly offered as ENT-1950. Students may not receive credit for both ENT-1950 and INT-1460.) Prerequisite: INT-1450 (formerly ENT-1940) with a grade of C or higher. 3 class/2 lab hours.

INT-1540 COMPUTER HARDWARE I: A+ PREPARATION.
3 CREDITS

Hands-on assembly, configuration, and upgrades for IBM-class personal computers. Basic hardware and software fault isolation techniques. First of a two-course sequence providing preparation for the CompTIA A+ computer repair certification. (Formerly offered as ENT-1840. Students may not receive credit for both ENT-1840 and INT-1540.) 2 class/2 lab hours.

INT-1550 INTRODUCTION TO NETWORKS: NETWORK+ PREPARATION. 3 CREDITS

An overview of local area networks including installation and operation of a computer network from the physical as well as the software and user perspective. Students will design, build and test working networks and associated wiring. Emphasis will be placed on LAN hardware, software, standards and protocols. Helps prepare students for the CompTIA Network+ certification exam. (Replaces both CIS-1400 and ENT-1890. Credit may not be earned for both INT-1550 and CIS-1400 or for both ENT-1890 and INT-1550. Students who need either CIS-1400 or ENT-1890 should take INT-1550 instead.) Prerequisite: INT-1010 with grade of C or higher, or permission of department chair. 2 class/2 lab hours.

INT-1560 PERSONAL COMPUTER CONFIGURATION AND ASSEMBLY. 1 CREDIT

Students will learn how to configure and assemble a personal computer, install software and optimize operation. (Formerly offered as ENT-1880. Students may not receive credit for both ENT-1880 and INT-1560.) Prerequisite: INT-1540 (formerly ENT-1840) with grade of C or higher, or permission of department. Note: Students must purchase components necessary to assemble their own computers.

INT-1620 COMPUTER SECURITY: SECURITY+ PREPARATION. 3 CREDITS**(CYBERWATCH COMMON COURSE EQUIVALENT: CW 160)**

This introduction to security systems will give students a solid foundation of understanding in different computer security concepts, functions, and applications. The course maps to CompTIA Security+ exam objectives which cover general security concepts, communication security, infrastructure security, basics of cryptography, and operations/organizational security. Upon completion of this course, students will be prepared to take CompTIA's vendor neutral Security+ exam. Security+ certification is globally recognized as equivalent to an entry-level security specialist. The Security+ exam is accepted as one of the security certification exams by Microsoft toward its MCSA and MCSE certification. (Formerly offered as CIS-1620. Students may not receive credit for both CIS-1620 and INT-1620.) Prerequisite: INT-1010 with grade of C or higher; INT-1700 recommended. 2 class/2 lab hours.

INT-1680 ETHICAL HACKING AND NETWORK DEFENSE I. 3 CREDITS

First of two courses that provide an understanding of how to effectively protect computer networks. Students will learn the tools and penetration testing methodologies used by ethical hackers. In addition, the course provides a thorough discussion of what and who an ethical hacker is and how important they are in protecting corporate and government data from cyber attacks. Students will review TCP/IP concepts and learn updated computer security resources that describe new vulnerabilities and innovative methods to protect networks. Students will practice footprinting, scanning, enumeration, exploitation, and social engineering. This first of two courses is designed for those interested in systems and application security or who want to take the EC-Council's Certified Ethical Hacker (CEH) exam (312-50). Prerequisites: INT-1700 and INT-1620 with grades of C or higher. 2 lecture/2 lab hours.

INT-1700 UNDERSTANDING OPERATING SYSTEMS. 3 CREDITS**(CYBERWATCH COMMON COURSE EQUIVALENT: CW 130.)**

Provides basic working knowledge of computer operating system commands, functions and management using the DOS, Windows, Linux and Unix operating environments. Topics include: memory management, process management, device management, file management, and operating system tools. Introduces command structures and explores operations using GUI and Command Line Interfaces. Students will demonstrate proficiency by completing various task-related laboratory assignments. Focus also is on the main topics covered in the A+ certification examination. (Formerly offered as CIS-1700. Students may not receive credit for both CIS-1700 and INT-1700.) Prerequisites: Reading proficiency; INT-1010 or ENT-1770 with grade of C or higher. 2 class/2 lab hours.

INT-1800 INTERNET AND WEB TECHNOLOGY. 3 CREDITS

Provides an overview of the Internet and the major applications, relevant standards and protocols, and ethical issues associated with it. Students will learn to develop a website using storyboarding techniques and HTML and manage it via FTP. Hands-on projects that utilize new and emerging communication technologies will be explored. (Formerly offered as CIS-1800. Students may not receive credit for both CIS-1800 and INT-1800.) Prerequisite: Reading proficiency; INT-1010 recommended. 2 class/ 2 lab hours.

INT-1850 CLIENT-SIDE WEB DEVELOPMENT. 3 CREDITS

As a continuation of INT-1800, HTML/XHTML and Cascading Style Sheets (CSS) are used to design and create Web pages. These Web pages are further enhanced by including advanced elements of HTML, such as forms and frames and by adding multi-media elements, such as audio, video, and animation. JavaScript is further used to make HTML documents interactive. Other topics discussed include the Document Object Model, the object-based features of JavaScript, and use of a debugger to debug JavaScript code. (Formerly CIS-1850. Students may not receive credit for both CIS-1850 and INT-1850.) Prerequisite: INT-1800 with grade of C or higher. 2 class/2 lab hours.

INT-1860 SERVER-SIDE WEB DEVELOPMENT. 3 CREDITS

Course has been re-numbered. See INT-2850 below.

INT-1901 EMERGING TECHNOLOGIES I. 1 CREDIT

Focuses on the development and application of emerging technologies (past, present, and future). Students will develop products, to include (but not limited to): multimedia websites, animation, video, and computer programs using leading-edge technologies such as the Adobe Creative Suite. Technologies utilized will vary as new ones emerge. During the course each student will develop a broad understanding of emerging technologies in general, while developing their knowledge/skill in the use of one particular technology. Learning will be accomplished through assigned reading, class discussion, and hands-on use of state of the art technology. (Formerly offered as CIS-1901. Students may not receive credit for both CIS-1901 and INT-1901.) Prerequisite: INT-1010 with grade of C or higher. 1 class/1 lab hour.

INT-2030 PROGRAMMING IN VISUAL BASIC. 4 CREDITS

Students program in Visual Basic to create business applications featuring a graphical interface. Such programs incorporate multiple simultaneous windows, graphical images, pull-down menus, dialog boxes, and similar objects, as well as event-driven modules and procedures. Emphasizes structured, object-oriented programming. Focuses on advanced graphical controls (built-ins, third party, and user-designed) data access using the ADO.NET technology, Web-based applications, error trapping and handling. (Formerly offered as CIS-2030. Students may not receive credit for both CIS-2030 and INT-2030.) Prerequisite: INT-1111 with grade of C or higher. 3 lecture/3 lab hours.

INT-2081 INTRODUCTION TO ORACLE. 4 CREDITS

Introduces students to data server technology. Covers the concepts of relational and object-oriented databases, with hands-on data modeling and normalization. Introduces the powerful SQL language and uses SQL to teach hands-on concepts in Data Definition Language (DDL) and Data Manipulation Language (DML). (Formerly offered as CIS-2081. Students may not receive credit for both CIS-2081 and INT-2081.) Prerequisite: INT-1111 with grade of C or higher. 3 lecture/3 lab.

INT-2082 ADVANCED ORACLE AND PL/SQL. 4 CREDITS

Builds on INT-2081, continuing with Oracle database operations and introducing programming with PL/SQL. Includes advanced programming using procedures and functions, parameter passing, event driven programming. Includes an introduction to object oriented concepts in database development as well as a discussion of the capabilities of SQL vs. PL/SQL. (Formerly offered as CIS-2082. Students may not

receive credit for both CIS-2082 and INT-2082.) Prerequisite: INT-2081 with grade of C or higher. 3 class/3 lab hours.

INT-2130 PROGRAMMING IN C++. 4 CREDITS

Using the C++ language, the course incorporates the concepts covered in INT-1111 and applies them specifically to the C++ programming language. Topics include basic C++ control structures syntax, functions, arrays, pointers, and classes/objects. (Formerly offered as CIS-2130. Students may not receive credit for both CIS-2130 and INT-2130.) Prerequisite: INT-1111 with grade of C or higher. 3 class/3 lab hours.

INT-2150 DATABASE MANAGEMENT SYSTEMS: MS ACCESS. 4 CREDITS

Introduction to database management techniques using Microsoft Access. Includes fundamentals of database design and programming with emphasis on relational file processing. (Formerly offered as INT-1150. Students may not receive credit for both INT-1150 and INT-2150.) Prerequisite: INT-1010 with grade of C or higher, INT-1330 recommended. 3 class/2 lab hours.

INT-2200 PROGRAMMING IN JAVA. 4 CREDITS

Comprehensive course in Java incorporating the concepts covered in CIS-1111 and applying them specifically to the Java programming language. Topics include object-oriented programming (classes/objects), control structures, methods, arrays, polymorphism, inheritance, recursion, exception handling, graphical user interfaces, file input/output. (Formerly offered as CIS-2200. Students may not receive credit for both CIS-2200 and INT-2200.) Prerequisite: INT-1111 with grade of C or higher. 3 class/3 lab hours.

INT-2210 COMPUTER SCIENCE I. 4 CREDITS

Computer science concepts studied from theoretical and practical viewpoints, including program analysis and life cycle design, formal syntactics of the Java or other object oriented language, program control structures, subprograms, algorithm design and analysis, recursion, computer architecture, number systems and data storage. Applications studied include numerical methods, creating libraries, character processing, simulating logic circuits, sorting, searching, set operations and use of matrices. Object oriented programming introduced. Structured programming and object design stressed. Java based. (Formerly offered as INT-1210. Students may not receive credit for both INT-1210 and INT-2210.) Prerequisites: MAT-2410 and INT-1111 with grades of C or higher. 3 class/3 lab hours.

INT-2220 COMPUTER SCIENCE II. 4 CREDITS

Introduces theoretical and practical treatment of abstract data types and data structures including lists, strings, stacks, queues, search trees and hash tables. Object oriented programming methodology and Java classes are used to implement ADT. Software life cycle is studied. Formal topics include introduction to theory of computation including parsing context-free grammars, Finite State Machines, expression evaluation and notation, program analysis and verification. (Formerly offered as INT-1220. Students may not receive credit for both INT-1220 and INT-2220.) Prerequisites: INT-2210 (formerly INT-1210), MAT-2420 with grades of C or higher. 3 class/ 3 lab hours.

**INT-2300 WINDOWS DESKTOP CLIENT. 3 CREDITS
(CYBERWATCH COMMON COURSE EQUIVALENT: CW 232)**

Students will learn basic Windows Desktop Operating System administration and configuration. Topics covered include installing/configuring Windows Desktop Operating System, troubleshooting, network protocol implementation, and basic system security. This course charges an additional \$32 per credit hour Information Technology Certification fee. (Formerly offered as CIS-2300. Students may not receive credit for both CIS-2300 and INT-2300.) Prerequisite: INT-1010 with grade of C or higher or permission of department chair. 2 class/2 lab hours.

**INT-2310 WINDOWS SERVER ADMINISTRATION. 3 CREDITS
(CYBERWATCH COMMON COURSE EQUIVALENT: CW 230)**

Students will learn Windows Server administration and configuration. Topics covered include installing Windows Server operating system, configuring network services, managing systems access, troubleshooting devices, monitoring and optimizing system performance, implementation of virtual private networks (VPNs) and system security configuration. This course charges an additional \$32 per credit hour Information Technology Certification fee. (Formerly offered as CIS-2310. Students may not receive credit for both CIS-2310 and INT-2310.) Recommended prerequisite: INT-2300 with a grade of C or higher, or familiarity with the Windows Client Desktop. 2 class/ 2 lab hours.

INT-2312 WINDOWS ACTIVE DIRECTORY. 3 CREDITS

Students will analyze business and technical requirements, identifying current and future enterprise needs to design an Active Directory service infrastructure. Students will learn the fundamental skills necessary to install and administer an Active Directory service infrastructure. Topics covered

include assessing the impact of Active Directory services on existing systems and processes, creating and implementing a forest model and schema modification plan, defining and naming domains, managing Active Directory users, computer and group accounts, designing site topology, and developing the structure of organizational units. (This course replaces both CIS-2330 and CIS-2350. Students may not earn credit for INT-2312 if they have completed either CIS-2330 or CIS-2350. Students who need one of those courses should take INT-2312 instead.) Prerequisite: INT-2310 with grade of C or higher. 2 class/2 lab hours.

**INT-2314 WINDOWS NETWORK INFRASTRUCTURE.
3 CREDITS**

Students will analyze business and technical requirements, identifying current and future enterprise needs for supporting a Windows platform Network Infrastructure. Students will learn the fundamental skills necessary to design, install and administer Windows Internet Name Service (WINS), Domain Name System (DNS), Dynamic Host Configuration Protocol (DHCP), Public Key Infrastructure (PKI), Fault tolerance clustering and load balancing, Remote Access Services (RAS) and Routing, Virtual Private Network (VPN), Internet Protocol Security (IPSec) and Network Address Translation (NAT) services. Topics covered include the design and implementation of network infrastructure services and assessing the impact of network infrastructure services on existing systems and networks. (This course replaces both CIS-2320 and CIS-2370. Students may not earn credit for INT-2314 if they have completed either CIS-2320 or CIS-2370. Students who need one of these courses should take INT-2314 instead.) Prerequisite: INT-2310 with grade of C or higher. 2 class/2 lab hours.

**INT-2316 MICROSOFT EXCHANGE CONFIGURATION.
3 CREDITS**

Students will analyze business and technical requirements, identifying current and future enterprise needs to design and implement Microsoft Messaging service infrastructure. Students will learn the fundamental skills necessary to install and configure Microsoft Exchange Messaging service. Topics covered include assessing the impact of Microsoft Exchange Messaging service on existing Enterprise systems and processes, installing and configuring Microsoft Exchange Messaging Service. Recommended prerequisite: INT-2312 with grade of C or higher. 2 class/2 lab hours.

INT-2318 MICROSOFT EXCHANGE DESIGN AND DEPLOYMENT. 3 CREDITS

Students will analyze business and technical requirements, identifying current and future enterprise needs to design and implement Microsoft Messaging service infrastructure. Students will learn the fundamental skills necessary to design, deploy, and maintain Microsoft Exchange Messaging service. Topics covered include assessing the impact of Microsoft Exchange Messaging service on existing Enterprise systems and processes, designing, deploying and maintaining Microsoft Exchange Messaging Service. Recommended prerequisite: INT-2316 with grade of C or higher. 2 class/2 lab hours.

INT-2450 CCNA 3: SCALING NETWORKS. 4 CREDITS (CYBERWATCH COMMON COURSE EQUIVALENT: CW 250)

Third of a four-course sequence. Covers design, configuration, and troubleshooting of large networks. Spanning Tree Protocol (STP) and EtherChannel; routing for large IPv4 and IPv6 networks using EIGRP and multi-area OSPF. This course charges an additional \$32 per credit hour Information Technology Certification fee. (Formerly offered as ENT-1960. Students may not receive credit for both ENT-1960 and INT-2450.) Prerequisite: INT-1460 (formerly ENT-1950) with grade of C or higher. 3 class/2 lab hours.

INT-2460 CCNA 4: CONNECTING NETWORKS. 4 CREDITS (CYBERWATCH COMMON COURSE EQUIVALENT: CW 251)

Final course in a four-course sequence. Includes the design, configuration, and troubleshooting of wide area networks using PPP and frame relay protocols; configuring Virtual Private Networks (VPNs); implementing network monitoring. Students successfully completing this course should be prepared for Cisco CCNA Routing and Switching certification. This course charges an additional \$32 per credit hour Information Technology Certification fee. (Formerly offered as ENT-1970. Students may not receive credit for both ENT-1970 and INT-2460.) Prerequisite: INT-2450 (formerly ENT-1960) with grade of C or higher. 3 class/2 lab hours.

INT-2530 TELECOMMUNICATIONS. 3 CREDITS

Operation of the U.S. telecommunications system, including the local loop, cellular system, the SS7 long distance system, and Voice Over IP. Coding, compression, error-checking, and security systems used to ensure quality and performance. (Formerly offered as ENT-2830. Students may not receive credit for both ENT-2830 and INT-2530.) Prerequisite: INT-1010 with grade of C or higher or permission of the department.

INT-2540 COMPUTER HARDWARE II: A+ PREPARATION. 4 CREDITS

Diagnosis and troubleshooting techniques for personal computers, with emphasis on setup, configuration conflicts, and operating system issues. Second course of a sequence that helps prepare students for the CompTIA A+ certification. (Formerly offered as ENT-2840. Students may not receive credit for both ENT-2840 and INT-2540.) Prerequisite: INT-1540 (formerly ENT-1840) with grade of C or higher. 3 class/3 lab hours.

INT-2680 ETHICAL HACKING AND NETWORK DEFENSE II. 3 CREDITS

The second of two courses that provide an understanding of how to effectively protect computer networks. Students will continue to learn the tools and penetration testing methodologies used by ethical hackers. Students will practice post-exploitation, cryptography, hardening OSs, and wireless security. Also covered is a thorough update of federal and state computer crime laws, as well as changes in penalties for illegal computer hacking. This second of two courses is designed for those interested in systems and application security or who want to take the EC-Council's Certified Ethical Hacker (CEH) Exam (312-50). Prerequisite: INT-1680. 2 class/2 lab hours.

INT-2690 CISSP PREPARATION. 3 CREDITS**(CYBERWATCH COMMON COURSE EQUIVALENT: CW 270)**

Explores and reviews the domains of the CISSP Common Body of Knowledge (CBK) and can be used as partial preparation for the Certified Information Systems Security Professional (CISSP) Exam or the Systems Security Certified Practitioner (SSCP) Exam as administered by the International Information Systems Security Certification Consortium (ISC)2. (Formerly offered as CIS-2690. Students may not receive credit for both CIS-2690 and INT-2690.) Prerequisite: INT-1620 with grade of C or higher. 2 class/2 lab hours.

INT-2721 LINUX OPERATING SYSTEM I. 3 CREDITS**(CYBERWATCH COMMON COURSE EQUIVALENT: CW 140)**

An introduction to the Linux operating system and is mapped to the CompTIA+ LX0-101 exam. This course covers command-line basics, managing software packages, configuring hardware, and file management concepts in a Linux environment. (Formerly offered as INT-2720. Students may not receive credit for both INT-2720 and INT-2721.) Prerequisite: INT-1111 with grade of C or higher or equivalent introductory programming experience with permission of the department chair. INT-1700 recommended. 2 class/2 lab hours.

INT-2761 LINUX OPERATING SYSTEM II. 3 CREDITS**(CYBERWATCH COMMON COURSE EQUIVALENT: CW 141)**

A continuation of INT-2721, mapped to the CompTIA Linux+ LX0-102 exam. This course covers system administration tasks such as X Windows configuration, basic network configuration, writing scripts to automate tasks, managing e-mail, database management, and security management. (Formerly offered as INT-2760. Students may not receive credit for both INT-2760 and INT-2761.) Prerequisite: INT-2721 (formerly INT-2720) or equivalent with a grade of C or higher. 2 class/2 lab hours.

INT-2810 CCNP 1: IP ROUTING. 3 CREDITS

Students will learn how to plan, configure, and verify the implementation of complex enterprise LAN and WAN routing solutions, using a range of routing protocols in IPv4 and IPv6 environments. The course also covers the configuration of secure routing solutions to support branch offices and mobile workers. This course prepares students to take the CCNP Implementing Cisco IP Routing (ROUTE) certification exam. Prerequisite: INT-2460 with grade of C or higher, or verification of CCNA certification to department coordinator. 2 class/3 lab hours.

INT-2820 CCNP 2: IP SWITCHING. 3 CREDITS

Students will learn how to plan, configure, and verify the implementation of complex enterprise switching solutions. The course also covers the secure integration of VLANs, WLANs, voice, and video into campus networks. This course prepares students to take the CCNP Implementing Cisco IP Switched Networks (SWITCH) certification exam. Prerequisite: INT-2460 with grade of C or higher, or verification of CCNA certification to department coordinator. 2 class/3 lab hours.

INT-2830 CCNP 3: MAINTAINING AND TROUBLESHOOTING IP NETWORKS. 3 CREDITS

Teaches students how to monitor and maintain complex enterprise routed and switched IP networks. Skills learned include the planning and execution of regular network maintenance, plus best practices for diagnosing and resolving problems. Prepares students to take the CCNP TSHOOT certification exam. Prerequisite: INT-2460 with grade of C or higher, or verification of CCNA certification to the department coordinator. 2 class/3 lab hours

INT-2840 SYSTEMS ANALYSIS AND PROJECT MANAGEMENT. 4 CREDITS

A structured approach to analysis, design, and development of computer information systems, including a team project utilizing project management concepts and tools. This capstone course in the Information Technology A.A.S., Information Science A.S., and Information Security A.A.S. programs should be taken near the end of the student's program of study. Capstone Course: Students must have completed a minimum of 18 credits of INT/CIS coursework and 45 credits overall prior to enrolling in this course. A minimum cumulative GPA of 2.00 or better is also required. NOTE: Capstone course minimum credit requirements do not apply to the Information Security Management Certificate, and students in that program should see the IET department chair to enroll. (Formerly offered as CIS-2840. Students may not receive credit for both CIS-2840 and INT-2840.) 3 lecture/3 lab hours.

INT-2850 SERVER-SIDE WEB DEVELOPMENT. 3 CREDITS

Building on the knowledge gained in INT-1850 on how to develop Web pages on the client side, students learn how to do server-side Web development using PHP, an open-source scripting language, and MYSQL, an open-source database system. Students learn to create and modify Web pages dynamically by executing server-side PHP scripts. Additionally, student learn to set up queries to a relational database system to provide data requested through HTML forms. (Formerly INT-1860. Students may not receive credit for both INT-1860 and INT-2850.) Prerequisite: INT-1850 with grade of C or higher. 2 class/2 lab hours.

INT-2890H HONORS COLLOQUIUM IN INFORMATION TECHNOLOGY. 3 CREDITS

This honors colloquium will examine special topics in the field of Information Technology and their relevance across disciplinary perspectives. The issues to be addressed in each colloquium will vary from semester to semester. These courses are designed for students in the Honors program, but are open to others with the approval of the honors coordinator or the instructor. (Formerly offered as CIS-2890H. Students may not receive credit for both CIS-2890H and INT-2890H.) Prerequisite: Reading proficiency and permission of instructor or honors coordinator.

INT-2910-2930 COOPERATIVE EDUCATION. 1-3 CREDITS

A maximum of six credits of cooperative education and internship experiences may be applied to any degree. These credits may not transfer to all four-year institutions. Contact the Career Services Office, Marlboro Hall, Room 2102, 301-322-0109, for more complete information.

MATHEMATICS (MAT)

Mathematics Department

Marlboro Hall, Room 3046 | 301-322-0421

A grade of C or higher is required for any course used to satisfy a prerequisite for any other math course. All mathematics courses require extensive use of a computer and/or a graphing calculator. Chapter six provides an overview of the sequences of courses offered by the Mathematics Department. Course descriptions should be checked for specific prerequisites. In addition, all math courses have a prerequisite of Reading proficiency.

MAT-0104 INTERMEDIATE ALGEBRA. 0 CREDITS (4 EH)

Continuing development and applications of algebraic, graphing, calculator and problem-solving skills, with emphasis on linear and non-linear expressions, functions, equations and inequalities. ("Non-linear" includes absolute value, polynomial, rational, radical, exponential and logarithmic.) Other topics include real and complex numbers, exponents and radicals. Prerequisites: Math placement score or DVM-0071 completed with grade of C or higher, or equivalent. Reading placement score or DVR-0061 completed or concurrent or equivalent. Student must have a graphing calculator.

MAT-1050 ELEMENTS OF MATHEMATICS. 4 CREDITS M

Designed for students preparing to teach at the preschool and elementary level. Overview of mathematical systems, including sets, natural numbers, integers, rational and irrational numbers, algorithms, and computational methods. Prerequisite: Math placement score or MAT-0104 (formerly MAT-1040) with grade of C or higher. 3 class/2 lab hours.

MAT-1060 ELEMENTS OF GEOMETRY AND LOGIC. 4 CREDITS

Designed for students in elementary education. Review and analysis of geometrical principles, logic and the application of computer methods to these topics. Prerequisite: MAT-1050 with grade of C or higher. 3 class/2 lab hours.

MAT-1120 FINITE MATHEMATICS. 3 CREDITS M

General overview of college-level mathematics with emphasis on applications to various fields. Use of functions,

probability, statistics, graphing, and computer techniques in problem-solving. Prerequisite: Math placement score or MAT-0104 (formerly MAT-1040) with grade of C or higher.

MAT-1130 MATHEMATICS FOR THE LIBERAL ARTS.

3 CREDITS

M

Survey of modern mathematics and applications, historical perspective, and calculator/computer applications with emphasis on the liberal arts. Topics include: sets, probability and statistics, systems of numeration, modern algebraic structures, and modern geometries. Prerequisite: Math placement score or MAT-0104 (formerly MAT-1040) with grade of C or higher.

MAT-1140 INTRODUCTION TO STATISTICS. 3 CREDITS M

Basic statistical concepts and their applications in a variety of fields. (Credit may not be received for both MAT-1140 and MAT-1160.) Prerequisite: Math placement score or MAT-0104 (formerly MAT-1040) with grade of C or higher.

MAT-1150 QUANTITATIVE MODELING AND REASONING.

4 CREDITS

M

Intended for students who need only one general education mathematics course not specified in their program. This course includes support in intermediate algebra as needed to study concepts in modern mathematics and their applications. Linear, quadratic, exponential, and logarithmic functions are used to represent problems across a variety of contexts and disciplines. Structures and algorithms are used to model and make decisions in social choice, management science, art and nature, and consumer finance. Students must pass an algebra competency exam, offered mid-semester, to receive credit for this course. MAT-1150 is a terminal course and will not serve as preparation or prerequisite for any other mathematics course. Credit will not be awarded for both MAT-1130 and MAT-1150. Prerequisites: math placement score and permission of the Mathematics Department. 3 class/2 lab hours.

MAT-1160 ELEMENTS OF PROBABILITY AND STATISTICS.

4 CREDITS

M

Basic concepts of probability and statistics with a variety of applications. Designed for students in elementary education; students in other disciplines may tailor assignments to their interest. Credit may not be received for both MAT-1140 and MAT-1160 nor for both MAT-1160 and MAT-1190. Prerequisite: MAT-1050 with grade of C or higher.

MAT-1190 PROBABILITY. 4 CREDITS **M**
 Probability and probability distributions. (Credit may not be received for both MAT-1190 and MAT-1160.) Prerequisite: Math placement score or MAT-0104 (formerly MAT-1040) with grade of C or higher.

MAT-1340 TRIGONOMETRY WITH APPLICATIONS TO TECHNOLOGY. 3 CREDITS **M**
 Introduction to problem solving with right-triangle trigonometry and review of geometrical concepts. Emphasis on problem-oriented application of trigonometric functions and relationships. Intermediate algebra required. Prerequisite: Math placement score or MAT-0104 (formerly MAT-1040) with grade of C or higher. 3 class/1 lab hours. (Offered spring only.)

MAT-1350 COLLEGE ALGEBRA AND TRIGONOMETRY I. 3 CREDITS **M**
 Graphing and analysis of functions; study of absolute value, polynomial, rational, radical, exponential and logarithmic functions; polynomial and rational inequalities; systems of nonlinear equations; basic trigonometric functions of sine, cosine and tangent, their graphs, and right and oblique triangle applications. Prerequisite: Math placement score or MAT-0104 (formerly MAT-1040) with grade of C or higher. 3 class/1 recitation hours.

MAT-1360 TRIGONOMETRY AND ANALYTIC GEOMETRY. 4 CREDITS **M**
 Trigonometric functions; analytic trigonometry; applications of trigonometry using the unit circle approach, and vectors; complex numbers and polar coordinates; conic sections and parametric equations; sequences and summation; induction and binomial theorem systems of equations and algebra of matrices. Preparation for calculus. Prerequisite: Math placement score or MAT-1350 with grade of C or higher. 4 class/1 recitation hours.

MAT-1370 PRECALCULUS. 5 CREDITS **M**
 Graphing and analysis of functions; study of absolute value, polynomial, rational, radical, exponential and logarithmic functions; systems of equations and inequalities including algebra of matrices and linear programming; trigonometric functions; analytic trigonometry; applications of trigonometry including right triangles, oblique triangles and vectors; complex numbers and polar coordinates; conic sections and parametric equations; sequences and summation; induction and binomial theorem. Preparation for calculus. Alternative

to MAT-1350–1360 sequence for well-qualified students. Successful completion of high school level geometry and trigonometry is necessary. Prerequisite: Math placement score or permission of mathematics department. 5 class/1 recitation hours.

MAT-2160 APPLIED CALCULUS I. 3 CREDITS **M**
 First course in a two-course sequence of applied calculus for business and social and life sciences majors. Topics include limits, differentiation, integration, functions of several variables including partial derivatives, and applications. Prerequisite: Math placement score or MAT-1350 with grade of C or higher.

MAT-2170 APPLIED CALCULUS II. 3 CREDITS
 Second course in a two-semester sequence of applied calculus for business and social and life sciences majors. Topics include differentiation and integration of trigonometric functions, techniques of integration, improper integrals, functions of several variables, introduction to differential equations, Taylor polynomials, infinite series and applications including probability theory. Prerequisite: MAT-2160 or MAT-2410 with grade of C or higher. (Offered spring only.)

MAT-2210 STATISTICS. 3 CREDITS **M**
 Introduction to statistical concepts and applications, including probability, random variables, sampling, hypothesis testing, regression, and ANOVA. Business applications are stressed. A statistical computer software package will be used. Prerequisites: Math placement score or MAT-1350 with grade of C or higher. 3 class/1 recitation hours.

MAT-2410 CALCULUS I. 4 CREDITS **M**
 First course in a three-semester sequence of university-level calculus for a variety of majors including, but not exclusive to, science, engineering, and mathematics. It provides an introduction to single variable calculus; study of limits, continuity, differentiation and its applications, definite and indefinite integrals and the Fundamental Theorem of Calculus. Prerequisite: Mathematics placement score or MAT-1360 with grade of C or higher or MAT-1370 with a grade of C or higher.

MAT-2420 CALCULUS II. 4 CREDITS M

Second course in a three-semester sequence of university-level calculus for a variety of majors including, but not exclusive to, science, engineering, and mathematics. Includes the study of integration techniques for single variable functions, applications of integration, improper integrals, and infinite series including Taylor series and their applications. Prerequisite: MAT-2410 with grade of C or higher.

MAT-2430 CALCULUS III. 4 CREDITS

Third course in a three-semester sequence of university-level calculus for a variety of majors including, but not exclusive to, science, engineering, and mathematics. Includes the study of analytic geometry in space, vector-valued functions with applications, differentiation and integration of multi-variable functions with applications, integration in vector fields including line and surface integrals, and Green's, Gauss's, and Stokes' theorems. Prerequisite: MAT-2420 with grade of C or higher.

MAT-2450 LINEAR ALGEBRA. 4 CREDITS

Concepts and applications of linear algebra, including vector spaces, theory of linear equations, matrices, determinants, linear transformations, basis and dimension, and eigenvalues and eigenvectors. Computer/calculator use will be extensive. Offered spring only. Prerequisite: MAT-2410 with grade of C or higher.

MAT-2460 DIFFERENTIAL EQUATIONS. 4 CREDITS

Study of first order differential equations, higher order linear equations and systems of differential equations and their applications. Solution techniques include various analytical methods, Laplace transforms and numerical methods. The use of mathematical software is an integral part of the course. Prerequisite: MAT-2420 with grade of C or higher.

MAT-2500 MATHEMATICS OF DISCRETE STRUCTURES. 3 CREDITS

For computer science majors. Sets, statements, algorithms, logic and proofs, relations, functions, induction, graphs, combinatorics, probability, matrix algebra. Prerequisite: MAT-2160 or MAT-2410 with grades of C or higher.
3 class/1 recitation hour

MAT-2550 INTRODUCTION TO MATLAB. 1 CREDIT

Fundamentals of MATLAB, including working with MATLAB user interface, basic commands, variables and expressions of various data types, solving equations, pre-calculus and calculus operations, matrices and vectors, functions, basic programming, and M-files. Prerequisite: MAT-2410 or higher concurrently.

MAT-2910–2930 COOPERATIVE EDUCATION. 1–3 CREDITS

A maximum of six credits of cooperative education and internship experiences may be applied to any degree. These credits may not transfer to all four-year institutions. Contact the Career Services Office, Marlboro Hall, Room 2102, 301-322-0109, for more complete information.

MEDICAL ASSISTING (MAS)

Allied Health and Nursing Department
Center for Health Studies, Room 1402 | 301-322-0733

MAS-1050 LAW AND ETHICS FOR MEDICAL ASSISTANTS AND ALLIED HEALTH. 3 CREDITS

An introduction to the legal and ethical responsibilities of a health care worker. Emphasis is placed on the laws and regulations governing health care, including HIPAA, contractual agreements, malpractice and federal and state legislation governing health care operations. The focus is on professional ethics and standards of care. Prerequisites: Eligibility for EGL-1010, MAT-1120, and BIO-2050. Must be admitted to the Medical Assisting Program.

MAS-1060 INTRODUCTION TO COMPUTERIZED MEDICAL PRACTICE 3 CREDITS

Explores evolving computer technology, teaches the use of the microcomputer as a medical office productivity tool, and lays the foundations for the development of standard keyboarding dexterity. Becoming fluent in necessary technology applications is integrated into the course and may include such topics as word processing, use of e-mail, web browsers, and spreadsheets. Specific emphasis will be placed on using a word processor to transcribe the most common types of medical reports used in outpatient medical practices.

MAS-2010 ADMINISTRATIVE MEDICAL ASSISTING.

3 CREDITS

An introduction to daily office management operations, patient scheduling, basic accounting, banking procedures, and managing office finances. Focuses on types of health insurance plans, managed care procedures and operations, third-party claims, managing patient referrals, and processes for filing health insurance claims. Emphasis is placed on interpersonal, written, and oral communication in the clinical setting. Prerequisites: BIO-2060 and MAS-1060 with grades of C or higher. Corequisites: MAS-2020 and MAS-2030.

MAS-2020 CLINICAL PROCEDURES I. 4 CREDITS

Theory and skills required to function in the clinical setting. Focus is on health, wellness, and health promotion for the entire life span. Apply learned concepts in the clinical laboratory, including medication calculation and administration, sterile procedures and aseptic technique, electrocardiogram, health measurements and metrics, and assisting with clinical procedures. Strong emphasis on clinical documentation, infection control, and the guidelines pertaining to safe practice in the clinical setting. Students are required to perform select procedures on each other during college laboratory. Prerequisites: BIO-2060 and MAS-1060 with grades of C or higher. Corequisites: MAS-2010 and MAS-2030. 3 class/3 lab hours.

MAS-2030 PHARMACOLOGY FOR MEDICAL ASSISTANTS.

3 CREDITS

Introduction to medication classifications according to body system. Emphasis is placed on pharmacokinetics, proper dosing and route of administration, side effects, mechanism of action, and contraindications. Focuses on laws pertaining to Drug Enforcement Agency (DEA), drug classifications and storage, medication dispensing, and proper disposal. Students learn pharmacy symbols and abbreviations, and patient teaching related to medication compliance and achieving optimal efficacy. Prerequisites: BIO-2060 and MAS-1060 with grades of C or higher; eligibility for EGL-1010 and MAT-1120. Corequisites: MAS-2010 and MAS-2020.

MAS-2040 PROFESSIONAL SEMINAR. 1 CREDIT

Prepares students for the externship experience. Focuses on the traits and behaviors of the professional medical assistant, and the importance of credentialing. This course is a review of the general, administrative, and clinical concepts and competencies based on national guidelines for medical assisting graduates. Prerequisites: MAS-2010, MAS-2020 and MAS-2030 with grades of C or higher and eligibility for EGL-1010 and MAT-1120. Corequisites: MAS-2050 and MAS-2060.

MAS-2050 CLINICAL PROCEDURES II. 3 CREDITS

Presentation of selected lab activities and responsibilities of the medical assistant in areas of hematology, immunology, microbiology, chemistry, urinalysis, preparing body fluids for analysis, point of care testing and venipuncture. Focus is on the application of quality assurance measures to ensure accurate testing. Emphasis is on the infection cycle and methods of prevention including Standard Precautions, protective personal equipment, OSHA regulations, and Material Safety Data Sheets. Also teaches the role of the medical assistant in maintaining a safe environment in the clinical laboratory as well as disaster preparedness. Prerequisites: MAS-2010, MAS-2020, and MAS 2030 with grades of C or higher and eligibility for EGL-1010 and MAT-1120. Corequisites: MAS-2040 and MAS-2060. 2 class/3 lab hours.

MAS-2060 MEDICAL ASSISTING PRACTICUM 3 CREDITS

The concluding medical assisting course that provides practical applications and experiences. Students perform general, administrative and clinical competencies in a supervised setting. The practicum is 160 hours of unpaid, supervised work in the clinical setting. Prerequisites: MAS-2010, MAS-2020, MAS-2030 with grades of C or higher. Corequisites: MAS-2040 and MAS-2050. 20 clinical hours/week.

MULTI-DISCIPLINARY ENGLISH/HISTORY (MLD)

History, Political Science, Geography, and Anthropology Department | Marlboro Hall, Room 3078 | 301-322-0561

MLD-1410 MULTI-DISCIPLINARY EGL-1010/HST-1410.

6 CREDITS

E, SS

A dual, interdisciplinary course applying the techniques of expository writing to the content of American history from the colonial period through the Civil War. Students will earn credit for both EGL-1010 and HST-1410. Prerequisites: Reading and writing proficiency or C or higher in EGL-1000 or in ESL-2020.

MLD-1430 MULTI-DISCIPLINARY EGL-1020/HST-1430.
6 CREDITS **E, SS**

A dual, interdisciplinary course using literature and literary analysis to augment the study of American history from the Civil War through the present. The course incorporates university-parallel study of and writing about American literature by genre (e.g., fiction, poetry, drama), including essays, a research paper, online/special projects, and a writing-lab component. Students will earn credit for both EGL-1020 and HST-1430. Prerequisites: Reading and writing proficiency or EGL-1010 with a C or higher. 6 lecture hours.

MUSIC (MUS)

Art, Music, and Philosophy Department
Marlboro Hall, Room 1068 | 301-322-0955

MUS-1000 FUNDAMENTALS OF MUSIC THEORY. 3 CREDITS

Preparation for MUS-1150 for those lacking a strong background. Basic principles of music theory. Prerequisite: Reading proficiency. 2 class/2 lab hours.

MUS-1010 MUSIC APPRECIATION. 3 CREDITS **H**

Appraisal of the different styles of music from the Middle Ages to the present time. Not open to music majors. Prerequisite: Reading proficiency.

MUS-1030 CONCERT CHOIR. 1 CREDIT

Mixed chorus performing music selected from the Renaissance to the present. Required for voice majors. May be repeated for up to four credits. 3 lab hours.

MUS-1050 SURVEY OF MUSIC LITERATURE. 3 CREDITS

Course has been re-numbered. See MUS-2050 below.

MUS-1110 JAZZ ENSEMBLE. 1 CREDIT

Group performance for instrumentalists. Required for students taking applied instrumental lessons. May be repeated for up to four credits. 3 lab hours.

MUS-1150 THEORY I. 3 CREDITS

Principles of music theory. Primary triads and inversion, cadence, form, keyboard, solfege, dictation. Prerequisite: Placement exam or MUS-1000. 2 class/4 lab hours.

MUS-1160 THEORY II. 3 CREDITS

Continuation of MUS-1150. Secondary triads, nonharmonic tones, dominant and supertonic seventh chords and inversions, keyboard, solfege, dictation. Prerequisite: MUS-1150. 2 class/4 lab hours.

MUS-1210 CLASS PIANO I. 1 CREDIT

Group piano instruction for beginners; music reading, scales, chords, repertory. Practice facilities available. Required of non-piano music majors. 2 lab hours.

MUS-1220 CLASS PIANO II. 1 CREDIT

Group instruction for advanced beginners. Practice facilities available. Prerequisite: MUS-1210 or referral. 2 lab hours.

MUS-1230 CLASS VOICE I. 1 CREDIT

Training the singing voice, applying vocal principles to the preparation of songs. Required of non-voice music majors. 2 lab hours.

MUS-1240 CLASS VOICE II. 1 CREDIT

English, Italian, German, and French pronunciation in song literature, stage presence, and recital planning. 2 lab hours.

MUS-1250 SIGHT SINGING AND EAR TRAINING. 1 CREDIT

The study of aural skills, including sight singing of standard music scores with solfeggio, and dictation of harmonic, melodic, and rhythmic materials. Prerequisite: MUS-1000 or MUS-1150 with a grade of C or higher. 2 lab hours.

MUS-1290-1400 APPLIED MUSIC**(PRIVATE INSTRUCTION).*** 2 CREDITS

Grade of C or higher in the first course plus permission of the Music Department, in order to enroll in the second course in the sequence. One 60-minute private lesson per week plus assigned independent practice. *Special Fee: \$250 for private instruction, one hour per week per semester. Private lessons may be taken as a major emphasis toward a music degree, as a supplementary subject in the music program or for personal enrichment. Students enrolling for credit must audition and are required to perform in two seminars, attend eight seminars, enroll in an ensemble and take a jury exam.

- MUS-1290–1300 Voice
- MUS-1310–1320 Woodwind
- MUS-1330–1340 Brass
- MUS-1350–1360 Strings (including Jazz, Classical, and Bass Guitar)
- MUS-1370–1380 Percussion
- MUS-1390–1400 Piano

MUS-1500 INTRODUCTION TO MUSIC TECHNOLOGY.
3 CREDITS

Covers various contemporary and historical technologies used in the composition, notation, performance, recording and distribution of music. Students will explore the influence

of technology upon music and musical culture. Prerequisite: Reading proficiency.

MUS-1510 DIGITAL NOTATION. 3 CREDITS

Course has been re-numbered. See MUS-2510 below.

MUS-1520 DIGITAL AUDIO. 3 CREDITS

Course has been re-numbered. See MUS-2520 below.

MUS-1600 MIDI SEQUENCING I. 3 CREDITS

Course has been re-numbered. See MUS-2600 below.

MUS-2050 SURVEY OF MUSIC LITERATURE. 3 CREDITS

Survey of musical repertoire. Prerequisites: Reading proficiency and MUS-1150 or permission of instructor. (Formerly MUS-1050. Students may not receive credit for both MUS-1050 and MUS-2150.)

MUS-2150 THEORY III. 3 CREDITS

Continuation of MUS-1160. Modulation to closely related keys, all seventh chords, altered chords, analysis, keyboard, solfege and dictation. Prerequisite: MUS-1160. 6 lab hours.

MUS-2160 THEORY IV. 3 CREDITS

Continuation of MUS-2150. Augmented-sixth chords, foreign modulation and extended chords, musical analysis and composition. Prerequisite: MUS-2150. 6 lab hours.

MUS-2290–2400 ADVANCED APPLIED MUSIC (PRIVATE INSTRUCTION).^{*} 2 CREDITS

Enrollment in the first course in each two-course sequence requires a C or higher in the 1000-level courses offered in the same medium. Participation in the second semester of these two-course sequences requires a C or higher in the first semester course and permission of the Music Department. (For example, students must have earned a C or higher in MUS-1290 and 1300 in order to enroll in MUS-2290. They must then earn a C or higher in MUS-2290, to qualify for enrollment in MUS-2300). One 60-minute private lesson per week plus assigned independent practice. ^{*}Special Fee: \$250 for private instruction, one hour per week per semester.

- MUS-2290–2300 Voice
- MUS-2310–2320 Woodwind
- MUS-2330–2340 Brass
- MUS-2350–2360 Strings (including Jazz, Classical, and Bass Guitar)
- MUS-2370–2380 Percussion
- MUS-2390–2400 Piano

MUS-2510 DIGITAL NOTATION. 3 CREDITS

Covers the technologies utilized in creating and publishing printed music. Students produce printed vocal scores that include notation and lyrics and instrumental scores that accommodate transposing instruments. Students will gain proficiency with state-of-the-art music publishing techniques. Prerequisite: MUS-1000 or MUS-1150 with a grade of C or higher. (Formerly MUS-1510. Students may not receive credit for both MUS-1510 and MUS-2510.)

MUS-2520 DIGITAL AUDIO. 3 CREDITS

Students learn various methods used in audio recording and distribution, utilizing computer systems and specialized hardware. Topics include multi-track recording, audio editing and restoration, signal processing, dithering and format conversion, audio mastering and MIDI. (Formerly MUS-1520. Students may not receive credit for both MUS-1520 and MUS-2520.) Prerequisite: MUS-1500 with grade of C or higher or permission of instructor. 2 class/2 lab hours.

MUS-2600 MIDI SEQUENCING. 3 CREDITS

Introductory Musical Instrument Digital Interface protocol (MIDI) and its applications. Topics include General MIDI components, recording and data entry, file editing and synchronization. (Formerly MUS-1600. Students may not receive credit for both MUS-1600 and MUS-2600.) Prerequisite: MUS-1500 with grade of C or higher, or permission of instructor. 2 class/2 lab hours.

MUS-2890H HONORS COLLOQUIUM IN MUSIC. 3 CREDITS

This honors colloquium will examine special topics in the field of music and their relevance across disciplinary perspectives. The issues to be addressed in each colloquium will vary from semester to semester. These courses are designed for students in the Honors program, but are open to others with the approval of the honors coordinator or the instructor. Prerequisites: Reading proficiency and permission of instructor or honors coordinator.

MUS-2910–2930 COOPERATIVE EDUCATION. 1–3 CREDITS

A maximum of six credits of cooperative education and internship experiences may be applied to any degree. These credits may not transfer to all four-year institutions. Contact the Career Services Office, Marlboro Hall, Room 2102, 301-322-0109, for more complete information.

NUCLEAR MEDICINE TECHNOLOGY (NUM)

Allied Health and Nursing Department

Center for Health Studies, Room 1402 | 301-322-0733

NUM courses are offered once per year in the fall, spring or summer. Prerequisites require a grade of C or higher.

NUM-1550 INTRODUCTION TO NUCLEAR MEDICINE TECHNOLOGY I. 4 CREDITS

Introduction to nuclear medicine. Topics include radiation physics, radiation detection and instrumentation, and clinical applications of radionuclides. Prerequisites: Admission to the program, BIO-1010/2050, MAT-1350, PHY-1010, with grades of C or higher. Corequisite: NUM-1560. (Offered spring only.)

NUM-1560 INTRODUCTION TO NUCLEAR MEDICINE TECHNOLOGY II. 4 CREDITS

Continuation of NUM-1550. Orientation to clinical nuclear medicine, medical terminology, professional ethics and conduct, patient care, and radiation safety. Corequisite: NUM-1550. (Offered spring only.)

NUM-2510 NUCLEAR MEDICINE TECHNIQUES I. 3 CREDITS

In-depth coverage of instrumentation, diagnostic computer systems, and advanced imaging techniques, including CT and MRI. Prerequisites: NUM-1550, NUM-1560, NUM-2530. (Offered fall only.)

NUM-2520 NUCLEAR MEDICINE TECHNIQUES II. 3 CREDITS

Continuation of NUM-2510. Clinical nuclear medicine including radionuclide therapy, department records and administration, and research methods. Prerequisites: NUM-2510, NUM-2530, NUM-2540, and NUM-2550. (Offered spring only.)

NUM-2530 CLINICAL NUCLEAR MEDICINE TECHNOLOGY I. 3 CREDITS

Directed practice in an affiliated hospital; emphasizes routine diagnostic and therapeutic procedures. Daily image critiques by a licensed/certified technologist. On-site lectures by board-certified physicians supplement the clinical experience. Prerequisite: NUM-1550 and NUM-1560. 22.5 clinical hours per week (8 weeks). (Offered summer only.)

NUM-2540 CLINICAL NUCLEAR MEDICINE TECHNOLOGY II. 6 CREDITS

Continuation of the directed practice in an affiliated hospital. Students will develop their independent clinical techniques. On-site lectures by board-certified physicians supplement the clinical experience. Prerequisite: NUM-2530. 24 clinical hours per week (15 weeks). (Offered fall only.)

NUM-2550 RADIOPHARMACY AND RADIATION CHEMISTRY. 2 CREDITS

Basic skills essential to the operation of a radiopharmacy. Production of radionuclides, radiopharmaceutical localization methods, radiolabeling, quality control, adverse reactions; regulations for transport, use and disposal of radioactive materials and NRC/Agreement state inspections; radiopharmacy design. Prerequisites: NUM-1550, NUM-1560. 2 class/1 lab hour. (Offered fall only.)

NUM-2600 CLINICAL NUCLEAR MEDICINE TECHNOLOGY III. 6 CREDITS

Continued practice in an affiliated hospital. The student will develop independent clinical techniques and create a clinical procedures manual. Prerequisite: NUM-2540. Capstone Course: Degree students must complete a minimum of 49 credits, including any prerequisite courses, prior to enrolling in this course. Certificate students must complete a minimum of 42 credits, including any prerequisite courses, prior to enrolling in this course. 24 clinical hours per week (15 weeks). (Offered spring only.)

NURSING (NUR)

Allied Health and Nursing Department

Center for Health Studies, Room 1402 | 301-322-0731

RN Nursing Program prerequisites, EGL-1010, NUR-1010, BIO-1010, BIO-2050, BIO-2060, PSY-1010, and MAT-1120 or higher. All require a grade of C or higher. No RN Nursing Program prerequisite can be repeated more than once. LPN program prerequisites, EGL-1010, NUR-1000, BIO-2050, BIO-2060, and PSY-1010 also require a grade of C or higher. No LPN program prerequisite can be repeated more than once. Students must achieve a 2.50 GPA in the required prerequisites for either program.

NUR-1000 INTRODUCTION TO PRACTICAL NURSING (PN).
3 CREDITS

This is an introductory course with a focus on preparing the student for the rigorous study required for clinical nursing courses. The patient-needs framework and nursing process concepts form the basis of the curriculum. Microbiology concepts related to nursing practices will be mastered by the students. Nursing history, dosage calculations, ethical and legal concepts, critical thinking, and test-taking skills are content areas for this course. The student will be introduced to the socialization process of practical nurses. Upon satisfactory completion of this course and other prerequisites the student is eligible to petition for admission into the Practical Nursing Program. Prerequisites: EGL-1010, BIO-1010, BIO-2050, placement for college level algebra, officially enrolled as an LPN petitioner, BIO-2060 and PSY-1010 completed or concurrent. 3 class hours. (Offered spring only.)

NUR-1010 INTRODUCTION TO NURSING (RN). 1 CREDIT

This is an introductory course which focuses on preparing the student for the rigorous study required for the clinical nursing courses. The patient-needs framework of the curriculum and nursing process will be discussed. Ethical and legal issues, nursing history and discussion of the health care system will be emphasized. Students are introduced to effective methods of stress management, test-taking skills and critical thinking concepts. Cultural sensitivity and dosage calculations are among other concepts explored. Prerequisites: EGL-1010, BIO-1010, BIO-2050, MAT-1120 or higher, BIO-2060 and PSY-1010 completed or concurrent. Upon successful completion of NUR-1010 the student may petition for admission to the Nursing Program (RN). 7 weeks: 2 class hours.

NUR-1020 FOUNDATIONS OF NURSING PRACTICE. 7 CREDITS

This course introduces students to concepts about the individual, environment, health, nursing and the learning process. The acquired knowledge enables students to effectively meet patient needs across the lifespan. Introduction of nursing theory and practice that supports a safe, effective care environment, physiological and psychological integrity, as well as health promotion are emphasized. Guided practice in various health care settings is correlated with classroom and campus lab experiences. Prerequisites: NUR-1000 or NUR-1010, PSY-1010, BIO-2060, BIO-2010 completed or concurrent, admission into the Nursing Program (LPN or RN). 15 weeks/3.5 class/8 clinical/2 lab hours.

NUR-1030 REPRODUCTIVE HEALTH. 3 CREDITS

This course presents a holistic approach to the care of the childbearing family. Emphasis is on principles and application of theory when using the nursing process in care of patients during all phases of the childbearing cycle. Disorders and diseases affecting the female and male reproductive tract are included. Clinical settings include mother-baby units, labor and delivery, neonatal intensive care, health clinics, and post-partum home visits. Prerequisites: NUR-1020, NUR-1040 concurrent. 15 weeks/1.5 class/5 clinical (for 9 weeks)/1.5 lab hours.

NUR-1040 PHYSIOLOGICAL INTEGRITY I: Nursing the Client with Acute and Chronic Health Alterations.
5 CREDITS

This course is designed to assist students to meet the health care needs of patients with commonly occurring acute and chronic health disorders. Physiological and psychosocial adaptation, prevention and early detection and self-care will be emphasized with a focus on maintaining a safe, effective care environment and the application of previously learned skills and information. Pharmacological concepts will be integrated throughout the course content. Clinical experiences will be provided in supervised, structured health care settings. Prerequisites: NUR-1020; NUR-1030 concurrent. 15 weeks/2.5 class/6 clinical/1.5 lab hours.

NUR-1050 ADAPTATION AND PRACTICES—PN. 8 CREDITS

This course includes the multifaceted approach to health promotion of children and adults with complex health needs. Nursing interventions for the patient with complex health problems in the areas of safe and effective care, psychosocial adaptation and physiological adaptation are included. The nursing role is developed with emphasis on health maintenance, health promotion and disease prevention. Selected clinical practices in the community and acute care settings allow the student to analyze and synthesize valuable skills and knowledge. Content also includes transition into practice, issues of the nursing profession, roles of the practical nurse and NCLEX-PN preparation. This is the culminating experience course for the PN program. Prerequisites: satisfactory completion of NUR-1000, NUR-1020, NUR-1030, NUR-1040 and completion of all other general education requirements for LPN certificate. 10 weeks: 6 class/10 clinical (for six weeks)/3.5 lab hours. (Offered summer only.)

NUR-1060 LPN TO RN TRANSITION. 6 CREDITS

This course is designed to prepare licensed practical nurses for entry into the second year of the Associate Degree Nursing Program. The nursing role is differentiated with emphasis on health maintenance, health promotion, and disease prevention. Content will be presented within the patient-needs framework and include topics such as role transitioning, nursing process, documentation, communication and legal and ethical issues. The Prince George's Community College curriculum framework will be explored. Selected content from the first year of the associate degree program in physiological integrity, growth and development, and dosage calculation will be reviewed. Supervised clinical practice in selected acute care and community settings will be provided. Independent study and review of previously learned concepts of nursing care of the maternity and newborn patient will be required. Upon satisfactory completion of this course the student is eligible to enroll in NUR-2010 and NUR-2020. Prerequisites: Admission to the Transition program. 4 class/5 clinical (for 12 weeks)/2 lab hours. (Offered fall and spring.)

NUR-1070 EMT/PARAMEDIC-RN TRANSITION OPTION. 8 CREDITS

This 10-week course (offered in the summer only) is designed to prepare paramedics for entry into the second year of an Associate Degree Nursing program. Information from the first year nursing program courses is presented in a condensed format. The patient-needs framework of the curriculum, as well as nursing processes will be explored. Students are presented with effective methods of stress management, test-taking skills and critical thinking concepts. The nursing role is discussed with emphasis on health maintenance, health promotion, physiological and psychosocial integrity and adaptation. Pharmacological concepts will be integrated throughout the course content. Topics also include role transition, nursing process, documentation, communication, legal and ethical issues. The Prince George's Community College framework will be examined. Selected content for the first year of the associate degree program include acute and chronic health disorders, care of the patients during all phases of the child bearing cycle, disorders and diseases affecting the female and male reproductive tract and dosage calculations. Supervised clinical practice in selected long-term and acute care settings is correlated with classroom and campus laboratory experience. Upon successful completion of this course the student is eligible to enroll into the second year courses of the RN program (NUR-2010 and NUR-2020). Prerequisite: Program admission and completion of EGL-1010, MAT-1120 (or higher), BIO-1010, BIO-2050,

BIO-2060, BIO-2010, and PSY-1010 with grades of C or higher. 4 class/10 clinical (for six weeks)/3.5 lab hours (Offered summer only.)

NUR-2010 NURSING CARE OF CHILDREN AND FAMILIES. 3 CREDITS

This course is designed to prepare students to meet the health-care needs of children and their families from infancy through adolescence. Physiologic and psychosocial adaptation, safety and infection control, prevention and early detection of illness and health promotion and maintenance will be emphasized. Pharmacological concepts will be integrated throughout the course. Clinical experience will be provided in a variety of supervised healthcare settings and community sites. Prerequisites: NUR-1030, NUR-1040; NUR-2020 concurrent. 1.5 class/5 clinical (for nine weeks)/1.5 lab hours.

NUR-2020 PHYSIOLOGICAL INTEGRITY II: Nursing the Client with Multidimensional System Involvement. 5 CREDITS

This course is designed to assist students in the theoretical and practical application of the nursing process to meet the healthcare needs of clients with complex, chronic disorders with multidimensional system involvement and rehabilitation needs. Physiologic and psychosocial adaptation, prevention and early detection and self care will be emphasized, with a focus on outcome management and synthesis of information. Pharmacological concepts will be integrated throughout the course content. Clinical experience will be provided in a variety of supervised healthcare settings. Prerequisites: NUR-1030 and NUR-1040; NUR-2010 concurrent. 2.5 class/6 clinical/1.5 lab hours.

NUR-2031 PSYCHOSOCIAL INTEGRITY. 3 CREDITS

Emphasizes three levels of prevention and early detection of health problems related to psychosocial adaptation throughout the life span, following the guidelines of the NCLEX Test Plan. Theory and practice include mental health concepts; therapeutic communications and environment; crisis intervention; coping mechanisms; behavioral interventions; cultural diversity and spiritual influences on health; sensory/perceptual alterations; chemical and other dependencies; family dynamics; psychopathology; safe, ethical practice; developmental stages and transitions; and pharmacologic therapies. Prerequisites: NUR-2010 and NUR-2020; NUR-2032 and NUR-2040 concurrent. 1.5 class/5 clinical (for 9 weeks)/1.5 lab hours.

NUR-2032 PHYSIOLOGICAL INTEGRITY III. 3 CREDITS

Focuses in depth on the nursing care for clients and families experiencing serious threats to physiological integrity. Students synthesize and integrate knowledge, skills, and abilities to evaluate and modify a plan of care; independently plan, implement, and evaluate the delivery of safe, effective care; facilitate optimal physiological functioning to maximize health outcomes. Clinical experiences will be provided in a variety of specialized acute care settings. Prerequisites: NUR-2010 and NUR-2020; NUR-2031 and NUR-2040 concurrent. 1.5 lecture/1.5 lab/9 clinical (for 5 weeks).

NUR-2040 MANAGEMENT OF CARE AND PROFESSIONAL ISSUES. 3 CREDITS

The focus of this course will be on providing integrated, cost-effective care to clients through coordination, supervision and collaboration with other members of the healthcare team. Students will analyze, synthesize and evaluate care for groups of patients in a variety of healthcare settings. Professional practice issues will be applied to healthcare situations and NCLEX-RN readiness, the role of the nurse and transition into the workforce. Prerequisites: NUR-2010 and NUR-2020; NUR-2031 and NUR-2032 concurrent. Capstone Course: Students must complete a minimum of 53 credits, including any prerequisite courses, prior to enrolling in this course.

NUR-2890H HONORS COLLOQUIUM IN NURSING. 3 CREDITS

This honors colloquium will examine special topics in the field of nursing and their relevance across disciplinary perspectives. The issues to be addressed in each colloquium will vary from semester to semester. These courses are designed for students in the Honors program, but are open to others with the approval of the honors coordinator or the instructor. Prerequisites: Reading proficiency and permission of instructor or honors coordinator.

NUTRITION (NTR)

Health, Nutrition, and Physical Education Department
Novak Field House, Room 104 | 301-322-0504

NTR-1010 INTRODUCTORY NUTRITION. 3 CREDITS SC

Addresses basic information about essential nutrients and their functions in the body as well as known and hypothesized relationships between long-term diets and development of chronic diseases. The course addresses current issues in nutrition and food safety research. Course content includes current issues in weight management, interactions between

nutritional status and physical fitness and food safety. (Formerly BIO-115. Students cannot receive credit for both BIO-115 and NTR-1010.) Prerequisite: Reading proficiency. (Honors version available.)

NTR-1100 INTRODUCTION TO FOOD SCIENCE. 3 CREDITS SC

Introduction to basic chemical, physical, and microbiological aspects of food and the ways in which these sciences are integrated into the food industry. Course will examine technical and practical aspects involved in harvest, storage, manufacture, preservation, packaging, distribution, and marketing of food products. Current controversies in food science will be explored. (Formerly BIO-116. Students cannot receive credit for both NTR-1100 and BIO-116.) Prerequisite: Reading proficiency.

NTR-1200 NUTRITION FOR INFANTS AND YOUNG CHILDREN. 3 CREDITS

Addresses basic information about essential nutrients and their functions in the body with a special emphasis on the needs of the infant and young child through age eight. The course also addresses topics relevant to current nutrition and food safety research. Students develop knowledge and skills particularly appropriate for early childhood educators and program administrators, including the role of nutrition in cognitive development, behavior, weight control, and long-term health. The course also addresses regulatory issues and resources for continuing professional development. This course is open to and appropriate for non-early childhood education majors. Prerequisite: Reading proficiency.

PARALEGAL (PAR)

Public Safety and Law Department
Bladen Hall, Room 208 | 301-322-0553

PAR-1510 INTRODUCTION TO LAW FOR THE PARALEGAL. 3 CREDITS

An overview of the law, the court system and the role of the paralegal in preparing cases for trial and appeal. Prerequisite: Reading proficiency.

PAR-1550 TECHNIQUES OF LEGAL RESEARCH. 3 CREDITS

Course has been re-numbered. See PAR-2450 below.

PAR-2450 TECHNIQUES OF LEGAL RESEARCH. 3 CREDITS

An organized approach to developing legal research skills. Students will utilize a law library, either actually or virtually, for preparing legal research assignments. Prerequisites: PAR-1510 and EGL-1010 concurrent or passed or permission of department. (Formerly PAR-1550. Students may not receive credit for both PAR-1550 and PAR-2450.)

PAR-2510 LEGAL WRITING. 3 CREDITS

A study of the style, format, content, principles and techniques of legal writing. Practice in drafting pleadings, agreements, contracts, legal documents, trial briefs, and memoranda. Prerequisites: PAR-1550.

PAR-2530 TORTS. 3 CREDITS

A study of state and federal law treating civil injury or damage to person or property, including causes of action, defenses and remedies, negligence, strict liability, and product liability in tort and personal injury litigation. Prerequisites: Reading proficiency.

PAR-2540 CONTRACTS. 3 CREDITS

A survey of the law of contracts and sales. Emphasis is placed on the elements of a contract, the types of sales, and the legal consequences, including breaches, defenses and remedies. Practice in drafting contracts and sales agreements. (Formerly PAR-1570. Students cannot receive credit for both PAR-1570 and PAR-2540.) Prerequisite: Reading proficiency.

PAR-2550 REAL ESTATE LAW. 3 CREDITS

A study of the law in relation to the sale and transfer of title in real estate transactions. This course is not designed to meet Maryland real estate licensure requirements. Prerequisite: Reading proficiency.

PAR-2560 BASIC MEDIATION. 3 CREDITS

A survey of the basic characteristics of facilitative mediation, in which a neutral third party helps people in disputes to communicate with and understand one another and if possible, to help reach agreements that are mutually satisfactory. Topics will include theory, goals, language, and application of mediation methodologies; techniques to overcome barriers in disputes; the roles of attorneys and clients in mediation; the ethical responsibilities of mediators; and strategies to deal with difficult people, power imbalances, and cultural sensitivity. Prerequisite: Reading proficiency.

PAR-2570 WILLS, ESTATE PLANNING, AND PROBATE. 3 CREDITS

A study of the rules governing the disposition of property upon death, procedures used to probate an estate, and principles of law governing other legal issues associated with aging, death, and dying. Focuses on estate planning, wills, trusts, joint ownership and insurance. Prerequisite: Reading proficiency. (Offered spring only.)

PAR-2580 EMPLOYMENT LAW. 3 CREDITS

An examination of the rights and duties of employers and employees and the role of the paralegals as part of the team representing each. Topics include the rights and duties of all parties when hiring, promoting, transferring, and terminating employees; privacy and discrimination issues; hour and wage laws; the role of government and labor unions; and workmen compensation issues for employment injuries. (Formerly PAR-1580. Students cannot receive credit for both PAR-1580 and PAR-2580.) Prerequisite: Reading proficiency. (Offered fall only.)

PAR-2590 DOMESTIC RELATIONS. 3 CREDITS

A study of the law and the practice of domestic relations, including prenuptial and separation agreements, divorce, alimony, child support, custody, and visitation. Emphasis is on the special pleadings and documents to be prepared for the courts, the agreements to be drawn between the parties, the grounds for divorce and separation, and the defenses presented. (Formerly PAR-1590. Students cannot receive credit for both PAR-1590 and PAR-2590.) Prerequisite: Reading proficiency.

PAR-2610 LEGAL ETHICS. 3 CREDITS

A study of ethical considerations which apply to both lawyers and paralegals when dealing with clients, the courts, and other parties to legal disputes and litigation. (Formerly PAR-1610. Students may not receive credit for both PAR-1610 and PAR-2610.) Prerequisite: Reading proficiency.

PAR-2650 CIVIL LITIGATION. 3 CREDITS

A survey of the rules regulating civil suits with practical exercises in interviewing clients and witnesses, analyzing documents, and drafting pleadings. Students will develop and prepare an individual research project that will be presented to the class, as well as an external audience. The course also includes a portfolio requirement which documents and demonstrates the student's attainment of the skills necessary to complete routine tasks assigned to a paralegal from

the moment the new client enters the law office. This is the culminating experience for the associate degree in Paralegal Studies. (Formerly PAR-1600. Students cannot receive credit for both PAR-1600 and PAR-2650.) Prerequisites: PAR-1510, PAR-2450, PAR-2510, PAR-2530 and PAR-2540, or departmental permission. Capstone Course: A cumulative GPA of 2.00 or better is required.

PAR-2910-2930 PAR INTERNSHIP. 1-3 CREDITS

The internship is a practicum with measurable learning objectives designed to broaden the educational experience. Students are assigned to appropriate governmental and private agencies. 3–9 practicum hours. A maximum of six credits of cooperative education and internship experiences may be applied to any degree. These credits may not transfer to all four-year institutions. Contact the Career Services Office, Marlboro Hall, Room 2102, 301-322-0109, for more complete information.

PARAMEDIC (PMD) Note: All courses incorporate Statewide Protocols for EMT-Paramedic as applicable.

Allied Health and Nursing Department

Center for Health Studies, Room 1402 | 301-322-0733

PMD-1000 INTRODUCTION TO PARAMEDICINE AND MEDICAL EMERGENCIES. 4 CREDITS.

Introduces the paramedic student to the roles and responsibilities central to the delivery of emergency pre-hospital advanced life support-level care. Includes paramedic and technical report writing, laws governing practice, psychosocial issues and ethical considerations and aspects of the pre-hospital EMT systems and emergency field communications. Provides knowledge and skills essential to advanced life support care of patients with medical emergencies. Covers cardiovascular, respiratory, nervous system, abdominal cavity, endocrinology, environmental emergencies, and allergies-anaphylaxis as a physiologic base for assessment and intervention. Prerequisites: EMT-B, program admission, and departmental approval. 3 class/2 lab hours.

PMD-1010 ADVANCED AIRWAY MANAGEMENT. 3 CREDITS

Provides knowledge and skills essential to advanced life support care of patients with respiratory emergencies. Advanced techniques of airway management will be covered. College laboratory, computer-assisted education and cadaver experience will be used extensively. Prerequisite: Admission to Paramedic program and departmental permission. Corequisites: PMD-1000, PMD-1020, PMD-1030, and PMD-1100.

PMD-1020 PHARMACOLOGY, IV THERAPY, AND MED MATH. 3 CREDITS

Provides the paramedic student with the knowledge to be able to integrate pathophysiological principles of pharmacology and the assessment findings to formulate a field impression and implement a pharmacological management plan. This will include a review of mathematical principles as they relate to the field of emergency medicine. At the completion of the course the student will be able to safely and precisely access the venous circulation and administer medications by calculating correct drug dosages. Prerequisite: Admissions to the program and departmental permission. Corequisites: PMD-1000, PMD-1010, PMD-1030, and PMD-1100. 2 class/2 lab hours.

PMD-1030 CARDIOLOGY AND EKG INTERPRETATION. 3 CREDITS

An in-depth study of the pathophysiology, assessment and treatment of cardiac emergencies including basic and advanced EKG interpretation. Extensive use of laboratory and computer-assisted instruction will be emphasized. Prerequisites: Program admissions and permission of the program director. Corequisites: PMD-1000, PMD-1010, PMD-1020 and PMD-1100. 3 class/2 lab hours.

PMD-1100 PARAMEDIC CLINICAL EXPERIENCE I. 4 CREDITS

Supervised experience is provided in the hospital, field, intensive care, extended care, and surgical departments correlating with knowledge, skills, and techniques presented in PMD-1000, PMD-1010, PMD-1020, PMD-1030, and PMD-1040. Emphasis is placed on patient assessment, cardiac and respiratory emergencies, and shock and trauma. Prerequisites: Program admission and permission of program director. Corequisites: PMD-1000, PMD-1010, PMD-1020, and PMD-1030. 16 clinical hours/week.

PMD-2000 STUDY OF HUMAN SYSTEMS. 3 CREDITS

Utilizes a systemic approach, beginning by formulating a basic picture of the human body then moving into more anatomic detail. Lectures and labs discuss body systems, both how they function individually and together as a unit. In addition to the overall picture of each system, this course presents the gross anatomy and the microscopic anatomy of vital structures, with special emphasis on how these structure function in diseased states during medical emergencies encountered by the paramedic in the pre-hospital environment. Prerequisites: PMD-1000, PMD-1010, PMD-1020, PMD-1030, and PMD-1100. Corequisites: PMD-2010, PMD-2020, PMD-2030, and PMD-2200. 3 class/2 lab hours.

PMD-2010 SPECIAL PATIENT POPULATIONS . 3 CREDITS

Analysis of pediatric emergencies, geriatric emergencies, environmental emergencies, behavioral emergencies, substance abuse and toxicology. Obstetric and gynecological disorders are reviewed as well as the management of the expectant mother, complications of labor, and normal/abnormal delivery. Prerequisites: PMD-1000, PMD-1010, PMD-1020, PMD-1030, and PMD-1100. Corequisites: PMD-2000, PMD-2020, PMD-2030, and PMD-2200. 2 class/2 lab hours.

PMD-2020 PATIENT ASSESSMENT AND MEDICAL EMERGENCIES II. 3 CREDITS

Emphasizes advanced pathological concepts and principles in caring for patients experiencing medical emergencies in the pre-hospital environment related to respiratory, cardiac, neurological, endocrinological, allergic, gastroenterological, urological and nephrological, hematological, obstetrical and gynecological, and psychiatric and behavioral issues. Lab focuses on advanced skill mastery in caring for these patients, including the continued development of critical thinking skills, and the development and implementation of treatment plans for patients with various disease states encountered in the pre-hospital environment. Continued attention is given to preparation for a role of EMS team leader, patient advocate and for entry level practice as a paramedic professional in the pre-hospital environment. Prerequisites: PMD-1000, PMD-1010, PMD-1020, PMD-1030, and PMD-1100. Corequisites: PMD-2000, PMD-2010, PMD-2030, and PMD-2200. 2 class/2 lab hours.

PMD-2030 SHOCK AND TRAUMA. 4 CREDITS

An in-depth study of trauma, victim rescue theory and skills and pathophysiology of shock. Includes the study of fluid and electrolyte balance and acute changes in body fluid space. Assessment and treatment of various types of shock and trauma for both the adult and pediatric patient suffering head and facial, spinal, thoracic, abdominal, and musculoskeletal trauma. Prerequisites: PMD-1000, PMD-1010, PMD-1020, and PMD-1100. Corequisites: PMD-2010, PMD-2020, and PMD-2200. 3 class/2 lab hours.

PMD-2040 PREPARATION FOR PARAMEDIC LICENSING EXAM 3 CREDITS

Provides students with a comprehensive review and syntheses of the knowledge base of the paramedic. Integration and application of assessment, information-gathering skills, and decision-making will be employed through computer-assisted and scenario-based exercises. Includes a final written review examination, advanced practical skills review, and mock practical exam. This is the Capstone Course for the Paramedic Program. Prerequisites: PMD-1000, PMD-1010, PMD-1030, and PMD-1100. 1 class/4 lab hours.

PMD-2200 PARAMEDIC PRACTICE III AND IV. 4 CREDITS

Practice of comprehensive patient assessment, intervention, and patient management in specialty facilities, advanced life support units, and In the hospital setting. Corequisites: PMD-2000, PMD-2010, PMD-2020, and PMD-2030. 8 clinical hours.

PLANNING FOR ACADEMIC SUCCESS (PAS)

Academic Enrichment Department
Marlboro Hall, Room 2118 | 301-322-0495

PAS-1000 FIRST YEAR EXPERIENCE. 1 CREDIT

Assists incoming students in making a successful transition to college. Students will focus on those behaviors and attitudes that are needed to achieve academic success. Students are expected to take themselves and their academic pursuits seriously, engage in self-enhancing behaviors, accept responsibility for their own decisions and actions, and conduct themselves professionally. Strategies for time management, test taking, note taking, memory, retention, communication, and diversity will also be covered. It is recommended that students take PAS-1000 in their first semester if they are eligible. Prerequisite: DVR-0051 or equivalent placement test score.

PAS-1010 PLANNING FOR ACADEMIC SUCCESS. 3 CREDITS

An introduction to knowledge and strategies designed to promote success in the college environment. The course focuses on developing 1) interpersonal and self-management skills and attitudes and 2) critical thinking and study skills needed to achieve academic success. Students will acquire a working/practical knowledge of the college's resources, services, procedures, and requirements. Self-assessments serve as tools to identify values and goals for individual life planning and academic achievement. Corequisite: DVR-0061.

PAS-1030 PLANNING FOR ACADEMIC SUCCESS IN MATH.
1 CREDIT

Designed to introduce study skill strategies for success in mathematics. Encourages students to explore their feelings about math and to develop strategies to overcome math avoidance and manage anxiety. Emphasis will be placed on note-taking, critical thinking, preparing for, taking, and analyzing math tests. This course is open to students at all levels of mathematical skill. Corequisite: Must be taken with or prior to the first math course if placed into any DVM course or in MAT-0104 (formerly MAT-1040).

PHILOSOPHY (PHL)

Art, Music, and Philosophy Department
Bladen Hall, Room 310 | 301-322-0946

PHL courses require a satisfactory reading score on the placement test or satisfactory completion of appropriate DVR coursework.

**PHL-1010 INTRODUCTION TO PHILOSOPHY:
THE ART OF QUESTIONING. 3 CREDITS H**

Asking and answering the basic and meaningful questions of life and clarifying one's thinking in relation to self, others, laws, nature, and God. Prerequisite: Reading proficiency. (Honors version available.)

PHL-1090 INTRODUCTION TO LOGIC. 3 CREDITS H

The elements of logic; how to translate ordinary language into logical form and craft valid arguments. Prerequisite: Reading proficiency.

PHL-1150 LAW AND VALUES. 3 CREDITS
Course has been re-numbered. See PHL-2150 below.**PHL-1170 EASTERN PHILOSOPHY. 3 CREDITS**
Eastern philosophical and religious thoughts and their influence on relationships between East and West. Prerequisite: Reading proficiency.**PHL-1190 PHILOSOPHIC IDEAS IN IMAGINATIVE
LITERATURE. 3 CREDITS**
Course has been re-numbered. See PHL-2190 below.**PHL-1270 THINKING ABOUT RELIGION. 3 CREDITS**
Course has been re-numbered. See PHL-2270 below.**PHL-1330 ETHICS. 3 CREDITS H**

Involves personal decisions each individual makes daily. The course will identify the various ethical/moral theories that affect those decisions. It will involve current issues and concerns to strengthen a student's own ethical deliberations and clarify how such deliberations may be applied to the student's designated career interests. Prerequisite: Reading proficiency. (Honors version available.)

PHL-1350 BIOMEDICAL ETHICS. 3 CREDITS
Course has been re-numbered. See PHL-2350 below.**PHL-1370 PHILOSOPHY AND FEMINISM. 3 CREDITS**
A philosophical exploration of the feminist perspective, its foundation and its ramifications. Prerequisite: Reading proficiency.**PHL-1400 INTRODUCTION TO BUSINESS ETHICS. 3 CREDITS**
Course has been re-numbered. See PHL-2400 below.**PHL-2150 LAW AND VALUES. 3 CREDITS**
Analysis of today's social, political and economic issues from the viewpoint of representative philosophers from Plato to the moderns. Prerequisite: EGL-1010, PHL-1010, PHL-1090, or PHL-1330, or permission of instructor. (Formerly PHL-1150. Students may not receive credit for both PHL-1150 and PHL-2150.)**PHL-2190 PHILOSOPHIC IDEAS IN IMAGINATIVE
LITERATURE. 3 CREDITS**
Philosophic ideas in creative writings from Shakespeare to Sartre and from Job to Tolstoy. Prerequisite: EGL-1010, PHL-1010, PHL-1090, or PHL-1330, or permission of instructor. (Formerly PHL-1190. Students may not receive credit for both PHL-1190 and PHL-2190.)**PHL-2220 METAPHYSICS. 3 CREDITS**
Exploration of the basic criteria for determining what is real; the sensible versus the supersensible; the tangible versus the nonphysical; the concrete versus the abstract. Prerequisite: Reading proficiency.**PHL-2270 THINKING ABOUT RELIGION. 3 CREDITS**
Philosophical foundations of religious thought and the response of humanity to religious claims. Prerequisite: EGL-1010, PHL-1010, PHL-1090, or PHL-1330, or permission of instructor. (Formerly PHL-1270. Students may not receive credit for both PHL-1270 and PHL-2270.)

PHL-2350 BIOMEDICAL ETHICS. 3 CREDITS

An examination and application of the ethical principles involved in biomedical decisions such as stem-cell research, termination of treatment, genetic manipulation, and informed consent. Prerequisite: EGL-1010, PHL-1010, PHL-1090, or PHL-1330, or permission of instructor. (Formerly PHL-1350. Students may not receive credit for both PHL-1350 and PHL-2350.)

PHL-2400 INTRODUCTION TO BUSINESS ETHICS. 3 CREDITS

Examination of ethical issues of the business world, including health on the job, consumerism, ecology and advertising. Prerequisite: EGL-1010, PHL-1010, PHL-1090, or PHL-1330, or permission of instructor. (Formerly PHL-1400. Students may not receive credit for both PHL-1400 and PHL-2400.)

PHL-2890H HONORS COLLOQUIUM IN PHILOSOPHY.

3 CREDITS

This honors colloquium will examine special topics in the field of philosophy and their relevance across disciplinary perspectives. The issues to be addressed in each colloquium will vary from semester to semester. These courses are designed for students in the Honors program but are open to others with the approval of the honors coordinator or the instructor. Prerequisites: Reading proficiency and permission of instructor or honors coordinator.

PHYSICAL EDUCATION (PED)

Health, Nutrition, and Physical Education Department
Novak Field House, Room 104 | 301-322-0504

PED-1000 LIFETIME FITNESS AND LEISURE ACTIVITIES.

1 CREDIT

Develops basic skill level in selected activities. These courses are one credit and can be used in combination with PED-1030 to transfer to other institutions. These courses meet for half a semester or are late starting. Activities include aerobic workout, basketball, baseball, swimming, weight training, and combination activities. 1 class/2 lab hours.

PED-1030 LIFETIME FITNESS AND LEISURE ACTIVITIES.

2 CREDITS

Develops athletic abilities from beginner through intermediate skill levels; explores how to experience wellness and stay active throughout one's life. Class also includes lectures and textbook information to help students stay healthier through the understanding of total wellness.

Weight Training:

- Circuit Weight Training—a series of strength and aerobic exercises using various weight machines and stationary cycles
- Weight Training and Conditioning—weight training programs designed for the individual student
- Weight Training and Water Workout—a combination of weight training and water exercise

Sports: Baseball, Basketball, Bowling, Golf, Karate,

Racquetball and Tennis. Courses are designed to introduce beginner and intermediate students to the skills, theories, fundamentals, strategies, etiquette, and safety considerations of these activities.

Aerobic Base: Step Aerobics for beginning and intermediate students. Activities include other aerobic activities, muscle toning, use of hand weights, and nutritional information. Cardio Kickboxing, Aerobic Dance, and Cardio Fitness are classes with an emphasis on cardiorespiratory endurance.

Swimming: Beginner, intermediate, and advanced swimming classes are offered. Courses include instruction on strokes, skills, and water safety. Water exercise classes include water workout, aquatics, and a combination class that includes weight training and water workout. Classes are taught in shallow water as well as deep water. Ability to swim is not necessary; buoyancy belts are provided for individuals on request.

Social Dance:

- Ballroom I—Basic skills associated with leading and following are introduced. Dances include Foxtrot, Waltz, Swing, Cha-Cha, and Merengue.
- Ballroom II—More advanced figures in dances than level I. Dances include the Tango, Rhumba, Polka, Mambo, and Disco.
- Country Western—Basic steps are introduced for the Texas two-step, Country Waltz, Shuffle, and Cha-Cha. Various line and circle dances are also introduced.
- Hand Dancing—Basic steps are introduced, turns, start, release and not release turns, wraps, swings, along with history and etiquette.

Other classes available: Bowling, Walking, and Hiking.

PED-1110 INTRODUCTION TO PHYSICAL EDUCATION.

2 CREDITS

Physical education as a profession, including its history, opportunities, and education requirements. Includes field trips and other experiences. (Offered fall only.)

PED-1130 RHYTHMIC ACTIVITIES. 2 CREDITS

This course is for elementary teachers, physical education teachers and recreation leaders. It includes rhythmic skills for all age levels, including folk and square dancing. (Offered spring only.)

PED-1530-1810 SKILLS LABORATORIES. 1 CREDIT EACH

Basic skills and techniques in sport and physical activities for physical education majors. Recommended for youth league coaches. 3 lab hours.

- PED-1570 Swimming
- PED-1650 Baseball
- PED-1670 Basketball
- PED-1730 Tennis
- PED-1790 Golf
- PED-1810 Weight Training/Physical Fitness

PED-2400 ACE PERSONAL TRAINER. 3 CREDITS

Encompasses theoretical knowledge and practical skills to prepare individuals interested in personal training. Topics include guidelines for instructing safe and effective exercise, essentials of client/trainer relationships, designing and implementing appropriate exercise programs. This course reviews material that prepares students to take the American Council for Exercise (ACE) Examination. Successful completion of this exam is required for certification. 2 lecture/2 lab hours.

PED-2910-2930 COOPERATIVE EDUCATION. 1-3 CREDITS

A maximum of six credits of cooperative education and internship experiences may be applied to any degree. These credits may not transfer to all four-year institutions. Contact the Career Services Office, Marlboro Hall, Room 2102, 301-322-0109, for more complete information.

PHYSICAL SCIENCE (PSC)

Physical Sciences and Engineering Department
Chesapeake Hall, Room 100 | 301-322-0420

PSC-1010 INTRODUCTION TO ASTRONOMY. 3 CREDITS SC

For nonscience majors. Introduction to the extraterrestrial environment, including astronomical concepts and theories. Prerequisite: Reading proficiency. (Honors version available.)

PSC-1020 INTRODUCTION TO ASTRONOMY LABORATORY. 1 CREDIT SC

Laboratory experience in astronomy, including astronomical observations and techniques for studying spectra, planetary characteristics, stars and galaxies. Prerequisites: PSC-1010 completed or concurrent and Reading proficiency. 2 lab hours.

PSC-1050 INTRODUCTION TO PHYSICAL GEOLOGY. 3 CREDITS SC

Processes and forces involved in the evolution of the Earth, morphology and composition and evaluation of geologic hazards. Prerequisite: Reading proficiency.

PSC-1060 PHYSICAL GEOLOGY LABORATORY. 1 CREDIT SC

Rock and mineral identification and analysis and interpretation of geologic and topographic maps and aerial photographs. Prerequisites: PSC-1050 completed or concurrent and Reading proficiency. 2 lab hours.

PSC-1070 OCEANOGRAPHY. 3 CREDITS

Examination of the physical, chemical, geological and biological aspects of the Earth's oceans. Prerequisite: Reading proficiency.

PSC-1150 FUNDAMENTALS OF CHEMISTRY AND PHYSICS. 4 CREDITS SC

Chemistry and physics concepts essential for health technology with emphasis on human systems. (Formerly PSC-1510. Credit may not be earned for both PSC-1150 and PSC-1510.) Prerequisites: MAT-0104 and Reading proficiency. 3 class/2 lab hours.

PSC-1200 EXPLORING CHEMISTRY AND PHYSICS CONCEPTS. 4 CREDITS SC

Hands-on activity-based course is for students who plan to teach preschool through grade eight. Content is based on topics recommended by National Science Education Content Standards and the K–8 Science Outcomes document of Prince George's County Public Schools. Emphasis is on building process skills and content understanding using a constructivist-based teaching methodology. Prerequisite: Reading proficiency. 3 class/2 lab hours.

PSC-1210 EXPLORING EARTH AND SPACE SCIENCE CONCEPTS. 4 CREDITS SC

Hands-on activity-based course covering topics in earth and space sciences for students who plan to teach preschool through grade eight. Content is based on topics recommended by National Science Education Content Standards and the K–8 Science Outcomes document of Prince George's County Public Schools. Emphasis is on building process skills and content understanding using a constructivist-based teaching methodology. Prerequisite: Reading proficiency. 3 class/2 lab hours.

PSC-2890H HONORS COLLOQUIUM IN PHYSICAL SCIENCES.
3 CREDITS

This honors colloquium will examine special topics in the field of physical science and their relevance across disciplinary perspectives. The issues to be addressed in each colloquium will vary from semester to semester. These courses are designed for students in the Honors program but are open to others with the approval of the honors coordinator or the instructor. Prerequisites: Reading proficiency and permission of the instructor or honors coordinator.

PSC-2910–2930 COOPERATIVE EDUCATION. 1–3 CREDITS

A maximum of six credits of cooperative education and internship experiences may be applied to any degree. These credits may not transfer to all four-year institutions. Contact the Career Services Office, Marlboro Hall, Room 2102, 301-322-0109, for more complete information.

PHYSICS (PHY)

Physical Sciences and Engineering Department
Chesapeake Hall, Room 100 | 301-322-0420

PHY-1010 INTRODUCTORY PHYSICS I. 4 CREDITS SC

Fundamental concepts and basic laws of mechanics, heat, and thermodynamics using a noncalculus approach. Not recommended for science/engineering majors. Prerequisite: MAT-1350 with grade of C or higher; EGL-1010 completed or concurrent. 3 class/1 rec/2 lab hours.

PHY-1020 INTRODUCTORY PHYSICS II. 4 CREDITS SC

Fundamental concepts of vibration and sound, electricity and magnetism, optics, and modern physics. Prerequisite: PHY-1010. 3 class/1 rec/2 lab hours. (Offered spring only.)

PHY-1030 GENERAL PHYSICS I. 3 CREDITS SC

First semester of three-semester sequence (PHY-1030/2030/2040) for science/engineering transfer students. Calculus-based study of classical mechanics, including laws of motion, force, energy, momentum, and gravitation. Prerequisites: MAT-2410; MAT-2420 completed or concurrent. 3 class/1 rec hours.

PHY-1570 TECHNICAL PHYSICS FOR ENGINEERING TECHNOLOGY. 4 CREDITS SC

Concepts of energy and waves applied to sound, light, electricity, and magnetism. For transfer to Engineering Technology program only. Prerequisite: MAT-1340 completed or concurrent. 3 class/3 lab hours.

PHY-2030 GENERAL PHYSICS II. 4 CREDITS

Calculus-based survey of kinetic theory, thermodynamics, electricity, and magnetism and electromagnetic phenomena. For science/engineering transfers. Prerequisites: PHY-1030 and MAT-2420. 3 class/1 rec/3 lab hours.

PHY-2040 GENERAL PHYSICS III. 4 CREDITS

Calculus-based survey of simple harmonic motion, mechanical and electromagnetic waves, optics, relativity, and modern physics. For science/engineering transfers. Prerequisite: PHY-2030. 3 class/1 rec/3 lab hours.

PHY-2890H HONORS COLLOQUIUM IN PHYSICS. 3 CREDITS

This honors colloquium will examine special topics in the field of physics and their relevance across disciplinary perspectives. The issues to be addressed in each colloquium will vary from semester to semester. These courses are designed for students in the Honors program but are open to others with the approval of the honors coordinator or the instructor. Prerequisites: Reading proficiency and permission of instructor or honors coordinator.

PHY-2910–2920 INDEPENDENT RESEARCH. 1–2 CREDITS

A maximum of six credits of cooperative education, research and internship experiences may be applied to any degree. These credits may not transfer to all four-year institutions. Contact the Physics Department for more complete information.

PHY-2930 COOPERATIVE EDUCATION. 3 CREDITS

A maximum of six credits of cooperative education, research and internship experiences may be applied to any degree. These credits may not transfer to all four-year institutions. Contact the Career Services Office, Marlboro Hall, Room 2102, 301-322-0109, for more complete information.

POLITICAL SCIENCE (POS)

History, Political Science, Geography, and Anthropology
Department | Marlboro Hall, Room 2018 | 301-322-0527

POS-1000 INTRODUCTION TO POLITICS. 3 CREDITS SS

Introduction to terms, concepts, and theories of political science and their application to law, politics, and government. Prerequisite: Reading proficiency.

POS-1010 AMERICAN NATIONAL GOVERNMENT.

3 CREDITS

SS

A study of the Constitution and the American political system, including how power and authority are acquired and applied. Emphasis will be placed on the Congress, the Presidency, and the Supreme Court, as well as on voting dynamics, political parties, interest groups, public opinion, and the media. Prerequisite: Reading proficiency. (Honors version available.)

POS-1020 STATE AND LOCAL GOVERNMENT. 3 CREDITS SS

Function, role, and responsibilities of state and local governments with emphasis on Maryland and Prince George's County. Prerequisite: Reading proficiency.

POS-1400 INTRODUCTION TO ENVIRONMENTAL POLICY.

3 CREDITS

Provides an overview of the topics studied and methods employed in environmental policy, focusing on the process of formulating, implementing, and evaluating policy responses to environmental problems. Emphasis is given to policy controversies related to scientific uncertainty, risk assessment, resource distribution, and bioethical issues. Prerequisite: BIO-1110.

POS-2010 POLITICAL IDEOLOGIES. 3 CREDITS

Survey of prominent political ideologies influencing 20th century history and politics: nationalism, socialism, communism, fascism, and democracy. Prerequisite: Reading proficiency. (Offered fall only.)

POS-2070 INTRODUCTION TO INTERNATIONAL POLITICS.

3 CREDITS

Analysis of major factors influencing world politics and the conduct of foreign policy. Prerequisite: Reading proficiency. (Offered spring only.)

POS-2150 INTRODUCTION TO COMPARATIVE POLITICS AND GOVERNMENT. 3 CREDITS

This course is an introduction to the comparative study of how different polities approach problems of government and governing. Focus will be placed on comparing and contrasting three models of government, democracies, communist regimes, and developing nations. Prerequisite: Reading proficiency. (Offered fall only.) (Honors version available.)

POS-2890H HONORS COLLOQUIUM IN POLITICAL SCIENCE.

3 CREDITS

Team-taught by political science and psychology professors, this colloquium will examine the phenomenon of leadership by focusing primarily on the scholarship and analysis of several modern approaches. Leadership theories of Harvard psychologist Howard Gardner provide the framework for comparing leaders in a variety of fields. Political scientist James McGregor Burns's psycho-political paradigm of transforming leadership will be used to examine such leaders as Queen Elizabeth I, Gandhi, Franklin and Eleanor Roosevelt, Martin Luther King, and Mikhail Gorbachev, all major contributors to political, military, scientific, and cultural aspects of our society. Prerequisites: Minimum score of 95 of the college's placement exam, 3.00 cumulative GPA, and permission of the instructors or the Honors program coordinator.

POS-2910-2930 COOPERATIVE EDUCATION. 1-3 CREDITS

A maximum of six credits of cooperative education and internship experiences may be applied to any degree. These credits may not transfer to all four-year institutions. Contact the Career Services Office, Marlboro Hall, Room 2102, 301-322-0109, for more complete information.

PSYCHOLOGY (PSY)

Psychological and Sociological Sciences Department
Marlboro Hall, Room 2054 | 301-322-0525

PSY-1010 GENERAL PSYCHOLOGY. 3 CREDITS SS

University-parallel introductory course which surveys the field of psychology, including the study of behavior, cognitive processes, the concepts of memory, perception and sensation, consciousness, personality development, psychological disorders, psychotherapy, and social behavior. Prerequisite: Reading proficiency level. (Honors version available.)

PSY-1150 DEATH AND DYING. 3 CREDITS

Historical and current concepts of death and dying, including implications of euthanasia and suicide. Prerequisite: Reading proficiency.

PSY-2010 PERSONALITY AND ADJUSTMENT. 3 CREDITS SS

Theories of personality and personality development, personal adjustment and mental health. Prerequisite: PSY-1010. (Honors version available.)

PSY-2020 INDUSTRIAL/ORGANIZATIONAL PSYCHOLOGY.
3 CREDITS

Provides an overview of Industrial/Organizational Psychology. Sometimes called the “psychology of work,” it is an applied science that uses psychological theories, applications and concepts to identify issues relevant to individual, group, and organizational issues. Those issues include, but are not limited to: job decisions, work motivation, work attitudes, leadership, and occupational health. The ultimate objective of this discipline is to maximize both employee well-being and organizational effectiveness. Prerequisite: PSY-1010. (Formerly offered as PSY-2980 Industrial and Organizational Psychology and as PSY-2250, Business Psychology. Students may receive credit for only one of these three courses: PSY-2020, PSY-2980, PSY-2250.)

PSY-2030 CHILD PSYCHOLOGY. 3 CREDITS **SS**

Physical, cognitive, social, emotional, and moral development of the child from conception until adolescence. Prerequisite: PSY-1010.

PSY-2040 ADOLESCENT PSYCHOLOGY. 3 CREDITS **SS**

Physical, cognitive, social, emotional, and moral development of the adolescent, including discussion of different phases of adolescence. Prerequisite: PSY-1010.

PSY-2060 EDUCATIONAL PSYCHOLOGY. 3 CREDITS

Focus on the processes and theories of learning, individual differences, measurement, motivation, emotions and problem solving, as well as thinking and communication in educational settings. Prerequisite: PSY-1010. A.A.T. students should take this course with TED-2061 (formerly EDU-2350).

PSY-2070 HUMAN GROWTH AND DEVELOPMENT.
3 CREDITS **SS**

Life-span psychology covers the physical, cognitive, social, emotional, and moral development of the individual from conception until death. Prerequisite: PSY-1010. (Honors version available.)

PSY-2080 ABNORMAL PSYCHOLOGY. 3 CREDITS **SS**

Focus on human behaviors and mental experiences that are unusual, unreasonable, and distinct from cultural norms. Appropriate psychotherapeutic interventions as well as changing views of mental disorders are considered. Prerequisite: PSY-1010. (Honors version available.)

PSY-2090 THE PSYCHOLOGY OF AGING. 3 CREDITS

The biological, psychological, historical and cultural aspects of aging are presented in a multidisciplinary approach. Diversities in the aging experience are discussed. Prerequisite: PSY-1010.

PSY-2100 PSYCHOLOGY OF WOMEN. 3 CREDITS

An introductory course focusing on developmental, ecological, psychological and gender issues relevant to women. Prerequisite: PSY-1010.

PSY-2110 PSYCHOLOGY AND AFRICAN-AMERICANS.
3 CREDITS

Examines the psychology of African-Americans from Afrocentric, historical, behavioral, developmental, and humanistic perspectives. Prerequisite: PSY-1010.

PSY-2120 DRUGS AND BEHAVIOR. 3 CREDITS

Overview of the use of psychotropic drugs, including abused drugs as well as those used to treat mental disorders. Topics include legal and scientific issues relating to psychopharmacology, as well as its historical context. Treatment, law enforcement, and educational perspectives are also considered. Prerequisite: PSY-1010.

PSY-2130 FORENSIC PSYCHOLOGY. 3 CREDITS **SS**

Introduces concepts that unite psychology and the law and reviews statutes governing competency, insanity, and involuntary commitment. Students will become acquainted with forensic assessment techniques, including the interview process, specialized training, and the collection of collateral information. Also considered are the assessments of competency to stand trial, criminal responsibility, and dangerousness. Pre-sentencing and child custody evaluations are discussed as well. Prerequisite: PSY-1010.

PSY-2190 SOCIAL PSYCHOLOGY. 3 CREDITS **SS**

Covers predominant theories and research strategies, focusing on social cognition, including beliefs, judgments, behaviors and attitudes; social influence, including conformity, persuasion and group influence; and social relations, including the theories and research on aggression, prejudice, attraction and intimacy, altruism, conflict, and peacemaking. Prerequisite: PSY-1010.

PSY-2200 INTRODUCTION TO SPORT AND EXERCISE PSYCHOLOGY. 3 CREDITS

Introduces the principles of psychology as they apply to sport and exercise, including ethics and problems in research methodology, motivation, learning, social behavior, performance enhancement, youth sports, gender issues, leadership, and exercise issues. Multicultural and international views of the field are also considered. Prerequisite: PSY-1010.

PSY-2210 INTRODUCTION TO HEALTH PSYCHOLOGY. 3 CREDITS

Examines the research, theory and practice of health psychology. Focuses on the role lifestyle, diet, activity level, and behavior play in the maintenance of health and in the etiology, treatment, and prevention of disease. In particular, cultural issues related to health will be examined. Prerequisite: PSY-1010.

PSY-2890H HONORS COLLOQUIUM IN PSYCHOLOGY—SPECIAL TOPIC: POLITICAL AND PSYCHOLOGICAL PERSPECTIVE ON LEADERSHIP. 3 CREDITS

Team-taught by political science and psychology professors, this colloquium will examine the phenomenon of leadership by focusing primarily on the scholarship and analysis of several modern approaches. Leadership theories of Harvard psychologist Howard Gardner provide the framework for comparing leaders in a variety of fields. Political scientist James McGregor Burns's psycho-political paradigm of transforming leadership will be used to examine such leaders as Queen Elizabeth I, Gandhi, Franklin and Eleanor Roosevelt, Martin Luther King, and Mikhail Gorbachev, all major contributors to political, military, scientific, and cultural aspects of our society. Prerequisites: Minimum score of 95 of the college's placement exam, 3.00 cumulative GPA, and permission of the instructors or the Honors program coordinator.

PSY-2910-2930 COOPERATIVE EDUCATION. 1-3 CREDITS

A maximum of six credits of cooperative education and internship experiences may be applied to any degree. These credits may not transfer to all four-year institutions. Contact the Career Services Office, Marlboro Hall, Room 2102, 301-322-0109, for more complete information.

PUBLIC RELATIONS AND JOURNALISM (PRJ)

Communication and Theatre Department

Queen Anne Fine Arts, Room 113 | 301-322-0926

PRJ-1210 PUBLIC RELATIONS TECHNIQUES. 3 CREDITS

Exploration of techniques used in public relations message planning, designing, and dissemination. Formerly offered as SPH-1210. Students may not receive credit for both SPH-1210 and PRJ-1210. Prerequisites: Reading and oral proficiencies or SPH-0955 and ESL-0106 (formerly SPH-1000 and ESL-1060) with grades of C or higher. 2 class/2 lab hours.

PRJ-2000 NEWS WRITING FOR PUBLIC RELATIONS. 3 CREDITS

Explores the practices, principles, and techniques of news writing for public relations practitioners. Provides instruction on how to write a lead, bridge, and body of the hard news story, and introduces the basic structures most commonly used in news writing. Prerequisites: Reading and oral proficiencies or SPH-0955 and ESL-0106 (formerly SPH-1000 and ESL-1060) with grades of C or higher.

PRJ-2210. INTRODUCTION TO COMMUNICATION THEORY. 3 CREDITS

Designed to provide students with an introduction to the field of communication studies. Specifically, it introduces students to the study of communication theory and provides them with the conceptual and theoretical foundation needed to succeed as communication scholars. Concepts and theories learned in this course will be studied in greater detail in the upper level courses required for this major. Prerequisites: Reading and oral proficiencies or SPH-0955 and ESL-0106 (formerly SPH-1000 and ESL-1060) with grades of C or higher.

RADIOGRAPHY (RAD)

Allied Health and Nursing Department

Center for Health Studies, Room 1402 | 301-322-0733

RAD courses are offered in fall, spring and summer sessions.

The program admits a new group of students every fall semester. A minimum grade of C or higher must be achieved in all prerequisites and core courses to enter and remain in the program. The course content within the Radiography Program is divided into the following modules:

Module I: Radiation Protection

Module II: Equipment Operation and Quality Control

Module III: Image Production and Evaluation

Module IV: Radiographic Procedures

Module V: Patient Care and Education

Module VI: Clinical Radiography

Each course encompasses a combination of modules designed to develop and expand the didactic and clinical knowledge base of radiography.

RAD-1410 RADIOGRAPHIC PROCEDURES I. 3 CREDITS

Introduction to standard terminology and general and patient considerations from routine radiographic positioning and projections. Responsibilities of the radiographer for radiation protection of patients, personnel and the public are discussed. Emphasis is on radiographic procedures of the upper extremity and shoulder girdle, lower extremity, thorax, and abdomen incorporating related pathology and consideration of mobile, surgical, pediatric, and geriatric patients. Prerequisites: Program admission: EGL-1010, MAT-1120, and BIO-2050; RAD-1510 and RAD-1530 concurrent; BIO-2060, EGL-1020 and HIM-1800 completed or concurrent. 2 lecture/3 lab hours. (Offered fall only.)

RAD-1420 RADIOGRAPHIC PROCEDURES II. 3 CREDITS

Emphasis is on radiographic procedures of the bony thorax, vertebral column, pelvis, and gastrointestinal system incorporating related pathology and consideration of mobile, surgical, pediatric, and geriatric patients. Image intensified fluoroscopic equipment and use of contrast media is included in course content. Special focus on surgical radiography. This course expands upon course content of RAD-1410, to include application of radiation protection, equipment operation and quality control, image production and evaluation, and patient care and education. Prerequisites: RAD-1410, RAD-1510, and RAD-1530; RAD-1500 and RAD-1540 concurrent. 2 lecture/3 lab hours. (Offered spring only.)

RAD-1430 RADIATION BIOLOGY AND PROTECTION. 3 CREDITS

Course has been re-numbered. See RAD-2440 below.

RAD-1500 IMAGE PRODUCTION AND IMAGING EQUIPMENT I. 3 CREDITS

Introduction to radiographic imaging systems to include the X-ray tube, operating console, and high-voltage generator. X-ray production, interactions of x-radiation with matter, and radiographic image formation are explored. Controlling and influencing factors of radiographic image quality are studied in depth. This course prepares students for proper use of radiographic equipment to produce and evaluate diagnostic radiographic images in the clinical setting. Prerequisites: RAD-1410, RAD-1510, and RAD-1530; RAD-1420 and RAD-1540 concurrent. (Offered spring only.)

RAD-1510 PATIENT CARE AND EDUCATION I. 2 CREDITS

Introduction to principles of patient care as preparation for interactions in the clinical education setting. Focus on responsibilities to patients, peers and the profession to include professional, medicolegal, and ethical issues. Infection control, aseptic techniques, vital signs, medical emergencies, and pharmacology are included. Consideration of human diversity and cultural implications associated with health care. Includes medical terminology. Prerequisites: MAT-1120, EGL-1010, and BIO-2050; RAD-1410 and RAD-1530 concurrent; BIO-2060, EGL-1020, and HIM-1800 completed or concurrent. 3 class/3 lab hours/8 weeks. (Offered fall only.)

RAD-1530 CLINICAL RADIOGRAPHY I. 2 CREDITS

First course in the clinical education component of the program. Supervised, competency-based clinical education with emphasis on application of comprehensive didactic knowledge in clinical practice. Emphasis on radiographic procedures of the upper extremity and shoulder girdle, lower extremity, thorax, and abdomen. Prerequisites: Program admission: MAT-1120, EGL-1010, and BIO-2050; RAD-1410 and RAD-1510 concurrent; BIO-2060 and HIM-1800 completed or concurrent. 2 days/8 hours/8 weeks. (Offered fall only.)

RAD-1540 CLINICAL RADIOGRAPHY II. 4 CREDITS

Second course in the clinical education component of the program. Expands upon knowledge and skills from previous clinical education courses. Supervised, competency-based clinical education with emphasis on application of comprehensive didactic knowledge and demonstration of proficiency in clinical practice. Emphasis on radiographic procedures of the bony thorax, pelvis, vertebral column, and gastrointestinal system. Prerequisites: RAD-1410, RAD-1510, RAD-1530; RAD-1420 and RAD-1500 concurrent. 2 days/8 hours. (Offered spring only.)

RAD-1550 CLINICAL RADIOGRAPHY III. 4 CREDITS

Third course in the clinical education component of the program. Expands upon knowledge and skills from previous clinical education courses. Supervised, competency-based clinical education with emphasis on application of comprehensive didactic knowledge and demonstration of proficiency in clinical practice. Emphasis on radiographic procedures covered during RAD-1410 and RAD-1420. Prerequisite: RAD-1420, RAD-1540, and RAD-1500. 4 days/8 hours. (Offered summer only.)

RAD-1580 IMAGE PRODUCTION AND IMAGING EQUIPMENT II. 3 CREDITS.

Course has been re-numbered. See RAD-2580 below.

RAD-2410 RADIOGRAPHIC PROCEDURES III. 3 CREDITS

Emphasis on radiographic procedures of the cranium, computed tomography, cross-sectional anatomy, and special contrast procedures. Includes consideration of mobile, surgical, pediatric and geriatric patients, incorporating related pathology. Expanded study of pediatric, trauma and mobile and surgical radiography from previous semesters. This course expands upon course content of RAD-1420, to include application of radiation protection, equipment operation and quality control, image production and evaluation, and patient care and education. Prerequisites: RAD-1550; RAD-2540 and RAD-2580 concurrent. 2 lecture/3 lab hours. (Offered fall only.)

RAD-2420 RADIOGRAPHIC PROCEDURES IV. 3 CREDITS

The culmination of studies in radiographic procedures to include additional imaging modalities, patient care techniques, and professional growth and development. This course expands upon course content of RAD-2410, to include application of radiation protection, equipment operation and quality control, image production and evaluation, and patient care and education. Emphasis is placed on preparation for the ARRT certifying examination and skills related to resume writing and seeking an entry-level position in the field of Radiography. Prerequisites: RAD-2410, RAD-2530, and RAD-2580; RAD-2440 and RAD-2540 concurrent. (Offered spring only.) 2 lecture/3 lab hours.

RAD-2440 RADIATION BIOLOGY AND PROTECTION. 3 CREDITS

Interactions of radiation with matter and biological effects associated with the use of ionizing radiation are presented. Focus is on radiation safety of patients and personnel based on the ALARA concept NCRP recommendations and NRC

and COMAR regulations. Health implications to present and future generations, radiosensitivity and manifestation and treatment of radiation sickness are discussed. (Formerly RAD-1430. Students may not receive credit for both RAD-1430 and RAD-2440.) Prerequisites: RAD-2410, RAD-2530 and RAD-2580; RAD-2420 and RAD-2540 concurrent. (Offered spring only.)

RAD-2530 CLINICAL RADIOGRAPHY IV. 4 CREDITS

Fourth course in the clinical education component of the program. Expands upon the knowledge and skills from previous clinical education courses. Supervised, competency-based clinical education with emphasis on application of comprehensive didactic knowledge and demonstration of proficiency in clinical practice. Emphasis on cranial and pediatric radiography. Re-enforcement of application of radiation protection, equipment operation and quality control, image production and evaluation, patient care and education. Prerequisites: RAD-1550; RAD-2410 and RAD-2580 concurrent. 2 days/8 hours. (Offered fall only.)

RAD-2540 CLINICAL RADIOGRAPHY V. 4 CREDITS

Final course in the clinical education component of the program. Expands upon knowledge and skills from previous clinical education courses. Supervised, competency-based clinical education with emphasis on application of comprehensive didactic knowledge and demonstration of proficiency in clinical practice. This course serves as the culminating experience for the program, ensuring that graduates are prepared for entry-level positions in the field of radiography. Prerequisites: RAD-2410, RAD-2530, and RAD-2580; RAD-2420 and RAD-2440 concurrent. Capstone Course: Students must complete a minimum of 51 credits, including all prerequisite courses, prior to enrolling in this course. 2 days/8 hours. (Offered spring only.)

RAD-2580 IMAGE PRODUCTION AND IMAGING EQUIPMENT II. 3 CREDITS

Continuation of RAD-1500, exploring radiographic imaging systems in greater depth to include digital radiography. Quality control of radiographic equipment and analysis of common equipment malfunctions are expanded upon. Image acquisition and processing with both film/screen and digital radiography systems are included. (Formerly offered as RAD-1580. Students may not receive credit for both RAD-1580 and RAD-2580.) Prerequisites: RAD-1550; RAD-2410 and RAD-2530 concurrent. (Offered fall only.)

RAD-2960 COMPUTED TOMOGRAPHY. 3 CREDITS

Board preparatory course providing students with knowledge in cross-sectional anatomy, patient care, imaging protocols and physics, and instrumentation as they prepare for the ARRT certification exam in CT. Prerequisite: ARRT certification in the appropriate supporting discipline. (Offered fall and spring.)

RAD-2970 COMPUTED TOMOGRAPHY CLINICAL. 2 CREDITS

Designed for those students who want to transfer their didactic knowledge to the clinical setting. Students will work under the supervision of registered CT technologists and board-certified radiologists as they perform CT examinations. Provides a base for completing competency requirements for the ARRT examination. Students are required to submit to a criminal background check, and provide documentation of current health assessment and CPR certification prior to clinical placement. Prerequisite: RAD-2960 within the past two years with grade of C or higher.

RAD-2980 MAGNETIC RESONANCE IMAGING. 3 CREDITS

Board preparatory course providing students with knowledge in cross-sectional anatomy, patient care and safety, imaging protocols and physics, and instrumentation as they prepare for the ARRT certification exam in MRI. Prerequisite: ARRT certification in appropriate supporting discipline. (Offered fall and spring.)

RAD-2990 CLINICAL MAGNETIC RESONANCE IMAGING. 2 CREDITS

Designed for those students who want to transfer their didactic knowledge to the clinical setting. Students will work under the supervision of registered MR technologists and board-certified radiologists as they perform MR examinations. Provides a base for completing competency requirements for the ARRT examination. All students are required to submit to a criminal background check and to provide documentation of current health assessment and CPR certification prior to clinical placement. Prerequisite: RAD-2980 within the past two years with grade of C or higher.

RESPIRATORY THERAPY (RST)

Allied Health and Nursing Department

Center for Health Studies, Room 1402 | 301-322-0733

RST courses are offered once per year in the fall, spring, and summer sessions I and II. A grade of C or higher must be maintained in all prerequisites, program courses, and required science courses.

RST-1531 PRINCIPLES AND PRACTICE OF RESPIRATORY THERAPY. 4 CREDITS

Introduction to the fundamentals of patient assessment. This course provides an in-depth study of all respiratory therapy modalities of care utilized in general respiratory care practice including the basics of airway management. Labs are designed to teach the student how to develop good patient communication skills; to learn the function, capabilities and limitations of respiratory therapy equipment; to allow the student to acquire, perfect and apply the skills necessary to deliver optimum patient care in the clinical setting. Prerequisites: Admission to RST program and completion of BIO-2050, EGL-1010 and MAT-1120 (MAT-1350 or higher recommended); RST-1570 concurrent. (Offered fall only.) 3 class/3 lab hours.

RST-1570 PRINCIPLES OF CARDIOPULMONARY PHYSIOLOGY. 4 CREDITS

Anatomy and physiology of the cardiopulmonary system with emphasis on developing very precise and in-depth understanding of ventilation-perfusion, oxygen and carbon dioxide transport, acid-base balance, and chemical control of breathing. Prerequisites: BIO-2050, EGL-1010, MAT-1120, and CHM-1010; RST-1530 concurrent. (Offered fall only.)

RST-1600 PRINCIPLES OF VENTILATORY DISEASES. 3 CREDITS

Designed to present the theoretical principles associated with the pathophysiology of cardiopulmonary disease entities, this course will cover obstructive and restrictive lung diseases with emphasis on assessment, evaluation, treatment, and management protocols for the respiratory care practitioner. Prerequisites: RST-1531 and RST-1570 with grades of C or higher; RST-1631 and RST-1741 concurrent. (Offered spring only.)

RST-1631 CLINICAL PRACTICE IN RESPIRATORY THERAPY I.
2 CREDITS

First clinical practicum with emphasis on applying cardiopulmonary physiology and principles of diseases for the assessment, evaluation and delivery of respiratory therapy procedures in general respiratory care. Prerequisites: RST-1531 and RST-1570; RST-1600 and RST-1741 concurrent. (Offered spring only.) 8 clinical hours.

RST-1730 CLINICAL PRACTICE IN RESPIRATORY THERAPY II.
2 CREDITS

Continued clinical practicum with emphasis on applying cardiopulmonary physiology and principles of diseases for the assessment and evaluation of procedures in general respiratory care. The student's progress in the general care setting will be evaluated with the goal of introducing the student to the critical care setting during the latter part of this clinical rotation if demonstrated clinical skills in the general care setting are at the expected standard. Prerequisites: RST-1600, RST-1631, and RST-1741 with grades of C or higher. 16 clinical hours per week.

RST-1741 PRINCIPLES OF MECHANICAL VENTILATION AND INTRODUCTION TO CRITICAL CARE. 6 CREDITS

Familiarizes students with concepts of both non-invasive and invasive mechanical ventilation and their application to patients in the intensive care setting. This will include but not be limited to: ventilator operating principles; physiological mechanics of compliance and resistance; flow patterns and pressure curves; PEEP therapy; pressure and volume modes of ventilation; set up and troubleshooting techniques using a variety of mechanical ventilators. Prerequisite: RST-1531, RST-1570; Corequisites: RST-1600, RST-1631. 4 class/6 lab hours.

RST-2490 NEONATAL AND PEDIATRIC RESPIRATORY CARE.
3 CREDITS

Designed to prepare students with theoretical understanding of fetal cardiopulmonary development, disease states specific to neonatal and pediatric patients, as well as implementation of physical assessment and adaptation of respiratory care modalities to meet the needs of these unique groups of critically ill patients. Preparation for student entry into the neonatal/pediatric critical care clinical rotation. Open to second-year respiratory therapy students. Prerequisites: RST-1730 with grade of C or higher; RST-2500 and RST-2530 concurrent. (Offered fall only.) 2 lecture/3 lab hours.

RST-2500 PHARMACOLOGY FOR RESPIRATORY THERAPY.
3 CREDITS

Describes classification of drugs as they relate to all organ systems with pertinent review of anatomy and physiology. Included are concepts of pharmacology of analgesics, cardiovascular drugs, anesthetics, and all drugs utilized in the practice of respiratory therapy. Includes EKG interpretation and ACLS preparation. Prerequisites: RST-1730 with a grade of C or higher; RST-2490 and RST-2530 concurrent. (Offered fall only.)

RST-2530 CLINICAL PRACTICE IN CRITICAL CARE I.
4 CREDITS

Provides supervised clinical application of the principles and procedures of continuous mechanical ventilation in the critical care setting. Directed practice will include assessment, evaluation, analysis and decision-making skills related to monitoring and management of the critically ill patient. Prerequisites: RST-1730 with a grade of C or higher; RST-2490 and RST-2500 concurrent. 16 clinical hours. (Offered fall only.)

RST-2620 TRENDS IN RESPIRATORY THERAPY. 2 CREDITS

Advanced principles of respiratory therapy with emphasis on critical care concepts. Computer-assisted instruction with clinical simulations enhance student learning and preparation for NBRC Board Examinations. Prerequisites: RST-2500, RST-2490, and RST-2530 with grades of C or higher; RST-2630 concurrent. (Offered spring only.)

RST-2630 CLINICAL PRACTICE IN CRITICAL CARE II.
4 CREDITS

Provides supervised clinical application of the principles and procedures of continuous mechanical ventilation in the critical care setting. Directed practice will include assessment, evaluation, analysis and decision-making skills related to monitoring and management of the critically ill patient. Prerequisites: RST-2500 and RST-2530 and RST-2490 with grades of C or higher; RST-2620 concurrent. Capstone Course: Students must complete a minimum of 52 credits, including all prerequisite courses, prior to enrolling in this course. 16 clinical hours. (Offered spring only.)

SERVICE-LEARNING (SLN)

Service-Learning Office

Bladen Hall, Room 210 | 301-322-0713

The Service-Learning Program encourages the development of civic responsibility through students' participation in service projects within the community which support their academic objectives. Service-Learning at Prince George's Community College is an academic component that can be integrated within the coursework of most disciplines and also is available as a separate independent credit course.

SLN-2010 SERVICE-LEARNING. 1 CREDIT

An independent volunteer experience of a minimum of 50 hours with a community organization that meets academic objectives within the student's educational discipline. May be repeated for a combined total of six SLN Credits.

SLN-2020 SERVICE-LEARNING. 2 CREDITS

An independent volunteer experience of a minimum of 100 hours with a community organization that meets academic objectives within the student's educational discipline. May be repeated for a combined total of six SLN Credits.

SLN-2030 SERVICE-LEARNING. 3 CREDITS

An independent volunteer experience of a minimum of 150 hours with a community organization that meets academic objectives within the student's educational discipline. May be repeated for a combined total of six SLN Credits.

SOCIOLOGY (SOC)

Psychological and Sociological Sciences Department

Marlboro Hall, Room 2054 | 301-322-0525

SOC-1010 INTRODUCTION TO SOCIOLOGY. 3 CREDITS SS

Survey of sociological concepts and their application to socialization, social organizations, and social change. Prerequisite: Reading proficiency. (Honors version available.)

SOC-1020 MARRIAGE AND FAMILY. 3 CREDITS

Course has been re-numbered. See SOC-2020 below.

SOC-1030 SOCIOLOGY OF FOOD. 3 CREDITS

Provides content-specific sociology course that would interest students in nursing, biological sciences, and food and hospitality. The growing ethnic diversity in the United States is implicated in the diet and health trends. The course

will provide insights into the correlation between culture, lifestyles, food preparation and consumption, and health. Prerequisites: Reading and writing proficiencies.

SOC-1150 SOCIOLOGY OF DEATH AND DYING. 3 CREDITS

Survey course offering a broad overview of death and dying across cultures. Topics include the historical evolution of care and treatment of the dying and the dead; attitudes toward death; the understanding of and care for terminally ill patients; funeral rituals; burial, mourning and grief practices; grief counseling; and suicide and euthanasia. Prerequisites: Reading and writing proficiencies.

SOC-2010 SOCIAL PROBLEMS. 3 CREDITS SS

Review of problems facing American society and their sociological implications, including theories of social deviance and social disorganization. Prerequisite: SOC-1010, PSY-1010, or POS-1010. (Honors version available.)

SOC-2020 MARRIAGE AND FAMILY. 3 CREDITS

Survey of modern marriage and family issues and related sociological trends in America. Prerequisite: SOC-1010, PSY-1010, or ANT-1030. (Formerly SOC-1020. Students may not receive credit for both SOC-1020 and SOC-2020.)

SOC-2030 CRIMINOLOGY. 3 CREDITS

Social and psychological concepts of criminal behavior and the chronic offender. Prerequisite: ANT-1010, SOC-1010, or PSY-1010.

SOC-2040 INTRODUCTION TO SOCIAL WORK. 3 CREDITS

Presentation of the ethics, value, knowledge and policy base, principles and purposes of the profession, including an examination of methods of practice. Traditional and innovative social work settings are discussed. Socio-historical development of social work and its influence on contemporary practice are reviewed. Prerequisite: SOC-1010 or PSY-1010 or POS-1010 or ANT-1010 with grade of C or higher.

SOC-2090 THE SOCIOLOGY OF MINORITIES. 3 CREDITS

Outlines the establishment, maintenance, and breakdown of dominant processes between ethnic, racial, and religious groups with emphasis on cross-cultural and cross-national patterns. Prerequisite: ANT-1030 or POS-1010 or SOC-1010 or PSY-1010.

SOC-2400 INTRODUCTION TO PUBLIC HEALTH AND HEALTH CARE POLICY. 3 CREDITS

An interdisciplinary course taught by leaders in the field focusing on the many areas contributing to public health and health policy. The intent is to heighten awareness of learners as both citizens and voters in understanding the importance of public health and health care policy development in the United States. Site visits to local and state health departments and government agencies will be included. Prerequisites: Reading proficiency and EGL-1010.

SOC-2890H HONORS COLLOQUIUM IN SOCIOLOGY. 3 CREDITS

This honors colloquium will examine special topics in the field of sociology and their relevance across disciplinary perspectives. The issues to be addressed in each colloquium will vary from semester to semester. These courses are designed for students in the Honors program, but are open to others with the approval of the honors coordinator or the instructor. Prerequisites: Reading proficiency and permission of instructor or honors coordinator.

SOC-2910-2930 COOPERATIVE EDUCATION. 1-3 CREDITS

SPANISH (SPN) SPN courses meet for 3 class hours and 1 additional lab hour per week or equivalent.

Language Studies Department
Bladen Hall, Room 309 | 301-322-0946

SPN-1010 SPANISH FOR BEGINNERS. 3 CREDITS H

Introduction to the language (reading, writing, understanding, and speaking) and to the culture of Spain and the Hispanic countries.

SPN-1020 SPANISH FOR ADVANCED BEGINNERS 3 CREDITS H

Continued development of Spanish language skills and cross-cultural understanding begun in SPN-1010. Prerequisite: SPN-1010 or two years of high school Spanish or equivalent.

SPN-2010 INTERMEDIATE SPANISH I. 3 CREDITS H

Intermediate study of the Spanish language and culture building on the foundation of Spanish for Beginners. Prerequisite: SPN-1020 or three years of high school Spanish or equivalent.

SPN-2020 INTERMEDIATE SPANISH II. 3 CREDITS H

Continuation of SPN-2010 with emphasis on the history and culture of Spain and Latin America. Prerequisite: SPN-2010 or four years of high school Spanish or equivalent. Native Spanish speakers welcome with permission of the department.

SPN-2040 ADVANCED CONVERSATION. 3 CREDITS H

Advanced preparation for students who wish to develop fluency and confidence in speaking Spanish. Prerequisite: SPN-2010 or four years of high school Spanish or equivalent. Native Spanish speakers welcome with permission of the department.

SPN-2910-2930 COOPERATIVE EDUCATION. 1-3 CREDITS

A maximum of six credits of cooperative education and internship experiences may be applied to any degree. These credits may not transfer to all four-year institutions. Contact the Career Services Office, Marlboro Hall, Room 2102, 301-322-0109, for more complete information.

SPEECH COMMUNICATION (SPH)

Communication and Theatre Department
Queen Anne Fine Arts, Room 113 | 301-322-0926

SPH-0951 ORAL U.S. ENGLISH FOR THE NON-NATIVE SPEAKER. 0 CREDITS (3 EH)

U.S. English speaking skills for non-native speakers with limited English language skills. Prerequisites: ESL-0081 and ESL-0100 (formerly ESL-0811 and ESL-1000) with grades of C or higher or placement by exam. 3 class/1 recitation hour.

SPH-0955 ORAL U.S. COMMUNICATION SKILLS FOR THE NON-NATIVE SPEAKER. 0 CREDITS (3 EH)

Oral communication skills, emphasizing the ability to send clearly spoken messages and to listen accurately in U.S. English. (Formerly offered as SPH-1000. Students may not receive credit for both SPH-1000 and SPH-0955.) Prerequisites: SPH-0951, ESL-0102, and ESL-0105 (formerly ESL-1020 and 1050) with grades of C or higher or placement by exam. 3 class/1 recitation hour.

SPH-1010 INTRODUCTION TO SPEECH COMMUNICATION. 3 CREDITS H

Oral communication theory and practice focusing on interpersonal, small group, and public speaking skills. Prerequisites: Reading and oral proficiencies or SPH-0955 and ESL-0106 (formerly SPH-1000 and ESL-1060) with grades of C or higher. (Honors version available.)

SPH-1030 ARGUMENTATION AND DEBATE. 3 CREDITS

Course has been re-numbered. See SPH-2030 below.

SPH-1030H HONORS ARGUMENTATION AND DEBATE.

3 CREDITS

Course has been re-numbered. See SPH-2030H below.

SPH-1050 GROUP COMMUNICATION AND LEADERSHIP.

3 CREDITS

H

Fundamentals of small group communication, including structuring of groups and extensive practice in group discussion and meeting management. Prerequisites: Reading and oral proficiencies or SPH-0955 and ESL-0106 (formerly SPH-1000 and ESL-1060) with grades of C or higher.

SPH-1070 VOICE AND DICTION. 3 CREDITS

Course has been re-numbered. See SPH-2070 below.

SPH-1090 INTERPERSONAL COMMUNICATION. 3 CREDITS H

Development of oral communication skills to enhance human interaction, including nonverbal and verbal language usage, listening, conflict management and multicultural communication. Prerequisites: Reading and oral proficiencies or SPH-0955 and ESL-0106 (formerly SPH-1000 and ESL-1060) with grades of C or higher. (Honors version available.)

SPH-1110 PUBLIC SPEAKING. 3 CREDITS

H

Development of public speaking skills. Prerequisites: Reading and oral proficiencies or SPH-0955 and ESL-0106 (formerly SPH-1000 and ESL-1060) with grades of C or higher.

SPH-1130 INTERVIEWING. 3 CREDITS

Principles and procedures of interviewing, focusing on different types of interviews, their structures, and the roles of the interviewer and interviewee. Prerequisites: Reading and oral proficiencies or SPH-0955 and ESL-0106 (formerly SPH-1000 and ESL-1060) with grades of C or higher.

SPH-1200 GENDER AND COMMUNICATION. 3 CREDITS

Course has been re-numbered. See SPH-2200 below.

SPH-1230 INTERCULTURAL COMMUNICATION. 3 CREDITS

Course has been re-numbered. See SPH-2230 below.

SPH-2030 ARGUMENTATION AND DEBATE. 3 CREDITS

Principles, preparation, and practice of oral argumentation and debate. Prerequisite: SPH-1010, SPH-1050, SPH-1090 or SPH-1110 with grade of C or higher. (Formerly SPH-1030. Students may not receive credit for both SPH-1030 and SPH-2030.)

SPH-2030H HONORS ARGUMENTATION AND DEBATE.

3 CREDITS

Principles, preparation, and practice of oral argumentation and debate. Prerequisite: SPH-1010, SPH-1050, SPH-1090, or SPH-1110 with a grade of A or B. (Formerly SPH-1030H. Students may not receive credit for both SPH-1030H and SPH-2030H.)

SPH-2070 VOICE AND DICTION. 3 CREDITS

Development of vocal skills and articulation through the use of the International Phonetic Alphabet. Prerequisite: SPH-1010, SPH-1050, SPH-1090 or SPH-1110 with grade of C or higher. (Formerly SPH-1070. Students may not receive credit for both SPH-1070 and SPH-2070.)

SPH-2090 ADVANCED INTERPERSONAL COMMUNICATION.

3 CREDITS

Provides an in-depth understanding of human communication and social media theories from personal, cultural, social, and organizational perspectives. Designed to help students develop flexibility and competence in their communication skills while using social media, and to better understand the advantages/disadvantages of social media in their interpersonal relationships. These acquired skills will help students enhance their personal, social, and professional relationships, especially as they prepare for organizational advancement and leadership roles. Prerequisite: SPH 1090

SPH-2200 GENDER AND COMMUNICATION. 3 CREDITS

Examines sex, gender, sexuality, and culture in relational situations. This course explores ways in which communication behavior affects every facet of life in how gender and gender roles are perceived. Students will critically think and analyze issues of gender and communication. This will be achieved by examining theoretical perspectives of socialization, stereotypes, and male and female interactions. Prerequisites: SPH-1010, SPH-1050, SPH-1090 or SPH-1110 with grade of C or higher. (Formerly SPH-1200. Students may not receive credit for both SPH-1200 and SPH-2200.)

SPH-2210 APPLIED SPEECH COMMUNICATION AND THEATRE. 3 CREDITS

Group and individualized instruction in speech, mass media, and theatre. Prerequisite: Permission of department. 2 class/2 lab hours.

SPH-2230 INTERCULTURAL COMMUNICATION. 3 CREDITS

Exploring communication differences and similarities when living and working with people of differing ethnicity, race, sex, age and/or nationality. Prerequisites: SPH-1010, SPH-1050, SPH-1090 or SPH-1110 with grade of C or higher. (Formerly SPH-1230. Students may not receive credit for both SPH-1230 and SPH-2230.)

SPH-2890H HONORS COLLOQUIUM IN SPEECH. 3 CREDITS

This honors colloquium will examine special topics in the field of speech and their relevance across disciplinary perspectives. The issues to be addressed in each colloquium will vary from semester to semester. These courses are designed for students in the Honors program, but are open to others with the approval of the honors coordinator or the instructor. Prerequisites: Reading proficiency and permission of instructor or honors coordinator.

SPH-2910-2930 COOPERATIVE EDUCATION. 1-3 CREDITS

A maximum of six credits of cooperative education and internship experiences may be applied to any degree. These credits may not transfer to all four-year institutions. Contact the Career Services Office, Marlboro Hall, Room 2102, 301-322-0109, for more complete information.

SURGICAL TECHNOLOGY (SGT)

Allied Health and Nursing Department

Center for Health Studies, Room 1402 | 301-322-0733

SGT courses are offered once per year in the fall, spring, and summer sessions I and II. A grade of C or higher must be maintained in all prerequisites, program courses, and required science courses.

SGT-1010 INTRODUCTION TO SURGICAL TECHNOLOGY. 3 CREDITS

An introduction to basic surgical instrumentation along with specific nomenclature and classification related to surgical procedures. Concepts of sterilization and disinfection and their effects on wound healing are included. The care, use and handling of instrumentation and suture material are provided through hands-on application. In addition to a

thorough introduction on instrumentation, students will also receive a basic foundation in surgical technology. Prerequisites: Program admission and eligibility for EGL-1010 and MAT-1120; BIO-2050 and HIM-1530 completed or concurrent. 2 lecture/3 lab hours.

SGT-1030 SURGICAL PROCEDURES I 3 CREDITS

In order to understand surgical procedures, the student must be able to explore specific medical conditions, signs and symptoms leading up to surgery. At the conclusion of this course, the student will be able to identify anatomy and related pathology for various specialties. Specialties to be covered shall include General, OB/GYN, Genitourinary, and Plastic and Reconstructive Surgery. In addition, students will be able to identify and speculate on diagnostic procedures necessary before and during these surgical procedures. Prerequisites: HIM-1530, BIO-2050 and SGT-1010 with grades of C or higher; BIO-2060 completed or concurrent. 2 lecture/3 lab hours.

SGT-2010 SURGICAL TECHNOLOGY CLINICAL I 5 CREDITS

First clinical practicum that introduces the student to an actual operating room setting. Students are provided the opportunity to apply the principles of aseptic technique, prepare instruments and other sterile items for surgical procedures and assist in basic operating room procedures. Students will be assigned to a clinical affiliation eight hours per day, five days per week, for seven weeks for a total of 280 hours of clinical experience. Competency based clinical skills must be successfully completed and checked off. Prerequisites: BIO-2060 and SGT-1030 with grades of C or higher. 40 clinical hours/week.

SGT-2050 SURGICAL PROCEDURES II 3 CREDITS

Intermediate level of the surgical procedures series of classes within the Surgical Technology Program. Focuses on advance surgical procedures such as Peripheral Vascular Surgery, Otorhinolaryngologic Surgery, Neurologic Surgery, and other specialties as deemed necessary by the instructor. In addition to new concepts in surgical intervention, more complicated types of instrumentation are introduced. Students will continue to learn to anticipate surgeon's needs through the process of association and the identification of applied surgical patterns. Prerequisite: SGT-2010 with a grade of C or higher; SGT-2100 concurrent; BIO-2010 completed or concurrent. 2 lecture/3 lab hours.

SGT-2070 SURGICAL PROCEDURES III 3 CREDITS

The highest level of the surgical procedures series of classes within the Surgical Technology Program. This course focuses on advanced surgical procedures to include but not limited to Ophthalmic Surgery, Cardiothoracic Surgery and Orthopedic Surgery. In addition to new concepts in surgical intervention, more instrumentation will be introduced. Students will continue to learn to anticipate surgeon's needs through the process of association and the identification of applied surgical patterns. Prerequisites: SGT-2050, SGT-2100 and BIO-2010 with grades of C or higher; SGT-2200 and SGT-2300 concurrent. 2 lecture/3 lab hours.

SGT-2100 SURGICAL TECHNOLOGY CLINICAL II 4 CREDITS

Second practicum class in the Surgical Technology Program. Students continue in their experiences at their previous clinical affiliation eight hours per day, two days per week, for 15 weeks for a total of 240 hours of clinical experience. Competency based skills must be successfully completed and checked off. Students are expected to perform at a level requiring more independence with some guidance still expected. Prerequisite: SGT-2010 with a grade of C or higher; SGT-2050 concurrent and BIO-2010 completed or concurrent. 16 clinical hours

SGT-2200 SURGICAL TECHNOLOGY CLINICAL III 4 CREDITS

The final practicum class in the Surgical Technology Program. Students complete their experiences at their clinical affiliation eight hours per day, two days per week, for 15 weeks for a total of 240 hours of clinical experience. Competency based skills must be successfully completed and checked off. At this level the student is expected to perform independently, at the level expected of an entry-level practitioner. Prerequisites: SGT-2050, SGT-2100 and BIO-2010 with grades of C or higher; SGT-2070 and SGT-2300 concurrent. 16 clinical hours.

**SGT-2300 PROFESSIONAL SUCCESS PREPARATION
3 CREDITS**

Provides job-seeking skills and an overview of theoretical knowledge in preparation for certification. Topics include test-taking strategies, resume preparation, and interviewing techniques. Upon completion, students will be able to prepare a resume, demonstrate appropriate interview techniques, and identify strengths and weaknesses in preparation for certification. Review and discussion of all material covered during the course of the program in

preparation for the NBSTSA certifying exam. Critical thinking and problem solving skills are challenged. Prerequisites: SGT-2050, SGT-2100, and BIO-2010 with grades of C or higher; SGT-2070 and SGT-2200 concurrent.

TEACHER EDUCATION (TED)

All TED courses must be passed with a grade of C or higher.

Teacher Education Department

Marlboro Hall, Room 2011 | 301-322-0780 or 301-583-5250

**TED-1100 PRINCIPLES AND PRACTICES IN
EARLY CHILDHOOD EDUCATION. 3 CREDITS**

Develops an understanding of the roles and responsibilities of the early childhood education professional, and the history and current practices of early childhood education in the field today. Includes the types of developmentally appropriate programs and related services in the field and their theoretical foundations. Prerequisite: Reading proficiency. Prerequisite: Reading proficiency. For students in the AAS in ECE Program, TED-1100 and TED-1110 must be taken concurrently. TED-1100 and TED-1200 may be taken concurrently

**TED-1110 PROFESSIONAL DISPOSITIONS AND BEHAVIORS
FOR EDUCATIONAL SETTINGS. 2 CREDITS**

Focuses on professional dispositions and behaviors that are required to be successful in the field of teacher education. Students will be introduced to the NAEYC code of ethics, InTASC standards for professionalism, and other needed professional behaviors. Students will be required to demonstrate these behaviors in simulated and real-life situations. This course must be taken concurrently with TED-1100 and is a required course for all A.A.S. in ECE students. It must be passed with a grade of B or higher and can only be taken twice. Students failing this course for the second time cannot continue in the A.A.S. in ECE program. Prerequisite: Reading proficiency.

TED-1200 CHILD GROWTH AND DEVELOPMENT. 3 CREDITS

An introduction to the growth and development of children and adolescents. Emphasis is on physical, intellectual, and social/emotional aspects of child development and techniques to foster optimum physical, cognitive, social, and emotional development in educational settings. Students in the A.A.S. in ECE Program may take TED-1100 and TED-1110 in the same semester. Students in the A.A.T. in ECE Program may register for TED-1100 in the same semester. Prerequisite: Reading proficiency.

TED-1300 METHODS AND MATERIALS IN EARLY CHILDHOOD EDUCATION. 3 CREDITS

Focuses on the methods and proper use of materials for effectively teaching young children. Students will plan and implement developmentally appropriate units, lessons, and activities for young children in a variety of settings. Prerequisites: For students in the A.A.S. in ECE Program: TED-1100 and 1200 with grades of C or higher. Grade of B or higher in TED-1110. For students in the A.A.T. in ECE Program: TED-1100 and 1200 with grades of C or higher. TED-1300 may be taken concurrently with TED-1400.

TED-1400 INTRODUCTION TO MULTICULTURAL EDUCATION. 3 CREDITS

An introduction to the principles, concepts, and strategies of multicultural education. Emphasis is on using this knowledge to be able to create a classroom environment that is respectful of all students' cultures, recognizes the complexity of the world in which they live, and utilizes a variety of tools to foster multicultural awareness. Students may register for TED-1300 in the same semester. Prerequisites: For students in the A.A.S. in ECE Program: TED-1100 and 1200 with grades of C or higher. Grade of B or higher in TED-1110. For students in the A.A.T. in ECE Program: TED-1100 and 1200 with grades of C or higher. TED-1300 may be taken concurrently with TED-1400. (Honors version available.)

TED-1980 TEACHING AND LEARNING IN THE 21ST CENTURY. 3 CREDITS

Intended for those students who wish to learn more about the teaching profession or those who may be thinking of changing their majors or careers to the field of education. Students will learn about the different areas of education, the programs for teacher education at the college, what it means to be an education professional, and an introduction to the basic concepts and skills in the field. The course encompasses hands-on activities and out-of-class experiences for students to gain additional knowledge about the field of education. Prerequisite: DVR-0051 or equivalent.

TED-2000 FOUNDATIONS OF EDUCATION. 3 CREDITS

Introduces the study of schools from historical, philosophical, political and sociological perspectives. Current issues and practices in education are explored with attention to the many interactive influences of schools and society. Prerequisite: Reading proficiency. It is recommended that A.A.T. students take TED-2000 concurrently with TED-2001. (Honors version available.)

TED-2001 FIELD EXPERIENCE FOR FOUNDATIONS OF EDUCATION. 1 CREDIT

This course gives students the opportunity to observe local teachers in elementary, middle, and high schools. They will become familiar with the local school system and with how teachers and schools address educational issues studied in TED-2000. They will spend at least 15 clock hours in a school at the level at which they want to be certified. Students will attend a seminar at Prince George's Community College every other week. Prerequisite: Reading proficiency. It is recommended that students take TED-2001 concurrently with TED-2000.

TED-2061 FIELD EXPERIENCE FOR EDUCATIONAL PSYCHOLOGY. 1 CREDIT

Students will engage in guided field observations of the teaching and learning process. They will spend at least 15 clock hours in a school at the level at which they want to be certified. Students will attend a seminar at Prince George's Community College every other week. The field experience is an opportunity to apply concepts learned in PSY-2060 to processes of teaching and learning at a local school. Prerequisite: Reading Proficiency. It is recommended that A.A.T. students take this course concurrently with PSY-2060.

TED-2100 PROCESSES AND ACQUISITION OF READING. 3 CREDITS

Students will be able to explain the language and cognitive precursors to the reading acquisition process. Students will demonstrate a knowledge of phonemic awareness, phonics, vocabulary, comprehension and fluency in developing readers. Prerequisite: Reading proficiency.

TED-2110 INFANT AND TODDLER CURRICULUM AND TEACHING. 3 CREDITS

An introduction to the curriculum and teaching strategies necessary for developing a quality infant and toddler program. Students will plan and implement developmentally appropriate units, lessons, and activities for infants and toddlers in a variety of program settings. Prerequisites: TED-1100, 1110, 1200, 1300, and 1400.

TED-2115 SCHOOL AGE CHILD CARE:**CURRICULUM AND TEACHING. 3 CREDITS**

An introduction to the curriculum and teaching strategies necessary for developing a quality school age (before and after care) program. Students will plan and implement developmentally appropriate activities or lessons, develop schedules for school-age programming, and examine appropriate practices for teaching and guiding behavior in a school age program. Prerequisites: TED-1100, 1110, 1200, 1300, and 1400.

TED-2200 GUIDING BEHAVIOR IN**EDUCATIONAL SETTINGS. 3 CREDITS**

Develops an understanding of the strategies for managing and guiding behaviors in children from birth to adolescence. Focuses on how to foster positive social interactions and to engage in positive guidance strategies in a variety of educational settings. Prerequisites: TED-1100, 1110, 1200, 1300, and 1400.

TED-2300 INTRODUCTION TO SPECIAL EDUCATION.**3 CREDITS**

Designed as an introduction to the field of special education. The course covers the education of exceptional students: historical, philosophical, educational, legal issues, and current practices in assessment, diagnosis and teaching. Prerequisite: Reading proficiency. It is recommended that A.A.T. students take TED-2301 concurrently with TED-2300.

TED-2301 FIELD EXPERIENCE FOR SPECIAL EDUCATION.**1 CREDIT**

This course allows students to engage in guided observations of special education practice in local public schools for a total of 15 hours. Students will attend a seminar at the college every other week. This field experience is an opportunity to apply concepts learned in TED-2300 to the processes of teaching and learning at a local school. Prerequisite: Reading proficiency. It is recommended that students take this course concurrently with TED-2300.

TED-2350 EARLY CHILDHOOD SPECIAL EDUCATION.**3 CREDITS**

Introduction to the field of special education, including characteristics of exceptional children and developmentally appropriate materials and instructional techniques in a variety of educational settings. Prerequisites: For students in the A.A.S. in ECE Program: TED-1100, 1200, 1300, and 1400 with grades of C or higher. Grade of B or higher in TED-1110. For students in the A.A.T. in ECE Program: TED-1100, 1200, 1300, and 1400 with grades of C or higher. (Honors version available.)

TED-2355 INCLUSIVE PRACTICES FOR CLASSROOMS.**3 CREDITS**

Focuses on appropriate inclusion strategies for students with special needs in the general education classroom, grades pre-K–12. Activities and assessments will focus on the age/grade level(s) students teach or plan on teaching. This course can be counted as an elective course for the A.A.S. in Early Childhood Education and is appropriate for teachers seeking recertification or who are currently teaching in the field. Prerequisites: For A.A.S. in ECE Program—TED-1100, 1110, 1200, 1300, 1400, and 2350. For current teachers or other students, departmental permission is required instead.

TED-2400 LANGUAGE ARTS IN**EARLY CHILDHOOD EDUCATION. 3 CREDITS**

Focuses on understanding the developmental progression of language development in young children, explores strategies for creating an environment which strengthens children's emerging literacy skills, and identifies methods and materials for teaching young children pre-literacy and literacy skills and concepts. Students will plan and implement developmentally appropriate literacy and pre-literacy units, lessons, and activities for young children in a variety of educational settings. Prerequisites: TED-1100, 1110, 1200, 1300, and 1400.

TED-2510 CLASSROOM STRATEGIES FOR**ENGLISH LANGUAGE LEARNERS. 3 CREDITS**

Focuses on meeting the needs of English Language Learners I a classroom (Pre-K–grade 12). Students will learn about culturally responsive instruction and how to create a classroom climate that affirms linguistic and cultural diversity. Additionally, students will learn how to use a variety of teaching strategies to enhance both second language acquisition and learning of content knowledge and skills. Activities and assessments will focus on the grade level(s) students teach or plan on teaching. This course can be counted as an elective course for the A.A.S. in Early Childhood Education and is appropriate for current teachers and those seeking recertification of all grade levels. Prerequisites: For students in the A.A.S. ECE Program: TED-1110, 1200, 1300, and 1400. For current teachers or other students, departmental permission is required instead.

TED-2515 MATHEMATICS AND SCIENCE STRATEGIES FOR YOUNG CHILDREN. 3 CREDITS

Focuses on infusing mathematics and science concepts and skills into classroom settings for young children. Students will identify appropriate concepts in mathematics and science for young children, as well as effective and developmentally appropriate strategies for teaching these concepts to them. This course can be counted as an elective course for the A.A.S. program in Early Childhood Education and is also appropriate for current teachers of young children in child care, preschool, or school settings, as well as for teachers seeking recertification. Prerequisites: TED-1100, 1110, 1200, 1300, and 1400; MAT-1050 or higher; and any general education science course. For current teachers or other students, departmental permission is required instead.

TED-2520 USING NEW LITERACIES IN THE CLASSROOM. 3 CREDITS

An in-depth exploration of new forms of literacy made possible by digital technology developments. Students will explore how new literacies, such as wikis, blogs, and internet projects, can be used to enhance learning in the classroom. Students will learn both how to effectively use existing sources and to create sources for learning in their classroom. Additionally, students will explore how these new literacies build upon traditional reading and writing experiences and why new literacy skills are necessary in the 21st century. This course can be counted as an elective course for the A.A.S. program in Early Childhood Education and is appropriate for current teachers or those seeking recertification. Prerequisites: For students in the A.A.S. in ECE Program: TED-1100, 1110, 1200, 1300, and 1400. For current teachers or other students, departmental permission is required instead.

TED-2650 CHILD CARE CENTER ADMINISTRATION AND MANAGEMENT. 3 CREDITS

Focuses on the administration and management of a child care center. Emphasis is on meeting state requirements for physical facilities, licensing, insurance, and staffing child care programs. Other topics include record keeping, budgeting, hiring, training and managing staff, food services, equipment, materials, community involvement and resources, and current topics in child care. Prerequisites: TED-1100, 1110, 1200, 1300, and 1400.

TED-2750 FIELD WORK IN EARLY CHILDHOOD EDUCATION. 3 CREDITS

Field work designed to provide the student with “real life” experiences in a center for young children or an elementary school’s prekindergarten through third grade classroom. Students will complete 6 hours per week (2 days per week, each for a 3-hour block of teaching time) at a college-assigned field work site. This experience will take place under the guidance of both an experienced teacher and a college supervisor. Student will also complete weekly course work, both online and through several on-campus meetings. The focus of this capstone course is on the development of the necessary teaching skills to maintain an effective learning environment. These skills include: lesson planning, implementation, and reflection; pedagogy, curriculum planning and assessment; classroom management; and effective communication with other professionals, students, and families. Prerequisites: For students in the A.A.S. in ECE Program: TED-1100, 1110, 1200, 1300, 1400, and 2350. For students in the A.A.T. in ECE Program: TED-1100, 1200, 1300, 1400, and 2350. For all students: This is a Capstone Course: Students must have completed a minimum of 47 credit hours, including all required prerequisites, prior to enrolling in this course. A cumulative GPA of 2.00 is also required. 2 class hours/6 field hours.

TED-2751 FIELD WORK IN EARLY CHILDHOOD SPECIAL EDUCATION. 3 CREDITS

Field work designed to provide the student with “real life” experience in a special education setting. Students will complete 6 hours per week on Saturdays at the Children’s Developmental Clinic on the Largo campus of PGCC. This experience will take place under the guidance of both an experienced teacher and a college supervisor. Students will also complete weekly course work, both online and through several on-campus meetings. The focus of this capstone course is on the development of the necessary teaching skills to maintain an effective learning environment for children with special needs. These skills include: lesson planning, implementation, and reflection; pedagogy, curriculum planning and assessment; classroom management; and effective communication with other professionals, students, and families. Prerequisites: For students in the A.A.S. in ECE Program: TED-1100, 1110, 1200, 1300, 1400, 2200, and 2350. For students in the A.A.T. in ECE Program: TED-1100, 1200, 1300, 1400, and 2350. For all students: This is a Capstone Course: Students must have completed a minimum of 47 credit hours, including all required prerequisites, prior to enrolling in this course. A cumulative GPA of 2.00 is also required. 2 class hours/6 field hours.

TED-2800 MATERIALS FOR TEACHING READING. 3 CREDITS

Introduces students to a variety of materials to be used for the purposes of developing phonemic awareness, phonics, vocabulary, comprehension and fluency. Students will learn to select and evaluate materials as well as utilize the expertise of parents and other members of the community to help fulfill goals of the reading program. This course is intended for those persons who have a bachelor's degree and are seeking initial teacher certification and for teachers seeking recertification. Prerequisite: Departmental permission required.

TED-2801 INSTRUCTION OF READING. 3 CREDITS

Focuses on the teaching of reading from pre-kindergarten through 8th grade. Students will develop and use a variety of developmentally appropriate word recognition and reading comprehension strategies. Students also will examine a balanced literacy program which fosters phonemic awareness, phonics, vocabulary, comprehension, and fluency. This course is intended for those persons who have a bachelor's degree and are seeking initial teacher certification and for teachers seeking recertification. Prerequisite: Departmental permission required.

TED-2802 ASSESSMENT OF READING. 3 CREDITS

Students will expand their understanding of appropriate assessment practices and apply these practices to literacy assessment. Students will learn a variety of assessment tools and techniques for the elementary classroom. For each type of assessment presented, students learn administrative procedures, explore strengths and limitations of the instrument or technique and practice developing instructional implications from results. This course is intended for those persons who have a bachelor's degree and are seeking initial teacher certification and for teachers seeking recertification. Prerequisite: Departmental permission required.

TED-2810 LITERACY INSTRUCTION FOR THE COMMON CORE STATE STANDARDS. 3 CREDITS

Focuses on the Common Core English Language Arts Standards and how to transform instruction in order to meet these higher level standards in K-12 classrooms. Learning activities and assessments within this course will focus on the age/grade level(s) students teach or plan on teaching. This course is appropriate for teachers seeking recertification or who are currently teaching in the field at all grade levels. Prerequisite: TED-2100. Or, for those students seeking teacher certification or recertification, permission of the department.

TED-2820 TEACHING READING IN THE CONTENT AREAS: PART I. 3 CREDITS

Addresses teaching middle school and high school students to improve their ability to read and learn from text, regardless of the class they are taking. It will help teachers and potential teachers, regardless of subject area, to understand the importance of literacy in their classroom, the weaknesses of struggling readers and writers, and the impact of technology on literacy development in our society. Students taking this course will study, use, and evaluate a wide range of strategies and approaches to literacy. The focus is on reading and writing strategies that promote a better understanding of subject content for secondary school students of all backgrounds and ability levels. This course is intended for those persons who have a bachelor's degree and are seeking initial teacher certification and for teachers seeking recertification. Prerequisite: Departmental permission required.

TED-2821 TEACHING READING IN THE CONTENT AREAS: PART II. 3 CREDITS

Expands upon Part I, focusing on types of reading, skills in reading and instruction. The emphasis is on teaching secondary students to learn from text. Participants will formulate research questions, complete a literature review and implement and evaluate a coherent literacy plan. Participants also will implement reading and writing strategies that promote understanding of subject area content. This course is intended for those persons who have a bachelor's degree and are seeking initial teacher certification and for teachers seeking recertification. Prerequisite: Departmental permission required.

TED-2830 ASSESSMENT OF STUDENTS. 3 CREDITS

An introduction to tests and measurement in an educational setting. Students will construct the knowledge and understanding needed for selecting, administering, diagnosing, evaluating and reporting results of standardized and informal techniques of measurement. This course will review definition, concepts, and current issues in measurement. This course is intended for those persons who have a bachelor's degree and are seeking initial teacher certification and for teachers seeking recertification. Prerequisite: Departmental permission required.

TED-2840 ELEMENTARY METHODS. 3 CREDITS

This course focuses on strategies of teaching in the elementary grades and knowledge of the theory and research supporting these strategies. Opportunities for practice of planning and delivery of instruction will be provided. A goal of this course is to develop the habit of reflective practice and to foster collaborative problem solving. This course is intended for those persons who have a bachelor's degree and are seeking initial teacher certification and for teachers seeking recertification. Prerequisite: Departmental permission required.

TED-2850 SECONDARY METHODS. 3 CREDITS

This course is designed to provide secondary teachers with knowledge of theory and teaching practices, current educational goals, both nationally and locally and trends in educational assessment and application. This knowledge will be used to plan, design and conduct effective instruction. Supplemental topics will include multiculturalism and classroom management. This course is intended for those persons who have a bachelor's degree and are seeking initial teacher certification and for teachers seeking recertification. Prerequisite: Departmental permission required.

**TED-2900 SPECIAL EDUCATION METHODS:
BIRTH-12TH GRADE. 3 CREDITS**

Students will understand and use a variety of organization, teaching and classroom management strategies. The course will focus on effective practices in different settings with all disability groups, as well as collaboration with other involved professionals and parents. This course is intended for those persons who have a bachelor's degree and are seeking initial teacher certification and for teachers seeking recertification. Prerequisite: Departmental permission required.

**TED-2901 SPECIAL EDUCATION METHODS:
BIRTH-6TH GRADE. 3 CREDITS**

Students develop knowledge and skills in planning lessons for diverse learners, teaching oral language, writing, reading, mathematics and content area material to students with special needs in both early childhood and elementary settings. In addition, students will explore special topics including inclusion, transitioning and social skills development. This course is intended for those persons who have a bachelor's degree and are seeking initial teacher certification and for teachers seeking recertification. Prerequisite: Departmental permission required.

**TED-2902 SPECIAL EDUCATION METHODS:
GRADE 6–GRADE 12. 3 CREDITS**

Focuses on current practices in teaching students with special needs in grades 6 through 12. Students will review/demonstrate a variety of teaching techniques in the areas of functional skills, managing the learning environment, reading, writing, mathematics and the content areas. Special focus is placed on transition education and services for adolescents. This course is intended for those persons who have a bachelor's degree and are seeking initial teacher certification and for teachers seeking recertification. (Formerly offered as EDU-2220. Students may not receive credit for both EDU-2220 and TED-2902.) Prerequisite: Departmental permission required.

**TED-2950 SPECIAL EDUCATION ASSESSMENT PART I:
BIRTH-12TH GRADE. 3 CREDITS**

Provides the opportunity for students to develop the knowledge and skills for selecting, administering, interpreting, diagnosing, reporting, using assessment data, monitoring and evaluating of the instructional program. Legal perspectives, technical aspects of assessment tools, accommodations, computer as a tool for assessment, and nondiscriminatory testing will be examined. This course is intended for those persons who have a bachelor's degree and are seeking initial teacher certification and for teachers seeking recertification. Prerequisite: Departmental permission required.

**TED-2951 SPECIAL EDUCATION ASSESSMENT PART II:
BIRTH-12TH GRADE. 3 CREDITS**

Fosters development of knowledge and skills in assessment, administration, interpretation, programming and alignment of test data with teaching standards. Trends in informal assessment, vocational assessment, work sample analysis, task analysis, portfolios and teacher-made tests will be explored. This course is intended for those persons who have a bachelor's degree and are seeking initial teacher certification and for teachers seeking recertification. Prerequisite: Departmental permission required.

TELEVISION, RADIO AND FILM (TRF)

Communication and Theatre Department
Queen Anne Fine Arts, Room 113 | 301-322-0926

TRF-1310 INTRODUCTION TO MASS COMMUNICATION. 3 CREDITS

Mass media systems: their history, regulation, aesthetics and contemporary impact. Prerequisites: Reading and oral proficiencies or SPH-0955 and ESL-0106 (formerly SPH-1000 and ESL-1060) with grades of C or higher.

TRF-1330 TELEVISION PRODUCTION I. 3 CREDITS

Techniques of studio production and basic field techniques with practice in student productions. Prerequisites: Reading and oral proficiencies or SPH-0955 and ESL-0106 (formerly SPH-1000 and ESL-1060) with grades of C or higher. 2 class/2 lab hours.

TRF-1410 INTRODUCTION TO RADIO. 3 CREDITS

Radio as a mass medium: origins and techniques of programming, scriptwriting, announcing, studio production and station operation. Prerequisites: Reading and oral proficiencies or SPH-0955 and ESL-0106 (formerly SPH-1000 and ESL-1060) with grades of C or higher. 2 class/2 lab hours.

TRF-2040 INTRODUCTION TO BROADCAST NEWS. 3 CREDITS

Provides training in electronic news gathering, interviewing, story developing, reporting, editing and producing news for radio and television. Prerequisites: Reading and oral proficiencies or SPH-0955 and ESL-0106 (formerly SPH-1000 and ESL-1060) with grades of C or higher. 2 class/2 lab hours.

TRF-2310 INTRODUCTION TO FILM. 3 CREDITS

Historical, artistic and sociological trends of the cinema, supplemented by film viewing and analysis. Credit may not be received for both EGL-2310 and TRF-2310. Prerequisites: Reading and oral proficiencies or SPH-0955 and ESL-0106 (formerly SPH-1000 and ESL-1060) with grades of C or higher.

TRF-2330 TELEVISION PRODUCTION II. 3 CREDITS

Television production emphasizing field production and editing. Prerequisites: TRF-1330 and permission of department. 3 class/2 lab hours.

TRF-2340 DIGITAL VIDEO EDITING. 3 CREDITS

An Introduction to the theory and practice of post-production techniques and aesthetics, while exploring key terms, functions, and concepts of non-linear editing. Students will learn the equipment and processes used to manipulate video and audio using professional nonlinear editing software. Prerequisites: TRF-1330 with a grade of C or higher. 2 class/3 lab hours.

TRF-2910–2930 COOPERATIVE EDUCATION. 1–3 CREDITS

A maximum of six credits of cooperative education and internship experiences may be applied to any degree. These credits may not transfer to all four-year institutions. Contact the Career Services Office, Marlboro Hall Room 2102, 301-322-0109, for more complete information.

THEATRE (THE)

Communication and Theatre Department
Queen Anne Fine Arts, Room 119 | 301-322-0920

THE-1010 INTRODUCTION TO THE THEATRE. 3 CREDITS H

Appreciating the director, the actor, the playwright, and the people behind the scenes in today's theatre. Prerequisites: Reading and oral proficiencies or SPH-0955 and ESL-0106 (formerly SPH-1000 and ESL-1060) with grades of C or higher. (Honors version available.)

THE-1020 PRINCIPLES OF ACTING I. 3 CREDITS

The experience of acting, involving imagination, body movement, voice techniques, stage awareness, and characterization. Prerequisites: Reading and oral proficiencies or SPH-0955 and ESL-0106 (formerly SPH-1000 and ESL-1060) with grades of C or higher. (Formerly THE-2010. Students may not receive credit for both THE-2010 and THE-1020.)

THE-1030 INTRODUCTION TO STAGE TECHNOLOGY. 1 CREDIT

Overview of stage technology as a profession, including its history, architecture, jargon, opportunities, educational, and practical requirements. Includes field work. Prerequisites: Reading and oral proficiencies or SPH-0955 and ESL-0106 (formerly SPH-1000 and ESL-1060) with grades of C or higher, or permission of the department.

THE-1040 INTRODUCTION TO EVENT STAGING. 4 CREDITS

Introduction to the job of a stage carpenter, emphasizing familiarity with the stage space and its equipment, routine of loading a show into the theatre, and running a show. 2 class/4 lab hours.

THE-1050 PLAY PRODUCTION. 3 CREDITS

Basic elements involved in the production of plays in a community or nonprofessional setting. Prerequisites: Reading and oral proficiencies or SPH-0955 and ESL-0106 (formerly SPH-1000 and ESL-1060) with grades of C or higher.

THE-1060 THEATRICAL RIGGING. 4 CREDITS

Introduction to the job of a stage flyman/rigger, including familiarity with flying and rigging equipment, routine of hanging a show, and running a show on the flyrail. Prerequisites: Reading and oral proficiencies or SPH-0955 and ESL-0106 with grades of C or higher. 2 class/4 lab hours.

THE-1080 LIGHTING FOR THE STAGE. 4 CREDITS

Introduction to the job of a stage electrician, emphasizing familiarity with lighting equipment, electrical basics, and running show electrics. Prerequisites: Reading and oral proficiencies or SPH-0955 and ESL-0106 with grades of C or higher. 2 class/4 lab hours.

THE-1090 FUNDAMENTALS OF MOVEMENT. 3 CREDITS

An examination of various styles of movement for acting, including mime, dance, and stage combat. Prerequisite: Reading and oral proficiencies or SPH-0955 and ESL-0106 (formerly SPH-1000 and ESL-1060) with a grade of C or higher.

THE-1100 CONCERT AND STAGE SOUND REINFORCEMENT. 4 CREDITS

Introduction to the job of a stage sound person, familiarity with stage and concert sound equipment, loading in show sound, setting up show sound, and running show sound. Prerequisites: Reading and oral proficiencies or SPH-0955 and ESL-0106 with grades of C or higher. 2 class/4 lab hours.

THE-1110 INTRODUCTION TO STAGE MAKEUP. 2 CREDITS

Theory and application of stage makeup, covering the creation of types, characters, race, and historical periods. Prerequisites: Reading and oral proficiencies or SPH-0955 and ESL-0106 (formerly SPH-1000 and ESL-1060) with grades of C or higher.

THE-1130 FUNDAMENTALS OF THEATRICAL DESIGN. 3 CREDITS

An examination of the aspects of theatrical design from concept to presentation.

THE-1150 TECHNICAL THEATRE. 3 CREDITS

Principles and production of scenery and lighting for the theatre. Prerequisites: Reading and oral proficiencies or SPH-0955 and ESL-0106 (formerly SPH-1000 and ESL-1060) with grades of C or higher.

THE-2010 PRINCIPLES OF ACTING I. 3 CREDITS

Course has been re-numbered. See THE-1020 above.

THE-2020 PRINCIPLES OF ACTING II. 3 CREDITS

Continuation of THE-2010. Focuses on the further refinement of acting skills. Prerequisite: THE-2010.

THE-2030 FUNDAMENTALS OF SCRIPT ANALYSIS. 3 CREDITS

Detailed study of the play by analyzing structure, genre, theme, style, character, and language. The course also will include an examination of the actor's role in script analysis and the roles of the director, playwright, dramaturge, and audience in the play. Prerequisite: Reading and oral proficiency.

THE-2040 EVENT AND CONFERENCE MULTIMEDIA PRODUCTION. 3 CREDITS

Introduction to audiovisual equipment, routines of setting up special events, and routines of working in convention and hotel venues. Prerequisites: Reading and oral proficiencies or SPH-0955 and ESL-0106 with grades of C or higher. 2 class/2 lab hours.

THE-2050 FUNDAMENTALS OF THEATRE HISTORY I. 3 CREDITS

A study of the development of the theatre from its earliest beginnings to the 17th century. The course will examine archeological evidence, physical structures and how they were used in theatre and the development of the playwright and play. Prerequisite: Reading and oral proficiency.

THE-2060 THEATRE COMPUTER AUTOMATION AND CONTROL. 3 CREDITS

Introduction to automated lighting equipment and control, familiarity with stage automation and motion control systems, assembling and using the systems. Prerequisites: Reading and oral proficiencies or SPH-0955 and ESL-0106 with grades of C or higher. 2 class/2 lab hours.

THE-2080 STAGE SCENERY CONSTRUCTION. 4 CREDITS

Emphasizes familiarity with scene shop equipment and tools, materials, hardware, joinery, layout, and construction of scenery. Prerequisites: Reading and oral proficiencies or SPH-0955 and ESL-0106 with grades of C or higher. 2 class/4 lab hours.

THE-2100 CONCERT AND STAGE SPECIAL EFFECTS. 3 CREDITS

Introduction to stage special effects, electrical and mechanical machinery, firearms, and pyrotechnics. Prerequisites: Reading and oral proficiencies or SPH-0955 and ESL-0106 with grades of C or higher. 2 class/2 lab hours.

THE-2120 FILM AND STUDIO MECHANICS. 3 CREDITS

Introduction to film/video production, production organization and job areas, and production techniques unique to film. Prerequisites: Reading and oral proficiencies or SPH-0955 and ESL-0106 with grades of C or higher. 2 class/2 lab hours.

THE-2890H HONORS COLLOQUIUM IN THEATRE. 3 CREDITS

This honors colloquium will examine special topics in the field of theatre and their relevance across disciplinary perspectives. The issues to be addressed in each colloquium will vary from semester to semester. These courses are designed for students in the Honors program, but are open to others with the approval of the honors coordinator or the instructor. Prerequisites: Reading proficiency and permission of instructor or honors coordinator.

THE-2910-2930 COOPERATIVE EDUCATION. 1-3 CREDITS

A maximum of six credits of cooperative education and internship experiences may be applied to any degree. These credits may not transfer to all four-year institutions. Contact the Career Services Office, Marlboro Hall, Room 2102, 301-322-0109, for more complete information.

WOMEN'S STUDIES (WMS)

History, Political Science, Geography, and Anthropology Department | Marlboro Hall, Room 2018 | 301-322-0527

The Women's Studies Option of General Studies is an interdisciplinary degree. It includes courses in English, health, history, psychology, and sociology that focus on women's interests and needs.

WMS-1010 INTRODUCTION TO WOMEN'S STUDIES. 3 CREDITS

SS

An interdisciplinary approach featuring recent scholarship on women, gender, and feminist theory that critically examines assumptions about gender. The readings and assignments reflect women's experiences with race, class, and gender and provide information about women's psychology, biology, roles, experiences, contributions, and history. Prerequisite: Reading proficiency.

CHAPTER 10

TRANSFER OPPORTUNITIES

Many students who attend Prince George's Community College (PGCC) do so to prepare for transfer to a four-year college or university. Community college alumni routinely transfer to colleges in Maryland, the Washington metropolitan area, and throughout the United States. From the beginning of their enrollment here, students need to select a program of study which is designed to facilitate transfer. They also should see an academic advisor periodically to evaluate future course selection plans and to determine current transfer criteria at the four-year college or university being considered. Those who plan for this goal and seek professional advice, both early and consistently, may ensure maximum success in the transfer process.

After consulting with an academic advisor, students who intend to transfer to a public college or university within the state of Maryland may use a computerized system known as ARTSYS, developed by the University of Maryland, to determine which of our courses are best suited to their intended four-year major. Students who intend to transfer out of state may still use our curriculum planning guides, available online and from Advising and Transfer Services, to chart the ideal selection of courses.

The department, located in Bladen Hall, Room 124, offers more focused, one-on-one assistance with transfer course planning and selection, especially for those who need help determining which college or university would be best in terms of their intended major and their financial requirements. Call 301-322-0151 for more information about Advising and Transfer Services.

ARTICULATION AGREEMENTS

To increase transfer opportunities and baccalaureate degree options for students, Prince George's Community College has formed articulation agreements with many public and private four-year colleges and universities throughout the metropolitan area, including Maryland state universities. Articulation agreements maximize the number of credits students will be able to transfer from Prince George's Community College by specifying required curricula and policy that will facilitate the student's transition from one institution to another. Articulation agreements are maintained with the institutions listed on following pages for students completing their studies at Prince George's Community College.

TRANSFER INSTITUTION

TRANSFER FOCUS

American University

- Bachelor degree in Business
- Bachelor degree programs (open to Honors Program graduates)

Argosy University

- Bachelor degree programs (open to A.A., A.S., and A.A.S. graduates)

Bowie State University

- Bachelor degree in Technology

Capitol College

- Bachelor of Science degree in Information Assurance
- Bachelor of Science degree in Business Administration

College of Notre Dame of Maryland

- Bachelor degree in Business Administration

Excelsior College

- This online college accepts up to 90 credits from graduates.

Georgetown University

- Bachelor of Arts degree in Liberal Studies

Goucher College

- Bachelor degree programs (open to Honors Academy graduates)

Howard University

- Bachelor degree programs
-

TRANSFER INSTITUTION	TRANSFER FOCUS
Johns Hopkins University School of Continuing Studies	<ul style="list-style-type: none"> • Bachelor degree in Business and Management (open to part-time students and program graduates)
Kaplan University	<ul style="list-style-type: none"> • Bachelor degree programs
Salisbury University	<ul style="list-style-type: none"> • Bachelor degree in Fine Arts
St. Mary's College of Maryland	<ul style="list-style-type: none"> • Bachelor degree programs (open to Honors Academy and Program graduates)
Stevenson University	<ul style="list-style-type: none"> • Bachelor degree in Nursing
Strayer University	<ul style="list-style-type: none"> • Bachelor degree programs (open to all graduates)
The Catholic University of America	<ul style="list-style-type: none"> • Bachelor degree programs (open to Honors Academy graduates)
The Catholic University of America	<ul style="list-style-type: none"> • Bachelor degree programs in General Studies and Business
Metropolitan School of Professional Studies	(open to Business Management and Hospitality Services Management graduates)
Towson University	<ul style="list-style-type: none"> • Bachelor degree in Teacher Education program (open to A.A.T. graduates) • Maryland Honors College Teaching Certification (open to A.A.T. graduates) • Bachelor of Technical and Professional Studies in Allied Health • Bachelor of Technical and Professional Studies in Information Technology • Bachelor degree programs, Honors College (open to Honors Academy graduates)
University of Baltimore	<ul style="list-style-type: none"> • Bachelor degree in Applied Information Technology • Bachelor degree in Forensic Studies
University of Maryland Baltimore County	<ul style="list-style-type: none"> • Bachelor degree in Teacher Education Program (open to A.A.T. graduates) • Maryland Honors College Teaching Certification (open to A.A.T. graduates)
<p>Maryland Transfer Advantage Program (MTAP): While at Prince George's Community College, students admitted to MTAP receive a 25 percent tuition discount on three courses at University of Maryland, Baltimore County and other benefits.</p> <p>Transfer Student Alliance (TSA): While at Prince George's Community College, students admitted to TSA receive a 25 percent discount on up to three courses at University of Maryland, Baltimore County and other benefits.</p>	

TRANSFER INSTITUTION

TRANSFER FOCUS

University of Maryland, College Park

- Bachelor degree programs (open to qualified program graduates)

Hillman Entrepreneurs Scholarship Program: *Competitive admission for aspiring entrepreneurs in any area of study. Funded by the David H. and Suzanne D. Hillman Family Foundation, Inc.*

University of Maryland
University College

- Bachelor degree programs (open to qualified program graduates)
- General transfer agreements in the following areas: Accounting, Business Administration, Business Management, Communication/Writing, Computer Information Systems, Criminal Justice, English, Forensic Science, Paralegal Studies, Psychology, and Sociology.

University of Pittsburgh

- Bachelor of Science in Information Systems

Washington College

- Bachelor degree programs (open to Honors Academy graduates)

CHAPTER 11

STUDENT OPPORTUNITIES

ACADEMIC SUPPORT SERVICES AND PROGRAMS

AFRICAN-AMERICAN STUDIES INSTITUTE

Marlboro Hall, Room 2028 | 301-322-0535

The African-American Studies Institute (AASI) at Prince George's Community College is an intellectual hub for coordinating academic programs, courses, and events focusing on the African experience throughout the Diaspora. The AASI fulfills this purpose through research, advocacy, community outreach, training, and partnering to facilitate the examination of national and local issues and trends that impact Prince George's County in the areas of education, health, crime, economic empowerment, and workforce issues. The objectives of the AASI are to:

- Promote African-American studies courses to enrich the Prince George's Community College academic program. (Refer to African-American Studies option.)
- Partner with civic, political, economic and educational organizations in Prince George's County to develop action plans for addressing local and national issues impacting county residents
- Serve as an archive and clearinghouse for the dissemination of information, publications, research, and resources concerning Africans throughout the Diaspora
- Provide a learning-centered, community-based vehicle for faculty, students, staff, scholars and community leaders to engage in cultural, historical, educational and scientific research and programming
- Create professional development opportunities and promote standards of excellence for students by offering apprenticeships, internships, institutes, capstone projects, and service learning
- Develop articulation agreements with historically black colleges and universities to increase transfer, retention, and graduation rates among African-American students
- Promote student study abroad, faculty exchanges, and international learning experiences with institutes of higher learning in African-American studies.

COLLEGIAN CENTERS

The college has six Collegian Centers that bring students in particular disciplines together for academic activities and opportunities. The six Collegian Centers are:

- **Administration of Justice Collegian Center** | ajcollegiancenter@pgcc.edu
For students interested in criminal justice, corrections, forensic science, paralegal/pre-law, fire science, or cybercrime investigation
- **Business Collegian Center** | bernardcenter@pgcc.edu
For students interested in business management and accounting
- **Health Sciences Collegian Center** | healthsciencescollegiancenter@pgcc.edu
For students admitted to any of the Health Sciences clinical programs
- **Humanities Collegian Center** | humanitiescollegiancenter@pgcc.edu | academic.pgcc.edu/hcc
For students interested in art, communication, English, language studies, music, philosophy, and theatre
- **PSE Collegian Center** | psecollegiancenter@pgcc.edu
For students interested in psychology, sociology, and education
- **STEM Collegian Center** | stemcollegiancenter@pgcc.edu | academic.pgcc.edu/scc
For students interested in science, technology, engineering, and mathematics

THE COMMUNITY FINANCIAL CENTER OF PRINCE GEORGE'S COMMUNITY COLLEGE

Bladen Hall, Room 218 | 301-322-0713 | cfc@pgcc.edu

The Community Financial Center of Prince George's Community College supports financial literacy and asset building for students and residents of Prince George's County. The center provides free tax services, financial education, and access to financial information and resources. Students who wish to volunteer with the center or access financial services and opportunities should contact the office.

COMPUTER LABS

The college provides students with comprehensive, conveniently located academic computer support and services. Open walk-in labs, located in Bladen Hall and the Center for Advanced Technology, offer access to a wide range of educational and productivity software and are staffed with support personnel to provide individual assistance. Each open lab is equipped with networked PCs with Internet access and printing capabilities. The college also provides computer labs and services for students at Joint Base Andrews, University Town Center in Hyattsville, and Laurel College Center.

The Health Technology Learning Center provides access to computers and a variety of computer applications designed for drill, self-paced study, tutoring, and prescribed learning. The lab also offers exercises in non-computer formats to accommodate the diversity of students enrolled in health science clinical programs.

The Mathematics Learning Center provides mathematical assistance, computer facilities, and small group meeting and study rooms for credit mathematics students.

The college also has computer classrooms that support specific content areas such as accounting, art, computer information systems, continuing education, engineering technology, English, health sciences, language studies, mathematics, science, and social sciences.

OPEN WALK-IN LABS

- **Bladen Hall Computer Center**
Room 104
301-322-0999
- **Center for Advanced Technology Open Lab**
Rooms 101 and 201
301-322-0990, extension 9091
- **Health Sciences Computer Lab**
Center for Health Studies, Room 1202
301-322-0733
- **Mathematics Learning Center**
Marlboro Hall, Room 3104
301-583-5257

DEVELOPMENTAL STUDIES PROGRAM

Learning Foundations Division | Marlboro Hall, Room 2118 | 301-322-0495

The Developmental Studies Program exists to help students develop academic skills for succeeding in college-level courses. The program focuses on basic skills in reading, writing and mathematics. The program also emphasizes study and test-taking strategies, calculator and computer skills and laboratory skills—all important for success in college.

Students in the program use self-paced learning features such as computer-assisted instruction, computer-monitored feedback on individual progress, and individualized laboratory experiences to improve specific skills.

Providing ways for students to make the most of their potential is a priority of the Developmental Studies Program. Students can work with mentors, counselors, faculty and peer tutors to address special needs and concerns. To give students more opportunities to use the program, daytime and evening courses are offered on the college's main campus in Largo. In addition, some developmental studies courses are offered at off-campus extension centers and online.

Most developmental studies courses are equivalent to four semester hours for academic load and tuition purposes and for financial aid eligibility. Equivalent hours (EHs) are awarded to students for successful completion rather than credits. Developmental studies courses do not carry academic credit toward a certificate or an associate degree and are not transferable to another college.

INSTRUCTIONAL COMPONENTS

Below are the four instructional components and accompanying course titles of the Developmental Studies Program. Course descriptions for each of the instructional components can be found in Chapter 6.

1. Developmental Learning Support (DLS)
2. Developmental English (DVE)
3. Developmental Mathematics (DVM)
4. Developmental Reading (DVR)

DEVELOPMENTAL MATH REDESIGN

The Developmental Mathematics Sequence (DMS), which includes DVM-0031, DVM-0071, and MAT-0104, has been redesigned. These new classes are very different from traditional mathematics classes. They are scheduled in modern computer classrooms featuring an individual computer-based study using a sequence of modules. Students must master the content of one module before moving to the next module. An instructor-tutor team will be assigned to each class and provide students guidance and/or mini-lessons when needed and will include supplemental learning activities. This newly design model offers students the opportunity to work and progress more rapidly through the DMS, possibly reducing the time required to complete developmental coursework. The goal is for students to complete the DMS and be successful in credit-level mathematics courses needed to earn a degree.

INTERNATIONAL EDUCATION CENTER

Lanham Hall, Room 221 | 301-322-0750 | internationalcenter@pgcc.edu | www.pgcc.edu/go/internationalcenter

The International Education Center is a welcome center for new students from other countries, providing academic support and assistance to students who need help with courses or with understanding the American higher education system. The center brings international and American students together for learning enrichment activities, including a variety of discussion forums that foster awareness and understanding of cultural and global issues. As a resource for faculty and staff, the center offers guidance in developing strategies to integrate globalization into the curriculum, identifies sources of educational opportunities abroad, and assists with intercultural communication. Additionally, the center hosts a network of organizations in Prince George's County that serve international populations. The International Education Center programs and services include:

- **British Debates**

The English-Speaking Union's selected British debate team presents global perspectives to Prince George's Community College students.

- **Guest Speakers**

Student panels and guest speakers present and discuss topics of interest to international students, such as the law and immigration, human trafficking, African and African-American perspectives, and avenues to peace in the Middle East.

- **Global Café**

Students set up country tables at this event each semester to teach about their nations and their cultures, bringing traditional food, music, clothing, pictures, and artifacts.

- **International Education Week**

This is an annual November celebration of the diverse cultures at the college.

- **International Populations Network**

This network brings together Prince George's County organizations and ethnic community groups that serve international populations, including county refugees and immigrants.

- **International Student Speakers Bureau**

International students volunteer to speak to groups on campus and in the classroom.

- **Kaleidoscope Club**

This social club provides opportunities for international students and U.S. American students to develop deeper understanding.

- **Learning Our Viewpoints**

This open student forum meets twice a month to discuss cultural, racial, and religious perceptions.

- **Student Mentoring Partners**

Newcomers are paired with experienced students from their country or from the United States to learn how to be successful in U.S. higher education and to practice U.S. English.

- **Travel Study at Prince George's Community College**

The International Education Center offers information on travel study opportunities. For example, the Business Studies Department offers international travel during spring break. For more information on the courses that include international travel, call 301-322-0750. Other travel study opportunities can be found at the International Education Center website at www.pgcc.edu/go/internationalcenter and at the Maryland Community College International Education Consortium website at www.mcciec.org.

INTERNATIONAL STUDENT SERVICES AND PROGRAMS

Prince George's Community College values the diversity of the backgrounds of its students. To promote that diversity, all international students and non-native speakers of English will find ready access to a variety of coordinated programs and services that support admissions, advising, academic assessment, personal counseling, coursework and involvement in college clubs, events and activities. Quality instruction is provided in writing and reading fluent, understandable English and speaking Standard American English at a wide range of levels. Ease of entry into these and other college courses is supported by services designed to enhance the college experience.

LOCATIONS

- **Admissions and Records**

Bladen Hall, Room 126
301-322-0815

- **ESL (Language Studies) Department/Courses**

Bladen Hall, Room 318
301-322-0946

- **Academic Advising**

Bladen Hall, Room 124
301-322-0151
advising@pgcc.edu

- **Speech (Communication and Theatre) Department/Courses**

Queen Anne Fine Arts, Room 113
301-322-0926

Prince George's Community College is authorized by the Bureau of Citizenship and Immigration Services (BCIS) to issue I-20s to foreign students who wish to study at the college. Persons who wish to attend on an F-1 student visa should contact the Office of Admissions and Records or the Academic Advising Office for complete information regarding entrance criteria. This office also issues all documents needed to maintain good standing with BCIS. Students wishing to apply for any change in status should contact an International Student Advisor located in the Academic Advising Office.

International students must meet with an advisor who will assist them in building a class schedule that places them in the appropriate English as a Second Language (ESL) and Speech Communication (SPH) courses. All students seeking enrollment in credit courses for the first time are required to demonstrate basic academic proficiencies in reading, written and oral expression, and mathematics. English language courses for non-native speakers include instruction in grammar, writing, reading, listening, and speaking. They are designed to prepare students to communicate effectively in all settings.

LIBRARY

ACCOKEEK HALL | 301-322-0462 (ADMINISTRATION) | 301-322-0475 (CIRCULATION) | 301-322-0476 (REFERENCE)

The library provides access to a wide variety of information resources, services and technologies. Materials are selected first for their relevance to the instructional programs and second for their potential to serve the cultural and recreational interests of the college and community.

The library collection consists of approximately 65,000 volumes, 150,000 e-books, 50 electronic databases, 35,000 streaming videos, and 5,000 audiovisual materials. Skilled professionals are prepared to help locate information needed for study and research. Access to state and national information resources is provided through interlibrary loan and the Internet. Books, periodicals, and audiovisual materials are accessed through the website at library.pgcc.edu.

MARLBORO LEARNING LAB

The college provides additional support for students needing extra help to overcome academic deficiencies. Faculty members are available in their offices on a regular basis to help students. Learning lab technicians and specialists help students learn how to use computer programs and other technology used in developmental courses. Instructional program coordinators also are assigned in the Marlboro Learning Lab to work with students in the areas of writing, reading, and mathematics to ensure further understanding of software programs for drills, self-paced study, exercises on tape, video, and other kinds of technologies to increase academic skills.

Trained math, English, and reading tutors work with students one-on-one or in groups to overcome academic shortcomings. In addition, trained tutors in the Tutoring Center work one-on-one with students in writing and mathematics. For more information, call 301-322-0503.

MENTORING PROGRAM

Marlboro Hall, Room 2038 | 301-386-7587

The Mentoring Program provides first-time students (mentees) with a mentor who complements and supplements the institution's academic advising services to meet mentees' educational and career needs. The Mentoring Program offers an interdisciplinary and holistic approach to provide each mentee with an individualized and customized learning experience. Thus, the mission is to endow each mentee with the necessary knowledge, skills and abilities to be successful in pursuit of his/her educational and career goals.

PROGRAM OUTCOMES

- Increase mentees' decision-making abilities and self-confidence
- Develop rapport and a supportive relationship between mentor and mentee
- Establish a network and partnership among mentors and mentees
- Promote mentee success and learner-centered satisfaction
- Continually improve the efficacy and quality of the Mentoring Program through assessment
- Improve the college's student retention, engagement, and graduation rates

SERVICE-LEARNING

Lanham Hall, Room 225 | 301-322-0713 | servicelearning@pgcc.edu

The Service-Learning Program encourages the development of civic responsibility through students' participation in community service projects that support their academic objectives. Through Service-Learning, students learn actively, applying principles learned in the classroom while developing critical, reflective thinking as well as personal and civic responsibility.

Service-Learning at Prince George's Community College is an academic component that can be integrated within the coursework of most disciplines and also is available as a separate independent credit course. Students who participate enhance their academic skills, while developing a better understanding and appreciation of civic responsibility.

TUTORING CENTER

Bladen Hall, Room 107 | 301-322-0748

The Tutoring Center provides one-on-one and small group tutoring in a variety of subjects. Students are allowed to make two one-hour appointments per subject, per week for courses in which they are currently enrolled. Appointments can be made in person, by phone (301-322-0748) or on a walk-in basis (when a tutor is available). Limited tutoring is available at University Town Center (301-277-5934) and at Laurel College Center (410-772-4162).

WRITING CENTER

Bladen Hall, Room 107 | 301-322-0748

The Writing Center offers one-on-one tutoring for any writing assignment in any credit course. Faculty tutors work with students at any stage of the writing process, helping them to generate and support ideas, organize material, incorporate and document sources, revise effectively, and address all other writing concerns. Grammar, ESL, and speech tutoring also are offered. For more information, visit http://www.pgcc.edu/Services_and_Support/Support_Services/Academic_Support_and_Tutoring/Tutoring_and_Writing_Centers/Tutoring_and_Writing_Centers.aspx

CAMPUS LIFE AND ACTIVITIES

ALUMNI ASSOCIATION

Development Office | Marlboro Hall, Room 2011 | 301-322-0858

The Prince George's Community College Alumni Association is open to all graduates of an associates or certificate program, former students of the college who have attained a minimum of 15 credits, or Workforce Development and Continuing Education students who have completed at least four noncredit courses. Members of the Alumni Association receive identification cards that admit them to campus movies, the library, Novak Field House, and entitle them to discounted use of the Natatorium. Members are also welcome to use Career Services and participate in the college's PC Purchase program.

BOOKSTORE

Largo Student Center, First Floor | 301-322-0912 | www.pgccbookstore.com

Students may purchase books and supplies from the college bookstore, which is an independent facility that leases its campus location. The bookstore carries required textbooks and trade books, as well as a wide selection of supplies, athletic clothing, popular books and magazines, and a variety of gift items and novelties. Special hours for holidays, registration, and first week of classes are posted.

CAMPUS ACTIVITIES BOARD

College Life Services | Largo Student Center, Second Floor | 301-322-0853

The Campus Activities Board is a student group charged with the responsibility of creating and implementing campus-wide social, recreational, and co-curricular events for the college community. The students in the organization get involved and network with faculty, administrators, agencies, and college stakeholders to provide a high-quality program of activities outside the classroom at Prince George's Community College. Leaders of the Campus Activities Board are recognized student leaders who work closely with the Student Governance Board and attend college-sponsored leadership programs that prepare them to fulfill the responsibilities of their positions.

CLUBS AND ORGANIZATIONS

College Life Services | Largo Student Center, First Floor | 301-322-0853

See the current Prince George's Community College's Student Handbook for an updated listing and descriptions of college clubs and organizations. More than 35 clubs and organizations are active on campus.

To support learning outside the classroom as well as within, the activities program at the college includes a wide variety of offerings—student governance and leadership development, intramural and intercollegiate sports, music and drama, cultural events, and recreational activities—to serve the needs and interests of all campus citizens. The Office of College Life Services serves as the focal point for these activities and is the point of contact for registering a campus organization, scheduling and publicizing events, and receiving help with all types of activity programming projects or special needs.

To receive complete information on all organizations and an explanation of student rights and responsibilities, contact College Life Services and request a copy of the Student Handbook. To obtain a listing of upcoming events on campus or to take the first step toward getting involved in a group or project, contact this office and ask to speak with someone for more information.

DINING SERVICES

Largo Student Center, Second Floor | 301-322-0904

The food service areas on campus are operated on a contracted basis. The areas consists of a full-service dining hall, a cyber café, vending areas, catering services, and food and drink machines in various campus locations.

HOURS OF OPERATION

CYBER CAFÉ (3rd floor Center for Advanced Technology)

- Monday–Friday 8 a.m.–8 p.m.
- Saturday 8 a.m.–2 p.m.

DINING HALL (2nd floor Largo Student Center)

- Monday–Thursday 7:30 a.m.–6 p.m.
- Friday 7:30 a.m.–2 p.m.

MARVELOUS MARKET (1st floor Center for Health Studies)

- Monday–Friday 8 a.m.–5 p.m.

Special hours are posted for periods when classes are not in session. Refunds on vending may be obtained from any cashier in the dining hall, located in the Largo Student Center.

FINE ARTS

Box Office | Queen Anne Fine Arts, Room 104 | 301-322-0920

The Liberal Arts division of Prince George's Community College sponsors a comprehensive cultural program that includes art exhibits (Marlboro Gallery), dance (Hallam Theatre), films (Rennie Forum, Largo Student Center), music (Hallam Theatre), and theatrical productions (Hallam Theatre). Students holding a valid college ID card are admitted free of charge to most events. Students interested in participating in one of these programs should contact the related academic department for more information.

INTERCOLLEGIATE ATHLETICS

Novak Field House | 301-322-0518

The Prince George's Community College Athletic Department is a member of the National Junior College Athletic Association (NJCAA) and the Maryland Junior College Athletic Conference (MD JUCO). Twelve intercollegiate teams represent the college in the NJCAA and MD JUCO—men's and women's soccer; men's and women's cross-country; men's and women's indoor track; men's and women's basketball; men's baseball; women's softball; and men's and women's outdoor track. Student athletes must meet NJCAA eligibility requirements. Many athletes transfer to four-year colleges to continue their academic and athletic experience.

STUDENT GOVERNANCE ASSOCIATION

College Life Services Office | Largo Student Center, Second Floor | 301-322-0888

Elected by students, the Student Governance Association represents and promotes student interests. It oversees many co-curricular activities and works with faculty and administrators to ensure student representation for the development of college policies and procedures.

STUDENT PUBLICATIONS

College Life Services Office | Largo Student Center, Second Floor | 301-322-0853

The college supports two student-created publications. A student newspaper, *The Owl*, is published every three weeks during the fall and spring semesters. *Reflections*, a literary and arts magazine composed of poetry, short stories, artwork, and essays submitted by students, is published once each semester.

SWIMMING AND EXERCISE FACILITY

Robert I. Bickford Natatorium | Largo Campus | 301-322-0676

The Robert I. Bickford Natatorium houses a 50-meter pool, training pool, weight training room, and four racquetball courts. All of these are available to the college community and the public.

HONORS PROGRAMS AND ORGANIZATIONS

HONORS ACADEMY

Marlboro Hall, Room 1087 | 301-322-0433 | www.pgcc.edu/go/honors

The Honors Academy is designed for academically outstanding honors students who are interested in a rigorous program of academic excellence, intellectual development, leadership and community service.

BENEFITS OF ACADEMY MEMBERSHIP

DUAL ADMISSION

Honors Academy scholars may hold dual admission at Prince George's Community College and a partnering four-year institution. Honors Academy partnering institutions include American University; Catholic University; Goucher College; Howard University; St. Mary's College; Towson University; University of Maryland, Baltimore County; University of Maryland, College Park; and Washington College. Upon graduation from Prince George's Community College, the Honors Academy scholar receives Honors Academy recognition and may seamlessly transfer into a partnering institution. An Honors Academy scholar also may choose to transfer to a college or university that is not part of the dual admission agreement.

FINANCIAL AID

An Honors Academy scholar receives financial support from Prince George's Community College as long as he/she satisfies the requirements of the academy and maintains his/her eligibility. Upon graduation from Prince George's Community College, the Honors Academy scholar will receive financial support from the partnering four-year college or university.

EXCELLENT EDUCATION AND OPPORTUNITIES

At Prince George's Community College, Honors Academy scholars:

- Become members of the Honors Program and Honors Society
- Study with outstanding faculty
- Have an Honors Academy advisor
- May participate in research and internships
- Work with fellow academy scholars
- May be inducted into Phi Theta Kappa, International Honor Society for Two-Year Colleges

APPLICATION REQUIREMENTS FOR THE HONORS ACADEMY

Currently enrolled PGCC students must:

- Have a 3.5 cumulative GPA or higher, based upon at least 12 college credits
- Have at least six out of the 12 credits in general education courses
- Be currently enrolled in or eligible for admission into the Honors Program
- Have received a grade of A in EGL-1010
- Be eligible for MAT-0104 or higher

Incoming students must:

- Have applied for admission to Prince George's Community College
- Have a 3.5 minimum cumulative high school GPA and a 1650 combined essay, math, and critical reading SAT score
- Be eligible for admission into the Honors Program

OBLIGATIONS OF AN HONORS ACADEMY SCHOLAR

Students admitted into the Honors Academy must:

- Be a full-time student
- Maintain a 3.5 cumulative GPA
- Perform 15 hours of community service each semester
- Take a leadership role in the Honors Society, Phi Theta Kappa and throughout campus
- Meet regularly with the Honors Academy advisor to determine the appropriate course of study
- Determine a timetable for completion of an associate degree
- Complete a minimum of seven honors courses, one of which should be an Honors colloquium
- Graduate from Prince George's Community College Honors Program

HONORS PROGRAM

Marlboro Hall, Room 1089 | 301-386-7530 | www.pgcc.edu/go/honors

The mission of the Prince George's Community College Honors Program is to promote the intellectual growth and enrichment of academically outstanding students. The program offers a curriculum that challenges and stimulates students through special honors courses. Members of the college's Honors Program are provided with many unique opportunities. Benefits include:

- Academic advising
- Stimulating classes that provide challenging course work and exciting class discussions
- The designation of honors courses on students' transcripts
- Citation in Honors designation for eligible students
- Awards to outstanding students
- An Honors Blackboard site highlighting Honors Program activities and student achievements
- Co-curricular activities sponsored by the Honors Society
- Membership in Phi Theta Kappa for eligible students
- The opportunity to meet, work, and socialize with other honors students
- Use of the Honors Student Center in Marlboro Hall, Room 1088
- Resume workshops
- Scholarship preparation and support

Students are admitted to the Honors Program based on their college placement examination scores, high school, or college grade-point average, recommendations from professors, or an interview with the Honors Program coordinator. Admission is open to full- and part-time students. To determine eligibility, complete a program application and return it to the Honors Program coordinator in Marlboro Hall, Room 1089. The Honors Program is designed to be compatible with other honors programs throughout the country. Honors courses may be used to fulfill academic requirements for an associate degree in any given program at the college and for transfer to four-year colleges and universities. Talk to an academic advisor for more information on transferring credits.

Honors Program students may receive honors credit through contract or tutorial arrangements. Generally, credit may not be received for a course on a contract or tutorial basis if an honors version of the course is offered. All arrangements for contract credit are handled by the Honors Program coordinator.

CITATION IN HONORS

Students may apply for and earn the Citation in Honors if they have been accepted into the Honors Program, completed a minimum of 15 credits in honors courses and earned an overall cumulative grade point average of 3.25. Students should apply for the Citation in Honors during the semester in which they will complete the requirements. The Citation in Honors is awarded at the annual Student Honors Convocation in the spring.

HONORS PROGRAM OUTCOMES

An Honors Program student graduating from Prince George's Community College should be able to:

1. Demonstrate critical thinking;
2. Communicate effectively;
3. Demonstrate integrity in the application of academic principles and values;
4. Prepare to be a productive global citizen.

HONORS SOCIETY

Marlboro Hall, Room 1090 | 301-583-5293

The Honors Society provides students with co-curricular opportunities including a community service project each semester. The society sponsors a variety of events including a film series, guest speakers, social activities, field trips, and visits to other colleges. The society meets regularly and is always seeking new members. Membership in the Honors Society is an excellent way to meet other students and get involved in college activities.

PHI THETA KAPPA—TAU PI CHAPTER

Marlboro Hall, Room 1090 | 301-583-5293

Phi Theta Kappa International Honors Society was founded in 1918 to recognize the academic achievement of students at two-year colleges. Phi Theta Kappa's programs are based on the hallmarks of scholarship, leadership, service, and fellowship. The organization offers many transfer scholarships available only to society members. Other benefits include automatic nomination for the National Dean's List publication of outstanding students from two-year, four-year, and graduate schools, as well as automatic enrollment in the Phi Theta Kappa database from which four-year and senior-level institutions actively recruit. Membership criteria includes a 3.50 GPA and a 15 credit hour minimum requirement. The Tau Pi chapter at Prince George's Community College inducts new members in the fall semester and at the annual Student Honors Convocation in the spring. As part of the leadership, service and fellowship hallmarks, Tau Pi Chapter members may participate in a community service project each semester.

PSI BETA

Department of Psychology | 301-322-0547

Psi Beta National Honors Society in Psychology for Community and Junior Colleges encourages and recognizes student scholarship and interest in the discipline of psychology. Students enrolled in psychology classes become members by invitation from the campus chapter, which is operated by Psi Beta student members and faculty sponsors. Students are invited to join Psi Beta if they rank in the top 35 percent of their class or have an overall grade point average of 3.00 and have at least a B average in psychology. Psi Beta participates with Psi Chi, the national honor society in psychology for senior colleges and universities, at the American Psychological Association's annual meeting and other regional conventions.

SCHOLARSHIP PROGRAMS www.pgcc.edu/paying_for_college/paying_for_college.aspx**HILLMAN ENTREPRENEURS PROGRAM**

Marlboro Hall, Room 2051 | 301-322-0700 | pgcc.edu/go/Hillman-Entrepreneurs

The Hillman Entrepreneurs Program is an innovative educational initiative tailored to the needs of transfer students who begin their studies at Prince George's Community College and complete their bachelor's degrees at the University of Maryland, College Park. It is a three-year scholarship program targeted to students who have an interest in entrepreneurship and an enthusiasm for starting a business venture or leading a company.

WHAT IT MEANS TO BE A HILLMAN ENTREPRENEUR AT PRINCE GEORGE'S COMMUNITY COLLEGE

- Receive a scholarship for up to 66 percent of tuition and books
- Receive one-on-one advising and mentoring
- Develop entrepreneurial and leadership skills
- Be a member of a group of aspiring entrepreneurs
- Have summer job opportunities
- Earn an associate degree from Prince George's Community College

HOW TO CONTINUE AS A HILLMAN ENTREPRENEUR AT UNIVERSITY OF MARYLAND COLLEGE PARK

- Receive a scholarship for up to 60 percent of tuition and a \$1,000 merit scholarship
- Receive one-on-one advising and mentoring
- Continue to develop entrepreneurial and leadership skills
- Build business ideas with the help of on-site mentors
- Earn a bachelor's degree from University of Maryland, College Park

SELECTION CRITERIA

Students selected to be Hillman Entrepreneurs demonstrate:

- A GPA of 2.5 or higher
- A minimum of 30 credits have been completed by program entry
- Potential for becoming a successful entrepreneur or leader within a larger organization
- Ability to be successful academically and graduate from Prince George's Community College and ultimately from University of Maryland, College Park

PROGRAM REQUIREMENTS

Students must be:

- Maryland residents (U.S. citizens, permanent residents, or covered by the DREAM Act)
- Enrolled (or eligible to enroll) at Prince George's Community College and taking college-level classes
- Enrolled in a program of study that transfers to University of Maryland, College Park (pre-law is not eligible)
- Available for Hillman courses each semester offered during the day
- Committed to additional program and team-building activities
- Progressing successfully toward graduation with an associate degree in a transferable major at Prince George's Community College and toward graduation with a bachelor's degree at University of Maryland, College Park

STUDENT SERVICES AND SPECIAL PROGRAMS www.pgcc.edu/services_and_support/services_support.aspx

ADVISING AND TRANSFER SERVICES

Bladen Hall, Room 124 | 301-322-0151 | advising@pgcc.edu

The Advising Services staff help students develop a plan to accomplish their educational and career goals. Advisors:

- Interpret placement test scores
- Assist with course selection
- Advise on general academic policies and procedures
- Provide information on transfer to other institutions
- Unofficially evaluate student records and transcripts to determine course and program eligibility
- Advise on choice of program of study or major appropriate for educational and career goals
- Conduct workshops on transfer and ARTSYS as well as perform periodic graduation audits
- Help students develop an educational plan (EduPlan) and monitor progress toward program completion, transfer, and graduation
- Refer students to campus programs and services to meet individual needs
- Provide referrals to outside agencies and resources

Students interested in selective admissions programs such as nursing, radiology, respiratory therapy, nuclear medicine technology, or health information management must meet with advisors to discuss special procedures to be followed for admission to these programs. Advisement is also available at Joint Base Andrews, 301-322-0778; University Town Center, 301-277-5934; and Laurel College Center, 866-228-6110.

OWL LINK AND THE ACADEMIC ADVISING PROCESS

While Owl Link provides important online services to help students accomplish educational and career goals, advisors provide students with an overview of Owl Link and the functions of the “My Credit Academic Records.” section of the Credit Students menu. Most importantly, advisors instruct students in the use of the academic planning tool, My Educational Plan (EduPlan).

EDUPLAN

This online tool allows student to plan coursework in advance, keeping them on track to successfully complete their program of study. Students electronically plan coursework in advance for their entire program of study and then register for those future semesters when registration opens to them. EduPlan combines several tools with the powerful “Academic Program Evaluation” to check the student’s progress by looking at four areas: program requirements, completed coursework, in-progress coursework, and planned coursework.

ACCESSING MY EDUPLAN

Once in Owl Link, credit students can access “My Credit Academic Records” and accomplish the following directly through EduPlan:

- Verify personal and academic information.
- Review the Academic Program Evaluation for program of study requirements. This report personalizes program requirements with the student’s coursework and provides a thorough report of an individual student’s academic progress. Planned courses immediately appear on this evaluation. Course status is updated at the time of registration and again after course completion.
- Run the Course Planning Wizard where the course selection process begins. Students can select courses from one or more general education or program concentration categories for planning.
- Create a worksheet, checking course descriptions and prerequisites for proper course sequencing and select the semester each course will be taken.
- View and modify the worksheet to make changes.
- E-mail advising@pgcc.edu with questions about program requirements or course selection.

AIR FORCE ROTC Advising and Transfer Services | Bladen Hall, Room 124 | 301-322-0151 | www.afrotc.umd.edu

Students at Prince George’s Community College have an opportunity to enroll in the Air Force ROTC (AFROTC) Program at the University of Maryland, College Park. AFROTC allows students to work toward becoming an officer in the United States Air Force while pursuing a college degree. To complete the AFROTC program, students must complete a bachelor’s degree after leaving Prince George’s Community College.

CAREER SERVICES

Marlboro Hall, Room 2102 | 301-322-0109 | career_jobs@pgcc.edu

The Career Services staff help students at all stages of career planning, including career exploration, choice of college major, assistance through career transitions, and assistance in acquiring internship positions or engaging in supervised work experiences that align with their major course of study. Advisors assist clients to identify their career goals that use the clients’ skills, interests, and values. The staff provides assistance to clients seeking employment by offering help with job-hunting strategies, interviewing techniques and resume writing. The office maintains job and internship announcements and a list of currently available positions in the metropolitan area. Numerous employers visit the campus throughout the year for on-campus recruitment and interviewing. Other services available include:

- Credit (CAP) and noncredit (JCL) courses on career/life planning and college success
- Free workshops on career and life management topics
- Career counseling and advising
- Resource materials on occupations, national and regional job market projections and strategies for personal and professional development
- Computerized career guidance systems (DISCOVER, Kuder, and Optimal Resume) for assessment and information on occupations and educational programs
- Job fair (fall and spring) and career fairs
- Internet access to career resources

INTERNSHIP OPTIONS

All students pursuing an Associate of Applied Science (A.A.S.) program of study may complete a “culminating experience” (capstone and/or work-based learning course). Students seeking this capstone experience are eligible to begin their work-based learning field experience after completion of 15 credits, six of which must be in their major, and achievement of a 2.0 or higher GPA. All students regardless of degree program are encouraged to seek an internship experience that will enhance their learning and marketability with future employers. Please visit Career Services for additional information.

CASHIER'S OFFICE

Bladen Hall, Room 120 | 301-322-0691

The Cashier's Office receives bill payments and resolves student account problems. It also manages the college's deferred tuition payment program, NBS/FACTS.

COUNSELING SERVICES

Bladen Hall, Room 122 | 301-322-0149 | counselingservices@pgcc.edu

Counselors are available to enrolled students with personal and interpersonal problems that may be impacting their ability to succeed in college. Short-term counseling is available to help students overcome barriers and deal with cultural and school adjustments. Referrals for long-term counseling will be made to off-campus mental health service providers who charge nominal fees, whenever possible. Emergency assistance is also available in the Health Education Center, Bladen Hall, Room 132.

DISABILITY SUPPORT SERVICES

Bladen Hall, Room 124 | 301-322-0838 | 301-322-0122 (TTY or TDD) | dss@pgcc.edu

Students in need of classroom accommodations must provide current medical or educational documentation and meet with DSS staff in order to arrange appropriate accommodations. Students who need interpreters, scribes or recorded materials must register and submit a paid receipt to the Disability Support Services Office no later than one month prior to the start of classes in order to avoid possible delays in delivery of needed services. The following services are provided:

Advising Services

- Academic advisement
- Classroom accommodations
- Intake/interview
- Placement testing accommodations (as needed)
- Disability-related counseling

Accommodations and Auxiliary Services

- Interpreters, readers, scribes
- Note-taking services
- Recorded textbooks or enlarged print materials
- Extended time and/or permission to tape lectures

Support Services

- Liaison with community agencies
- Access to TTY, Zoomtext software, Jaws for Windows

DRUG AND ALCOHOL ABUSE PREVENTION PROGRAM

Bladen Hall, Room 132 | 301-322-0845

It is the policy of the Prince George's Community College Board of Trustees to comply with the Drug-Free Workplace Act of 1988 and to provide for its employees and students a workplace that is drug-free. The president is authorized to make, promulgate, issue, rescind and amend reasonable rules, regulations and procedures to carry out this policy and to assure compliance with the Drug-Free Act of 1988. In addition, the college expects all members of the college community to comply with all federal, state, and local laws pertaining to the possession, use, manufacture, distribution, or dispensing of alcohol and drugs. A more detailed overview of the college's Drug-Free Policy and Prevention Statement can be found on the college's website at www.pgcc.edu, HEA Disclosures.

ENROLLMENT SUPPORT SERVICES

Admissions and Records | Bladen Hall, Room 126 | 301-336-6000 | admissions@pgcc.edu

In addition to processing applications for admission and conducting registration for both credit and continuing education courses, the Office of Admissions and Records performs a variety of other functions of importance to students. These include:

- Determining residency status for tuition purposes
- Evaluating prior coursework for acceptance in transfer
- Certifying students for graduation
- Transmitting Prince George's Community College transcripts to other colleges and outside agencies
- Verifying enrollment to federal agencies, employers, and external funding sources
- Maintaining and updating student academic and demographic records
- Processing requests for F-1 student visas
- Processing petitions for admission to the Health Sciences Programs

HEALTH EDUCATION CENTER

Bladen Hall, Room 132 | 301-322-0845

The mission of the Health Education Center is to be a strong advocate for health education, disease prevention, and health promotion to all members of the college community. The Health Education Center also provides college-wide health promotion programs, health fair screenings, workshops, seminars, referrals, and assistance to persons with disabilities, assistance with nutrition, chronic diseases, acute infections, injuries, social-emotional problems, and reproductive health. Physical exams required by the various health sciences clinical programs are kept on file in the Health Education Center. Registered nurses are available to provide free treatment to students for minor illnesses and injuries with standard first-aid and nonprescription medications, as well as blood pressure readings and monitoring. Referrals are available to mental health providers. The college does not provide health insurance for students. However, insurance applications and information can be obtained in the Health Education Center.

OWL SUCCESS TRACK—FIRST-YEAR EXPERIENCE

Marlboro Hall, Room 2102 | 301-322-0180

Prince George's Community College recognizes that making the transition to college is an exciting and challenging time in a student's life. Our goal is to ensure that students have a first year experience that is positive, engaging, and rewarding. The First-Year Experience can make a significant impact in terms of overall level of performance, academic achievement, campus connection, and advancement toward graduation. The college requires all first year students to participate in the Owl Success Track. This program offers incoming students an excellent way to make the most of a student's first year.

PRIOR LEARNING ASSESSMENT NETWORK (PLAN)

Bladen Hall, Room 124 | 301-322-0437

Prince George's Community College recognizes that many students have acquired college-level learning through personal and professional experiences. The Prior Learning Assessment Network (PLAN) is an opportunity for students to have their experiences evaluated for college credit through portfolio assessment. Students eligible for PLAN must have five or more years of work/life experience related to courses required in their program of study. Also, students must be eligible to take EGL-1010, have taken the course, or have completed an equivalent college-level English course accepted in transfer from another institution.

Students eligible for PLAN are allowed to enroll in the CAP-1050 Portfolio Development course. Through portfolio assessment students can earn up to 15 credit hours toward their associate degree requirements. PLAN can jump start a student's college education, make work/life experience count toward a degree, allow a student to complete his or her degree in fewer semester, and reduce the total tuition costs for a degree.

SERVICEMEMBERS OPPORTUNITY COLLEGE

Bladen Hall, Room 122 | 301-583-5282

Prince George's Community College has been designated by the American Association of Community Colleges as a Servicemembers Opportunity College (SOC). SOC-designated institutions provide services to active-duty service members to facilitate their degree attainment while in the military. Evaluation of transfer credit and the establishment of county residency are just two areas in which policies and procedures are designed to provide easier access to public higher education for military personnel and their dependents. For more information, contact the Office of Veterans Services, Bladen Hall, Room 122.

STUDENT ASSESSMENT SERVICES CENTER

Bladen Hall, Room 100 | 301-322-0090 (academic testing) | 301-322-0147 (placement testing)

In addition to administering the college's placement tests for new students, the Student Assessment Services (SAS) Center is the site selected by some instructors to have their classroom examinations administered outside of regular class times. The center also coordinates the college's Credit by Examination Program, which allows students with prior experience in a given field to attempt to receive college credit for their knowledge through successful completion of challenge examinations.

STUDENT SUPPORT SERVICES (TRIO)

Marlboro Hall, Room 2087 | 301-322-0681 | 301-322-0972 (TDD) | sss@pgcc.edu

Student Support Services is a specialized program designed to provide individualized support to eligible low-income, first-generation and/or disabled college students to assist them in the completion of a college degree. The program provides tutoring, career and personal counseling, academic advising and cultural activities designed to enhance the development of academic skills, personal growth, career planning and cultural awareness. This program is funded through a four-year grant from the United States Department of Education.

TRANSFER CENTER

Bladen Hall, Room 124 | 301-322-0151 | articulation@pgcc.edu

The Transfer Center is designed to provide students with the tools to make informed educational choices about transfer from the community college to four-year schools. Emphasis is placed on transfer to Maryland state universities, but some help is available for private and out-of-state schools, particularly in Virginia and the District of Columbia. Workshops are offered during the semester that attempt to help students better understand the transfer process. A statewide, Web-based articulation program (ARTSYS) is available to help students match community college courses and majors to those offered at every public university in the state. Assistance is provided in effective use of the ARTSYS program. Computers are available for virtual college tours and catalog browsing. Transfer Day, held every semester, allows students to speak personally with college representatives from state and local four-year schools in order to validate their transfer choices.

UPWARD BOUND (TRIO)

Marlboro Hall, Room 1082 | 301-341-3013

The Upward Bound program is designed to assist high school students who are low-income and/or potential first-generation college students to succeed in high school and to pursue postsecondary education. Reinforcement of academic coursework, individualized and group tutoring, career/college exploration and cultural trips are emphasized throughout the academic year and during the six-week summer program. This program is funded through a four-year grant from the United States Department of Education.

VETERANS SERVICES

Bladen Hall, Room 122 | 301-583-5282 | veterans@pgcc.edu

Veterans Services exists to help students eligible for veterans educational benefits apply for and successfully use those benefits. Help and information is available to veterans and servicepersons regarding eligibility for V.A. educational benefits, V.A. policies and procedures regarding the receipt of those benefits, and special V.A. requirements and services that exist under each V.A. benefit program. Students must contact this office to activate or continue their benefits for every semester in which they wish to use them. To get information about V.A. benefit programs, visit the Department of Veterans Affairs website, www.gibill.va.gov. For information and forms specific to this college, go to www.pgcc.edu/prospective/collegeServices/veteransbenefits.

VETERANS UPWARD BOUND

Veterans Upward Bound is a TRiO program at Prince George's Community College that provides short-term remedial and refresher courses for veterans who have delayed pursuing a post-secondary education. Veterans Upward Bound is funded by the Department of Education for veterans who want to pursue a postsecondary education. There is no cost to the veteran.

VIOLENCE PREVENTION CENTER

Bladen Hall, Room 124 | 301-583-5281 | warenr1@pgcc.edu

The Violence Prevention Center (VPC) is designed to enhance safety and justice for victims of sexual assault, intimate partner violence, and stalking on campus. Funded by the Department of Justice, Office on Violence Against Women, the VPC project uses a multidisciplinary approach that involves the entire campus community as well as the larger community to address crimes of this nature. Its primary objective is to institutionalize campus and community-based response protocols that will increase victim safety and services, hold perpetrators accountable, and eliminate the fundamental causes of violence against women on campus.

VOCATIONAL SUPPORT SERVICES

Marlboro Hall, Room 2102 | 301-322-0725

Vocational Support Services (VSS) provides instructional support to students enrolled in career programs. Workshops and individual assistance are offered in study skills and learning strategies. Staff also provide classroom presentations and consult with faculty on strategies for improving student learning. The VSS program is funded through a grant from the Maryland State Department of Education, Division of Career Technology and Adult Learning.

CHAPTER 12

**WORKFORCE DEVELOPMENT
AND CONTINUING EDUCATION**

The Workforce Development and Continuing Education (WDCE) area provides a wide variety of noncredit workforce development, continuing education, and community education programs and courses that are designed to meet the learning needs of residents, businesses, and government agencies in Prince George’s County, and a variety of special populations with unique and special learning needs. More than 500 WDCE courses, workshops, and special programs are offered each year at more than 60 locations throughout the county. To provide these learning solutions, WDCE partners with dynamic and knowledgeable instructors, businesses, local governments, and nonprofit community services agencies. Admission to WDCE programs is open to all students 16 years of age and older, unless a class is specifically designed for a limited age group or audience. Unless otherwise stated, there are no educational prerequisites for most courses. WDCE courses and programs are organized into four divisions, each focusing on the learning needs of a specific target population:

1. The *Center for Business and Industry Solutions* and *Workforce Development Institutes* create, manage, and deliver a wide portfolio of training solutions for businesses, government, and nonprofit and community based organizations.
2. The *Continuing Education Program* offers a wide variety of open enrollment courses designed to meet both residents’ career training needs and personal enrichment goals.
3. The *Community Education and Partnerships* division provides courses and programs to support the diverse learning needs of targeted populations including the unemployed, underemployed, adults 60+, youth, and individuals with intellectual and developmental disabilities.
4. The *Adult Education Program* helps adults develop the basic academic and life skills necessary to earn a high school diploma; speak, understand, read, and write English; enhance their participation as community and family members; and succeed in the workplace.

Of the college’s total enrollment of nearly 40,000 students, more than 22,000 are enrolled in noncredit WDCE learning solutions. A schedule of noncredit courses is mailed to county households four times each year.

LICENSURE AND CERTIFICATION

Employers rely on a highly skilled workforce to be successful. Consequently, individuals who hold industry-recognized credentials are in high demand in the marketplace. To address this need, Prince George’s Community College (PGCC) has made an effort to enhance the number of programs it offers that lead to a professional license or certificate. In fact, of the 16 community colleges in Maryland, PGCC has some of the highest enrollments of students in programs leading to licensure or certification by state and national organizations.

CENTER FOR BUSINESS AND INDUSTRY SOLUTIONS (CBIS) AND WORKFORCE DEVELOPMENT INSTITUTES

CBIS creates, manages, and delivers a wide portfolio of industry-needed training solutions. In addition, CBIS’ six Workforce Development Institutes provide businesses, government agencies, and educational institutions a collaborative forum for action planning to address the county’s and region’s current business learning needs and emerging economic and workforce development trends. Furthermore, CBIS creates and delivers customized employee development solutions through contractual agreements with local businesses and government agencies. CBIS also helps to address the anticipated workforce needs of businesses expanding or relocating to Prince George’s County.

WORKFORCE DEVELOPMENT INSTITUTES

Guided and managed by a PGCC program director and unique industry advisory boards, the institutes advocate for resources, responsive and proactive workforce development programs, and best practices, and they assist businesses in the recruitment, development, and retention of a highly skilled workforce. There are six institutes operating at the college:

1. *Construction and Energy Institute* (CEI) | 301-322-0964
CEI delivers the education students need to enter the skilled trades and energy industries with marketable, trade-specific skills.
2. *Computer and Information Technology Institute* (CITI) | 301-322-0159
CITI provides noncredit courses and programs designed to prepare students seeking industry-recognized certifications and skilled positions within the information technology workforce.
3. *Hospitality and Tourism Institute* (HTI) | 301-386-7596
HTI meets the ever-increasing worldwide demand for well-trained hospitality and tourism professionals and offers customized, specially developed, and comprehensive training programs.

4. *Human Services Institute (HSI)* | 301-322-0031

HSI is a unique professional development, training, and education asset for the employees of human service and social service agencies. It provides proactive discussion and serves as a clearinghouse for human services issues.

5. *Public Safety and Security Institute (PSSI)* | 301-322-0175

PSSI offers the Municipal Police Academy, certified by the Maryland Police and Correctional Training Commission, and training for individuals seeking careers in law enforcement and security.

6. *Transportation and Distribution Institute (TDI)* | 301-322-0062

TDI provides services for both individuals and businesses with in-demand, industry-specific training, certification, and licensing.

CUSTOMIZED TRAINING

The college creates and delivers high-quality, customized training and flexible program delivery through contractual agreements with local businesses, government, and community-based and nonprofit organizations. PGCC's customized training solutions offer innovative, high-value, customer-focused workforce training tailored to meet businesses' strategic and operational priorities. Unique and customized professional training, skill certifications, and educational degree options can be offered at one of the college's four campus locations, or at client sites—in-person, online, or via teleconferencing—to accommodate the exclusive needs of local organizations and to provide maximum impact.

CONTINUING EDUCATION

Continuing Education programs and courses offer opportunities for residents to prepare for or advance in a career, explore areas of personal interest, or build skills to reach their personal or professional goals.

COMMUNITY EDUCATION AND PARTNERSHIPS

Building on broad-based collaboration and partnerships with community-based organizations, governmental agencies, and businesses, Community Education and Partnerships offers a wide range of courses and programs to support the diverse learning needs of targeted populations including the unemployed, underemployed, adults 60+, youth, and individuals with intellectual and developmental disabilities. Community Education and Partnerships offers noncredit courses, certifications, and programs for those seeking career transitions, job and career readiness, skills training, and cultural, educational, and practical experiences designed to enrich lives, build community, and celebrate learning.

CAREER TRANSITION

- **Next Step** | 301-583-1580 Provides eligible students with a full range of academic, career development, and employment support services.
- **TeamBuilders Academy** | www.pgcc.edu/go/tba | 301-322-0964 Offers cohort-based occupational trade-related technical skills training, combined with job readiness and soft skills training for eligible Prince George's County residents.

PROGRAMS FOR YOUTH AND SEASONED ADULT POPULATIONS

- **Youth** | 301-322-0158 Summer activities are offered for youth ages 7 to 17, and fall and spring courses are available for talented and gifted (TAG) youth and for youth who are home schooled.
- **Adults Aged 60+ (S.A.G.E.—Seasoned Adults Growing in Education)** | 301-322-0882 Courses are specifically designed for adults, ages 60 or older. Three full semesters of fitness and enrichment courses are offered on campus and at numerous county-wide sites.

PROGRAMS FOR SPECIAL POPULATIONS

- **Adults with Developmental Disabilities** | 301-322-0519 *Choices and Pathways* engages a cadre of credentialed staff who are qualified to use multidisciplinary instructional strategies and adaptive technologies for students with developmental and intellectual disabilities.
- **Children with Developmental Disabilities** | 301-322-0519 The *Children's Developmental Clinic* offers Saturday morning activities designed to improve motor, reading, and language skills.

ADULT EDUCATION

Prince George's Community College's Adult Education Program offers a wide range of classes to help adults develop their basic and life skills in reading, writing, math, and English. The program also offers adults and young adults two paths to earning a Maryland high school diploma: GED preparation classes, and the National External Diploma Program.

GED TEST PREPARATION AND ADULT BASIC EDUCATION | 301-322-0891

The Adult Education Program offers all levels of classes, from basic reading and math to GED Test preparation. Classes are held on campus and at neighborhood locations throughout the county. Tutoring is available at the basic literacy levels.

Basic Reading and Math classes help adults build their literacy and basic math skills in a supportive environment. Math and Language Arts classes help adults and young adults hone their academic skills. GED level classes prepare qualified students to take and pass the GED Test. Individuals who successfully pass the GED Test are awarded a Maryland high school diploma by the State of Maryland. The program also offers access to Maryland's online GED preparation program for qualified individuals.

NATIONAL EXTERNAL DIPLOMA PROGRAM | 301-386-7509 | 240-508-7204 FOR TRANSITION FOR EDP

The Adult Education English offers the nationally-recognized National External Diploma Program (NEDP), an alternative path for mature adults to earn a high school diploma. The NEDP allows adults to demonstrate their academic competencies and life skills by working with an advisor to compile a portfolio that showcases their skills. The NEDP offers a self-paced, flexible option for qualified adults who are ready to earn a high school diploma.

ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESL) | 301-322-0891

The English for Speakers of other Languages (ESL) program offers classes for adults who are seeking to build their skills in speaking, understanding, reading, and writing English. Classes focus on the English language and cultural skills learners need to be successful in the workplace and in the community, and are held in neighborhoods throughout the county. The Family Literacy Program helps parents of young children build their basic skills while they learn to support their children's academic success.

TRANSITION ESL | 240-508-7204

The Transition ESL program offers classes to help adult English language learners work on special topics such as pronunciation and fluency, prepare to transition to other programs at the college, advance in the workplace, or prepare for the U.S. Citizenship Exam.

EXTENSION CENTERS

SKILLED TRADES CENTER

6400 Old Branch Avenue | Camp Springs, MD 20748 | 301-322-0894

The Skilled Trades Center is dedicated to meeting the county's need for skilled construction tradespeople. At this center, the focus is entirely on skilled construction trades. This newly renovated facility provides much needed lab space for five critical construction trade areas including carpentry; electrical; plumbing; heating, ventilation, air conditioning, and refrigeration (HVAC-R); and building maintenance. Many program titles, formats, and options are available ranging from one-day short courses to multi-semester, long-term certification programs.

PRINCE GEORGE'S COMMUNITY COLLEGE AT WESTPHALIA TRAINING CENTER

9109 Westphalia Road | Upper Marlboro, MD 20772 | 301-322-0964

Prince George's Community College's Westphalia Training Center in Upper Marlboro provides students with a laboratory setting within each classroom, enabling hands-on training in critical construction trade areas including: residential, industrial, and commercial construction; building maintenance engineer; carpentry; masonry; electricity and residential wiring; heating, ventilation, air conditioning, and refrigeration (HVAC-R); locksmithing; plumbing; stationary engineering; and welding.

WORKFORCE DEVELOPMENT AND CONTINUING EDUCATION COURSES AND PROGRAMS

- EL** Entry-level/Skill Development: No previous experience in the field required; courses prepare participants for entry-level jobs in a career field.
- IA** Intermediate/Advanced: Previous experience or training required or helpful; courses are designed to help participants advance.
- LC** Licensure/Certification: Courses that meet the licensing or recertification requirements required by an industry, state agency, or professional association; or courses that prepare participants for a licensure or certification exam.
- CEU** Continuing Education Units (CEU) may be awarded: One CEU awarded for every 10 contact hours of education/training. Some employers require CEUs for evaluation or upgrade.
- Online** Courses available online

COURSE/PROGRAM	EL	IA	LC	CEU	Online
A+ Certification	•		•	•	
Accounting	•			•	•
Apple Final Cut Pro Certification	•	•	•	•	
Assisted Living Manager		•	•	•	
Automotive Service Technology	•		•	•	
Building Maintenance Engineer	•		•	•	
Cable Installation (BICSI Certification)	•		•		
Carpentry	•			•	
Case Manager/Delegating Nurse in Assisted Living		•	•	•	
Certified Nursing Assistant	•		•	•	
Child Care	•	•	•	•	•
Cisco Certified Networking Associate (CCNA)	•	•	•	•	
Commercial Driver's License (CDL)		•	•		
Computer-Aided Drafting	•			•	
Computer Training	•	•	•	•	•
Construction Management	•	•	•	•	
Cooking/Culinary Arts	•			•	
Cosmetology/Hair Braiding	•		•		
CPR and First Aid			•		
Driver Education	•		•		
Electrical Training	•	•	•	•	
English for Speakers of Other Languages	•	•			
Event Planning Management	•			•	
Floral Design	•				
Food Service Management (ServSafe®)	•		•	•	
GED Test Preparation	•	•			•
Graphic and Web Design	•			•	

COURSE/PROGRAM	EL	IA	LC	CEU	Online
HVAC/R—Heating/Ventilation/Air Conditioning	•	•	•	•	
Help Desk Technology	•			•	
Hospitality Management	•	•	•	•	
Human Resource Management (SHRM Certification)	•		•		•
Insurance	•		•		
International Public Management Association (IPMA)	•		•		
Languages, Foreign and Sign	•	•		•	
Law Enforcement (Police Academy)	•		•		
Lifeguard Certification	•		•		
Locksmithing/Security	•	•		•	
Management, Leadership and Supervision	•	•		•	•
Masonry	•			•	
Medical Billing	•			•	
Medical Office Assistant	•		•	•	
Medicine Aide		•	•		
Net+ Certification		•	•	•	
Notary Public	•	•		•	
Payroll Professional (APA Certification)			•		
Personal Trainer	•		•	•	
Pharmacy Technician	•		•		
Phlebotomy Technician	•		•		
Photography	•	•	•		
Plumbing	•			•	
Principles of Adult Education		•	•	•	
Real Estate Appraisal	•		•	•	
Real Estate Sales	•		•	•	
Security Officer	•		•		
Security+ Certification		•	•	•	
Small Business/Entrepreneur	•	•		•	•
Stationary Engineer/Boiler Operator	•		•		
Swimming Pool Operator's License	•		•		
Teacher Training					•
Travel Agent/Travel Services	•			•	
Veterinary Assistant	•				
Video Production	•	•		•	
Weatherization	•	•	•		
Web Designer/Webmaster	•			•	•

REGISTRATION, TUITION, TRANSCRIPTS

With the exception of Adult Education, registration for Workforce Development and Continuing Education courses is continuous. Courses fill on a first-come, first-served basis.

ONLINE REGISTRATION

Online registration is available to all students (with the exception of Adult Education) and is the fastest way to sign up for classes. Go to www.pgcc.edu. Click on "Owl Link." Then, click on "Workforce Development and Continuing Education Students" and then on "Enroll & Register for Courses."

Please note that students must pay online at the time of registration, using a credit card. For cash, check, or third-party payment, the student must come to campus to register and pay. Students will be notified only if a class is canceled or changed. Students will receive a refund only if they drop the class before the first day.

WALK-IN REGISTRATION

Walk-in registration takes place at the Office of Admissions and Records on the Largo campus or at any of the college's extension/degree centers. Students may register up until the start date of each class. Hours are Monday through Thursday from 8:30 a.m. to 8 p.m., and Friday from 8:30 a.m. to 5 p.m. on the main campus. Contact Extension Centers for their hours.

ADULT EDUCATION REGISTRATION

Registration for Adult Education classes and the National External Diploma Program is handled through the Adult Education office. For Adult Education, please call 301-322-0891 or e-mail adulthoodeducation@pgcc.edu for information.

For the National External Diploma Program, please call 301-386-7509 (evenings) or e-mail nedp@pgcc.edu.

TUITION AND FEES

Noncredit tuition listed in the schedule is for residents of Prince George's County. Noncredit tuition for residents of other Maryland counties is an additional \$5 per course; residents of other states and the District of Columbia pay an additional \$10 per course. Any student who has not registered and has not paid tuition and fees will not be allowed to remain in class and will not receive licensure, certification, or Continuing Education Units (CEUs), or, when applicable, a passing grade.

A non-refundable \$15 registration fee will be assessed with the exception of Adult Education classes. This fee will allow students to register for one or more courses during any given term.

TRANSCRIPTS

Official Workforce Development and Continuing Education transcripts are available from the Office of Admissions and Records, Bladen Hall, Room 126. Call 301-336-6000 for more information. Students also may request an official transcript online at www.pgcc.edu.

CHAPTER 13

IMPORTANT POLICIES

EMERGENCY COLLEGE CLOSINGS/DELAYED OPENINGS

It is the practice of the college to hold all regular classes on all days scheduled on the college calendar. Should an emergency arise that requires the cancellation of classes and activities, students may learn of the delay or cancellation in several ways.

- Visit the college's website, www.pgcc.edu. The cancellation/closure/delay will be prominently displayed on the home page.
- Students who sign up for Owl Alert, the college's free instant messaging service, will have notice of the closure sent to their cell phone as either a voice or text message or to the preferred e-mail address shortly after the decision to close or delay has been made.
- Call the college's main number, 301-336-6000, and listen to the recorded message. Closures and delays will be included.

In addition, the following radio stations will be asked to announce the college's closing shortly after the decision is made: CBS radio, WAVA, WHUR, WLIF-FM (101.9 Lite FM), WMAL, WPGC, WTOP (103.5 and 103.9), and WWMX-FM (MIX 106.5). The following TV stations will be asked to announce the closing: CH 2 WMAR (ABC), CH 4 WRC (NBC), CH 5 FOX, CH 7 WJLA (ABC 7 News), CH 8 (NewsChannel), CH 9 WUSA, CH 11 WBAL, and CH 13 WJZ.

In case of hazardous weather, degree/extension center classes held at local public school locations will be canceled when the Prince George's County Board of Education announces that the public schools will be closed. Other sites, such as Andrews Air Force Base, the Laurel College Center, and the University Town Center in Hyattsville, will follow the Largo campus weather schedule. If the Largo campus closes as a result of inclement weather, classes at degree/extension centers and sites will be canceled.

When the college announces a delayed opening, all classes with at least 45 minutes of class time remaining at the time of the opening will be held. For example, in the event of a 10 a.m. opening, a 9:30–10:45 a.m. class will be held. This procedure applies to all credit classes.

STUDENT RESIDENCY POLICY

It is the policy of the Board of Trustees of Prince George's Community College to distinguish, for tuition purposes, among students who are residents of Prince George's County, students who are residents of Maryland but not of Prince George's County, and students who are residents outside the state of Maryland so that out-of-county students shall pay tuition as established by the Board of Trustees in accordance with Education Article 16-407(b), Annotated Code of Maryland, and out-of-state students shall pay tuition as established by the Board of Trustees in accordance with Education Article 16-407(a), Annotated Code of Maryland. In determining student residency, the following definitions apply:

- **Maryland resident** means a student who maintains his or her legal domicile in Maryland and has done so for a period of not less than three months before the date of his or her enrollment at the college. To be considered a Maryland resident for the purposes of this policy, the student shall possess the legal capacity under state and federal law to establish Maryland domicile or shall be a dependent of someone who may do so.
- **Out-of-state student** means a student who is not a Maryland resident or is a non-citizen who has failed to provide documentation of visa or permanent resident status.
- **Out-of-county student** means a student who is a Maryland resident but is not a resident of Prince George's County.
- **In-county student** means a student who maintains his or her legal domicile in Prince George's County and who has done so for a period of not less than three months before the date of his or her enrollment at the college or who is a dependent of someone who has maintained such domicile. For the purpose of tuition and fees only, in-county student also means a Maryland resident or a dependent of a resident who does not reside in Prince George's County, who enrolls at the college in an instructional program designated as a Statewide Program or a Health Manpower Shortage Program.
- **Domicile** means a person's permanent place of abode, where physical presence and possessions are maintained, and where a person intends to remain indefinitely. The domicile of a person who received more than one-half of his or her financial support from others in the most recently completed year is the domicile of the person contributing the greatest proportion of support without regard to whether the parties are related by blood or marriage. This definition does not apply to those who do not have the legal capacity under state or federal law to establish domicile in the state or country. At the time of admission to or initial enrollment in any course at the college, each student shall sign a statement affirming domicile and the factual basis for the claim of domicile. An electronic signature is considered to be as official as one signed on paper. At the time of each subsequent enrollment, each student will indicate whether current domicile is the same as or different from that affirmed at initial enrollment. If facts indicate the domicile has changed, the student shall complete a new statement. Students who fail to report a change of address which results in the return of official college mail will not be allowed to enroll in classes until proof

of the new domicile has been received. Students have the burden of proving domicile when asked to do so, and the college will request two or more acceptable proofs of domicile. Students asked to provide proof of domicile who cannot do so will be considered out-of-state for tuition purposes.

The college will consider documentation of any or all of the following as evidence or proof of residence:

- Documented ownership or rental of local living quarters for a period of three months or more.
- Substantially uninterrupted physical presence, including the months when the student is not in attendance at the college.
- Maintenance in Maryland and in the county of all, or substantially all, of the student's possessions.
- Payment of state and local piggyback income taxes on all taxable income earned, including all taxable income earned outside the state.
- Registration to vote in the state and county.
- Registration of a motor vehicle in the state, with a local address specified, if the student owns or uses such a vehicle.

In addition to the general requirements above, the following provisions apply to the specific categories of students indicated:

- Military personnel and their dependents who were domiciliaries of Maryland at the time of entrance into the armed forces and who are stationed outside the state may retain Maryland domicile as long as they do not establish domicile elsewhere.
- Military personnel stationed in Maryland who were not Maryland domiciliaries at the time of entrance into the armed forces and their dependents may be considered state residents for tuition purposes as long as they remain on active duty in the state. Those who reside and/or are stationed in Prince George's County will be immediately considered county residents for tuition purposes.
- Honorably discharged veterans, active duty service members, financially dependent children of active duty members, and members of the National Guard who reside or are domiciled in the state of Maryland will be charged in-county tuition for coursework at the college.
- Individuals who have the legal capacity to establish Maryland residency may not be precluded from being awarded Maryland residency because of their immigration status.
- A student enrolled in a program designated as Statewide or Health Manpower Shortage Programs may be considered a county resident for tuition purposes if domiciled in Maryland.
- A student from outside the state who enrolls as part of a reciprocity agreement negotiated between Maryland and another state may be considered a resident for tuition purposes.

Notwithstanding any other provision, the college may enter into a contract with a business or industry that maintains facilities, operates, or does business in the state, to provide education or training for company employees for a set contractual fee in place of payment of tuition under the following conditions:

- The employee is enrolled in credit or noncredit courses that will benefit the employer.
- The company pays the fee charged by the college.
- The fee reasonably reflects the usual costs borne by students in the same or similar courses.
- The employees enrolled under this program shall be treated as any other student in accordance with college policies and procedures of the Maryland Higher Education Commission with the exception of payment of tuition.

SPECIAL ADMISSION POLICY: NURSING AND ALLIED HEALTH

A criminal background check and drug screen are required of all students in the health science clinical programs. Social security numbers will be verified as part of the background check. Continued participation in each program is contingent upon a satisfactory response on the background check and drug screen. All information on the background check and drug screen remains confidential. If a clinical agency denies clinical placement for a student because of the background check or drug screen, that student may not be able to complete the clinical program. The cost of the criminal background check and drug screen are the responsibility of the student. Specific information related to the process used for obtaining a criminal background check and drug screen will be discussed with students at orientation. For a current price of the criminal background check and drug screen, please contact AlliedHealthandNursingOffice@pgcc.edu. Students, at their own expense, may also be required to submit to random urine drug testing at clinical sites. Results of random urine drug testing may result in the student not being able to complete the clinical program.

All students in health science clinical programs are required to submit a completed health assessment form, verifying general health, immunization status, and ability to meet the program's technical standards. Students with incomplete health records on file with the college will not be able to complete the clinical program. It is required that all health sciences clinical students carry health insurance. Each student must provide documentation of current health insurance coverage prior to the first day of classes. It is the responsibility of the student to maintain health insurance coverage while enrolled in the program. Before being assigned to a clinical agency, students may be required to show to the agency proof of current health insurance. It will be the clinical agency, not the college that will make any final determination about clinical placement. If a clinical agency denies clinical placement for a student because of lack of health insurance, that student may not be able to complete the clinical program.

STATEWIDE GENERAL EDUCATION AND TRANSFER POLICY

The following General Education and Transfer Policy, approved by the Maryland Higher Education Commission, supersedes transfer policies previously in existence and are effective and applicable to students first enrolling in Maryland postsecondary educational institutions in fall 1996 and thereafter.

Title 13B

Maryland Higher Education Commission

Subtitle 02 Academic Regulations

Subtitle 06 General Education and Transfer*

Authority: Education Article, 11-201-11-206

Annotated Code of Maryland

I. Scope and Applicability

This Policy applies only to public institutions of higher education.

II. Definitions

A. In this Policy, the following terms have the meanings indicated.

B. Terms defined.

1. A.A. degree means the Associate of Arts degree.
2. A.A.S. degree means the Associate of Applied Sciences degree.
3. A.A.T. degree means the Associate of Arts in Teaching degree.
4. Arts means courses that examine aesthetics and the development of the aesthetic form and explore the relationship between theory and practice. Courses in this area may include fine, performing and studio art, appreciation of the arts and history of the arts.
5. A.S. degree means the Associate of Sciences degree.
6. Biological and physical sciences means courses that examine living systems and the physical universe. They introduce students to the variety of methods used to collect, interpret and apply scientific data, and to an understanding of the relationship between scientific theory and application.
7. English composition courses means courses that provide students with communication knowledge and skills appropriate to various writing situations, including intellectual inquiry and academic research.
8. General education means the foundation of the higher education curriculum providing a coherent intellectual experience for all students.
9. General education program means a program that is designed to introduce undergraduates to the fundamental knowledge, skills and values that are essential to the study of academic disciplines, to encourage the pursuit of lifelong learning and to foster the development of educated members of the community and the world.
10. Humanities means courses that examine the values and cultural heritage that establish the framework for inquiry into the meaning of life. Courses in the humanities may include the language, history, literature, and philosophy of Western and other cultures.

11. Mathematics means courses that provide students with numerical, analytical, statistical and problem-solving skills.
12. Native student means a student whose initial college enrollment was at a given institution of higher education and who has not transferred to another institution of higher education since that initial enrollment.
13. Parallel program means the program of study (or courses) at one institution of higher education that has comparable objectives as those at another higher education institution, e.g., a transfer program in psychology in a community college is definable as a parallel program to a baccalaureate psychology program at a four-year institution of higher education.
14. Receiving institution means the institution of higher education at which a transfer student currently desires to enroll.
15. Recommended transfer program means a planned program of courses, both general education and courses in the major, taken at the community college that is applicable to a baccalaureate program at a receiving institution; ordinarily the first two years of the baccalaureate degree.
16. Sending institution means the institution of higher education of most recent previous enrollment by a transfer student at which transferable academic credit was earned.
17. Social and behavioral sciences means courses that examine the psychology of individuals and the ways in which individuals, groups or segments of society behave, function and influence one another. They include, but are not limited to, subjects which focus on history and cultural diversity; on the concepts of groups, work and political systems; on the applications of qualitative and quantitative data to social issues; and on the interdependence of individuals, society and the physical environment.
18. Transfer student means a student entering an institution for the first time having successfully completed a minimum of 12 semester hours at another institution that are applicable for credit at the institution the student is entering.

III. General Education Requirements for Public Institutions

- A. While public institutions have the autonomy to design their general education program to meet their unique needs and mission, that program shall conform to the definitions and common standards in this chapter. A public institution shall satisfy the general education requirement by:
 1. Requiring each program leading to the A.A. or A.S. degree to include not less than 30 and no more than 36 semester hours and each baccalaureate degree program to include not less than 40 and no more than 46 semester hours of required core courses, with the core requiring, at a minimum, coursework in each of the following five areas:
 - a. Arts and humanities;
 - b. Social and behavioral sciences;
 - c. Biological and physical sciences;
 - d. Mathematics; and
 - e. English composition.
 2. Conforming with COMAR 13B.02.02.16D(2)(b)-(c).
- B. General education programs of public institutions shall require at least:
 1. One course in each of two disciplines in arts and humanities;
 2. One course in each of two disciplines in social and behavioral sciences;
 3. Two science courses, at least one of which must be a laboratory course;
 4. One course in mathematics at or above the level of college algebra; and
 5. One course in English composition.
- C. Interdisciplinary and emerging issues
 1. In addition to the five required areas in III A (1) of this Regulation, a public institution may include up to eight semester hours in a sixth category that addresses emerging issues that institutions have identified as essential to a full program of general education for their students. These courses may:

- a. Be integrated into other general education courses or may be presented as separate courses; and
- b. Include courses that:
 - i. Provide an interdisciplinary examination of issues across the five areas; or
 - ii. Address other categories of knowledge, skills and values that lie outside of the five areas.
- 2. Public institutions may not include the courses in this section in a general education program unless they provide academic content and rigor equivalent to the areas in III A (1) of this Regulation.
- 3. General education programs leading to the A.A.S. degree shall include at least 20 semester hours from the same course list designated by the sending institution for the A.A. and A.S. degrees. The A.A.S. degree shall include at least one 3 semester hours course from each of the five areas listed in III A (1).
- D. A course in a discipline listed in more than one of the areas of general education may be applied only to one area of general education.
- E. A public institution may allow a speech communication or foreign language course to be part of the arts and humanities category.
- F. Composition and literature courses may be placed in the arts and humanities area if literature is included as part of the content of the course.
- G. Public institutions may not include physical education skills courses as part of the general education requirements.
- H. All general education courses shall reflect current scholarship in the discipline and provide reference to theoretical frameworks and methods of inquiry appropriate to academic disciplines. Courses that are theoretical may include applications, but all applications courses shall include theoretical components if they are to be included as meeting general education requirements.
- I. Public institutions may incorporate knowledge and skills involving the use of quantitative data, effective writing, information retrieval and information literacy where possible in the general education program.
- J. Notwithstanding III A (1) of this Regulation, a public four-year institution may require 48 semester hours of required core courses if courses upon which the institution's curriculum is based carry four semester hours.
- K. Public institutions shall develop systems to ensure that courses approved for inclusion on the list of general education courses are designed and assessed to comply with the requirements of this Policy.
- L. A public college or university shall notify all other public degree-granting institutions of its intention to adopt a new lower-division course for general education credit at least six months prior to offering the course for general education credit.

IV. Transfer of General Education Credit

- A. A student transferring to one public institution from another public institution shall receive general education credit for work completed at the student's sending institution as provided by this Policy.
- B. A completed general education program shall transfer without further review or approval by the receiving institution and without the need for a course-by-course match.
- C. Courses that are defined as general education by one institution shall transfer as general education even if the receiving institution does not have that specific course or has not designated that course as general education.
- D. The receiving institution shall give lower-division general education credits to a transferring student who has taken any part of the lower-division general education credits described in Regulation III of this Policy at a public institution for any general education courses successfully completed at the sending institution.
- E. Except as provided in Regulation III L of this Policy, a receiving institution may not require a transfer student who has completed the requisite number of general education credits at any public college or university to take, as a condition of graduation, more than 10–16 additional semester hours of general education and specific courses required of all students at the receiving institution, with the total number not to exceed 46 semester hours. This provision does not relieve students of the obligation to complete specific academic program requirements or course prerequisites required by a receiving institution.
- F. Each sending institution shall designate on or with the student transcript those courses that have met its general education requirements, as well as indicate whether the student has completed the general education program.

G. A.A.S. Degrees.

1. While there may be variance in the numbers of hours of general education required for A.A., A.S., and A.A.S. degrees at a given institution, the courses identified as meeting general education requirements for all degrees shall come from the same general education course list and exclude technical or career courses.
2. An A.A.S. student who transfers into a receiving institution with fewer than the total number of general education credits as designated by the receiving institution shall complete the difference in credits according to the distribution as designated by the receiving institution. Except as provided in Regulation III M, the total general education credits for baccalaureate degree-granting public receiving institutions shall not exceed 46 semester hours.
3. Student responsibilities. A student is held:
4. Accountable for the loss of credits that:
 - a. Result from changes in the individual's selection of the major program of study;
 - b. Were earned for remedial coursework; or
 - c. Exceed the total course credits accepted in transfer as allowed by this Policy.
5. Responsible for meeting all requirements of the academic program of the receiving institution.

V. Transfer of Non-General Education Program Credit

- A. Credit earned at any public institution in the state shall be transferable to any other public institution if the:
 1. Credit is from a college or university parallel course or program;
 2. Grades in the block of courses transferred average 2.00 or higher; and
 3. Acceptance of the credit is consistent with the policies of the receiving institution governing students following the same program.
- B. Credit earned in or transferred from a community college is limited to:
 1. One-half the baccalaureate degree program requirement, but may not be more than 70 semester hours; and
 2. The first two years of the undergraduate educational experience.
- C. Nontraditional Credit.
 1. The assignment of credit for AP, CLEP, or other nationally recognized standardized examination scores presented by transfer students is determined according to the same standards that apply to native students in the receiving institution, and the assignment shall be consistent with the state minimum requirements.
 2. Transfer of credit from the following areas shall be consistent with COMAR 13B.02.02. and shall be evaluated by the receiving institution on a course-by-course basis:
 - a. Technical courses from career programs;
 - b. Course credit awarded through articulation agreements with other segments or agencies;
 - c. Credit awarded for clinical practice or cooperative education experiences; and
 - d. Credit awarded for life and work experiences.
 3. The basis for the awarding of the credit shall be indicated on the student's transcript by the receiving institution.
 4. The receiving institution shall inform transfer students of the procedures for validation of coursework for which there is no clear equivalency. Examples of validation procedures include ACE recommendations, portfolio assessment, credit through challenge examinations and satisfactory completion of the next course in sequence in the academic area.
 5. The receiving baccalaureate degree-granting institution shall use validation procedures when a transferring student successfully completes a course at the lower division level that the receiving institution offers at the upper division level. The validated credits earned for the course shall be substituted for the upper division course.
- D. Program Articulation.
 1. Recommended transfer programs shall be developed through consultation between the sending and receiving institutions. A recommended transfer program represents an agreement between the two institutions that allows students aspiring to the baccalaureate degree to plan their programs. These programs constitute

freshman/sophomore-level coursework to be taken at the community college in fulfillment of the receiving institution's lower division coursework requirement.

2. Recommended transfer programs in effect at the time that this regulation takes effect, which conform to this chapter, may be retained.

VI. Academic Success and General Well-Being of Transfer Students

A. Sending Institutions.

1. Community colleges shall encourage their students to complete the associate's degree or to complete 56 hours in a recommended transfer program that includes both general education courses and courses applicable toward the program at the receiving institution.
2. Community college students are encouraged to choose as early as possible the institution and program into which they expect to transfer.
3. The sending institution shall:
 - a. Provide to community college students information about the specific transferability of courses at four-year colleges;
 - b. Transmit information about transfer students who are capable of honors work or independent study to the receiving institution; and
 - c. Promptly supply the receiving institution with all the required documents provided the student has met all financial and other obligations of the sending institution for transfer. (acceptable for transfer credit and which of those are applicable to the student's intended)

B. Receiving Institutions.

1. Admission requirements and curriculum prerequisites shall be stated explicitly in institutional publications.
2. The receiving institution shall admit transfer students from newly established public colleges that are functioning with the approval of the Maryland Higher Education Commission on the same basis as applicants from regionally accredited colleges.
3. The receiving institution shall evaluate the transcripts of degree-seeking transfer students as expeditiously as possible, and notify students of the results no later than midsemester of the students' first semester of enrollment at the receiving institution, provided that all official transcripts have been received at least 15 working days before midsemester. The receiving institution shall inform students of which courses are program of study.
4. The receiving institution shall give transfer students the option of satisfying institutional graduation requirements that were in effect at the receiving institution at the time the student enrolled as a freshman at the sending institution. In the case of major requirements, a transfer student may satisfy the major requirements in effect at the time when the student was identifiable as pursuing the recommended transfer program at the sending institution. These conditions are applicable to the student who has been continuously enrolled at the sending institution.

VII. Programmatic Currency

- A. Receiving institutions shall provide to the community college current and accurate information on recommended transfer programs and the transferability status of courses. Community college students shall have access to this information.
- B. Recommended transfer programs shall be developed with each community college whenever new baccalaureate programs are approved by the degree-granting institution.
- C. When considering curricular changes, institutions shall notify each other of the proposed changes that might affect transfer students. An appropriate mechanism shall be created to ensure that both two- and four-year public colleges provide input or comments to the institution proposing the change. Sufficient lead time shall be provided to affect the change with minimum disruption. Transfer students are not required to repeat equivalent coursework successfully completed at the community college.

VIII. Transfer Mediation Committee

- A. There shall be a Transfer Mediation Committee, which shall be representative of the public four-year colleges and universities and the community colleges, appointed by the Secretary of the Maryland Higher Education Commission.
- B. Sending and receiving institutions that disagree on the interpretation of the transfer of general education courses as defined by this Policy shall submit their disagreements to the Transfer Mediation Committee. The Transfer Mediation Committee shall also address questions raised by any institutions about the acceptability of new general education courses. As appropriate, the Committee shall consult with faculty on curricular issues.
- C. The findings of the Transfer Mediation Committee shall be considered binding on both parties.

IX. Appeal Process

- A. Notice of Denial of Transfer Credit by the Receiving Institution.
 - 1. Except as provided in Regulation IX A(2), the receiving institution shall inform a transfer student in writing of the denial of transfer credit not later than midsemester of the transfer student's first semester provided that all official transcripts have been received at least 15 working days before midsemester.
 - 2. If transcripts are submitted after 15 working days before midsemester of the student's first semester, the receiving institution shall inform the student of credit denied within 20 working days of receipt of the official transcript.
 - 3. The receiving institution shall include in the notice of denial of transfer credit:
 - a. A statement of the student's right to appeal; and
 - b. A notification that the appeal process is available in the institution's catalog.
 - 4. The statement of the student's right to appeal the denial shall include notice of the time limitations in Regulation IX B.
- B. A student believing that the receiving institution has denied the student transfer credits in violation of this Policy may initiate an appeal by contacting the receiving institution's transfer coordinator or other responsible official of the receiving institution within 20 working days of receiving notice of the denial of credit.
- C. Response by Receiving Institution.
 - 1. The receiving institution shall establish expeditious and simplified procedures governing the appeal of a denial of transfer of credit.
 - 2. The receiving institution shall respond to the student appeal within 10 working days.
 - 3. The institution may either grant or deny the appeal. The institution's reasons for denying an appeal must be consistent with these policies and conveyed to the student in written form.
 - 4. Unless the student appeals to the sending institution, this written decision constitutes the receiving institution's final decision and is not subject to appeal.
- D. Appeal to Sending Institution.
 - 1. If the student has been denied transfer credit after an appeal to the receiving institution, the student may request the sending institution to intercede on his/her behalf by contacting the transfer coordinator of the sending institution.
 - 2. The student must make this appeal to the sending institution within ten working days (two weeks) of having received the decision of the receiving institution.
- E. Consultation Between Sending and Receiving Institutions.
 - 1. Representatives of the two institutions shall have 15 working days (three weeks) to resolve the issues involved in the appeal.
 - 2. As a result of this consultation, the receiving institution may affirm, modify or reverse its earlier decision.
 - 3. The receiving institution shall inform the student in writing of the result of the consultation.
 - 4. The decision arising out of this consultation shall constitute the final decision of the receiving institution and is not subject to appeal.

X. Periodic Review

- A. Reports by Receiving Institutions.
 1. The receiving institution shall annually report the progress of students who transfer from two-year and four-year institutions within the state to each community college and to the Secretary of the Maryland Higher Education Commission.
 2. The annual reports shall include longitudinal reports on the subsequent academic success of enrolled transfer students, including graduation rates by major subject areas.
 3. The receiving institution shall include in the reports comparable information on the progress of native students.
- B. Transfer Coordinator. Each public institution of higher education shall designate a transfer coordinator, who serves as a resource person to transfer students at either the sending or receiving campus. The transfer coordinator is responsible for overseeing the application of the policies and procedures outlined in this plan and interpreting transfer policies to the individual student and to the institution.
- C. The Maryland Higher Education Commission shall establish a permanent Student Transfer Advisory Committee that meets regularly to review transfer issues and recommend Policy changes as needed. The Student Transfer Advisory Committee shall address issues of interpretation and implementation of this Policy.

NONDISCRIMINATION POLICY

Prince George's Community College is committed to a policy of equal opportunity for all persons to the end that no person, on the grounds of sex, age, race, color, religion, national origin, ancestry, marital status, sexual orientation, or status as a qualified individual with a disability, qualified disabled veteran, or Vietnam-era veteran, shall be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity of this institution. Under this policy, this institution will not discriminate against any person on the grounds of sex, race, age, color, religion, veteran's status, disability, ancestry, marital status, sexual orientation, or national origin in its admission policies and practices or any other policies or practices of the institution relating to the treatment of students and other individuals, including employment, the provision of services, financial aid, and other benefits, and including the use of any building, structure, room space, materials, equipment, facility, or any other property. One who believes oneself or any specific class of individual to be subject to prohibited discrimination may, by oneself or through a representative, file a written complaint with the Office of Civil Rights of the Department of Education or with the college president, or both. The executive assistant to the president, Room 130, Kent Hall, 301-322-0170, coordinates the college's program of nondiscrimination.

TITLE IX

Prince George's Community College, as a recipient of federal financial assistance, is subject to Title IX of the Education Amendment of 1972, as amended. It is college policy not to discriminate on the basis of sex in the educational programs or activities that it operates. This policy not to discriminate in educational programs and activities extends to admission to the college. The college actively encourages the enrollment of interested students, regardless of race, sex, national origin, age, color, ancestry, religion, marital status, veteran's status, or disability, in all of its educational programs, and fully supports student access to all programs without regard to sex stereotyping or other such limitations. Inquiries concerning the application of Title IX may be referred to the director of the Office of Civil Rights of the Department of Education or to the executive assistant to the president, Room 130, Kent Hall, 301-322-0170.

ACCESSIBLE TRANSPORTATION

Accessible transportation will be provided to accommodate disabled persons on all school sponsored trips. Requests for accommodations must be made a minimum of 15 days prior to any trip.

SMOKE AND TOBACCO-FREE CAMPUS

In accordance with state and county laws, smoking is not permitted in any building at any Prince George's Community College location. Currently, smoking is not permitted within 25 feet of any facility entrance at the Largo campus. A smoke and tobacco-free policy will be implemented during the Fall 2014 semester.

CHAPTER 14

COLLEGE EMPLOYEES

ADMINISTRATION

President

Dr. Charlene M. Dukes

Chief of Staff

Ms. Alonia C. Sharps

Vice President for Academic Affairs

Dr. Sandra F. Dunnington

Vice President for Administrative Services

Mr. Thomas E. Knapp

Vice President for Student Services

Dr. Tyjaun A. Lee

Vice President for Technology Services

Dr. Joseph G. Rossmeier

Vice President for Workforce Development and Continuing Education (Interim)

Mr. Joseph L. Martinelli

Chief Technology Officer

Mr. William L. Anderson

Assistant to the Vice President for Workforce Development and Continuing Education

Mr. David A. Buonora

Dean of Adult and Continuing Education

Ms. Barbara R. Denman

Dean of College Life Services

Mr. Malverse A. Nicholson, Jr.

Dean of Enrollment Services

Ms. Cindy D. Childs

Dean of Facilities Management

Dr. David C. Mosby

Dean of Financial Affairs

Ms. Nancy E. Burgess

Dean of Health Sciences

Ms. Angela D. Anderson

Dean of Human Resources

Ms. Lark T. Dobson

Dean of Learning Foundations

Dr. Beverly S. Reed

Dean of Learning Technologies and Support Services

Mr. Oliver D. Hansen

Dean of Liberal Arts

Dr. Carolyn F. Hoffman

Dean of Planning, Assessment and Institutional Research (Interim)

Dr. W. Allen Richman

Dean of Sciences, Technology, Engineering, and Mathematics

Dr. Christine E. Barrow

Dean of Social Sciences and Business (Interim)

Dr. Lorraine P. Bassette

Dean of Student Development Services

Dr. Scheherazade W. Forman

Dean of Workforce Development and Community Partnerships

Dr. Yvette J. Snowden

Senior Academic Administrator to the Vice President for Academic Affairs

Dr. Mara R. Doss

Senior Academic Administrator to the Vice President for Academic Affairs

Ms. Catherine Lapalombara

Senior Academic Administrator to the Vice President for Academic Affairs

Vacant

Executive Director of eLearning Services

Dr. Rhonda Spells Fentry

Executive Director of Institutional Advancement and Foundation

Ms. Brenda S. Mitchell

Registrar

Ms. Nilaya Baccus-Hairston

Director of Adult Education

Ms. Jacqueline Walpool

Director of Advising and Transfer Services

Dr. Clifford L. Collins

Director of Center for Business and Industry Solutions

Mr. Ashante Abubakar

Director of Community and Government Affairs

Dr. Jacqueline L. Brown

Director of Community Partnerships

Ms. Cecelia A. Knox

Director of Enterprise Services

Mr. Antony G. Jackson

Director of ERP Systems Services

Ms. Doris M. Harris

Director of Financial Aid

Ms. Linda Gayton

Director of Financial Systems Support

Ms. Toni E. Hill

Director of Grants and Resource Development

Ms. Cheryl K. Green

Director of IT Security Services

Mr. Larry I. Jones

Director of Institutional Initiatives

Ms. Andristine M. Robinson

Director of Library

Ms. Priscilla C. Thompson

Director of Marketing and Creative Services

Ms. Joyce Bentzman

**Director of National CyberWatch/
Principal Investigator**

Mr. Casey O'Brien

Director of Network Services and Telecommunications

Mr. Manuel A. Arrington

Director of Outcomes Assessment and Institutional Effectiveness

Dr. W. Allen Richman

Director of Physical Facilities

Vacant

Director of Procurement (Interim)

Ms. LaTonya Holland

Director of Professional Development

Dr. I. Lynn Adams

Director of Records and Registration

Ms. Janelle Cartledge

Director of Recruitment

Ms. Alexis Young

Director of Retention Services

Dr. Kathy C. Hopkins

Director of Student Assessment Services

Mr. William N. Gardner

Director of Student Services Operations (Interim)

Ms. Cathryn Camp

Director of TAA INsTEP Grant

Ms. Jay McElroy

Director of Technology Support Services

Ms. Debra Rodriguez

Director of Workforce Development and Continuing Education

Ms. Kathleen M. Sexton

Program Director of College Life Services

Ms. Paulett McIntosh

Program Director of Disability Support Services

Mr. Thomas O. Mays

Program Director of eLearning Services

Ms. Diane L. Garrison

Program Director of Information Technology Institute

Vacant

Program Director of Transportation and Distribution Institute

Mr. Anthony J. Marra

FULL-TIME FACULTY AND ADMINISTRATIVE STAFF**A****Abubakar, Ashante**

(2003) Director of Center for Business and Industry Solutions; B.A., Mid America University; M.B.A., University of Maryland University College

Adams, I. Lynne

(2012) Director of Center for Professional Development; B.S., Oakland University; M.Ed., Wayne State University; Ph.D., Capella University

Adkins, Beth

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Allen, Ennis

(2004) Associate Professor, Communication and Theatre; B.A., West Virginia Wesleyan College; M.A., Howard University

Anderson, Angela

(1994) Dean of Health Sciences; B.S., Thomas Jefferson University; M.A., George Washington University

Anderson, John

(2010) Associate Professor, Art; Coordinator, Visual Communication; B.F.A., Graphic Design, Studio Art, Iowa State University; M.F.A., American University

Anderson, William L.

(1993) Chief Technology Officer, Administrative Technology Services; B.S., University of Maryland

Anriany, Yuda

(2010) Associate Professor,
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(2006) Professor, History; Chair,
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Antoons, Iris

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(2010) Assistant Professor, Nursing;
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Arrington, Manuel A.

(1998) Director of Network
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(1999) Professor, Biological Sciences;
B.S., State University of New York
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B.B.A., Valdosta State College;
M.A.Ed., The George Washington
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(2014) Registrar;
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School of Law

Bachmann, Monika

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B.A., Franklin & Marshall College;
M.A., University of Toronto;
D.A., George Mason University

Baker-Brown, Clover M.

(2003) Professor,
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Baldwin, Beth E.

(1998) Professor, English;
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Banini, Akpene E.

(2011) Professor, Nutrition;
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Bard, Robert L.

(1971) Professor, Information and
Engineering Technology; B.E.E.,
M.S.E.E., Johns Hopkins University

Bardi, Abigail R.

(1993) Professor, English;
Coordinator, Writing Center;
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University of Maryland

Barrow, Christine E.

(2000) Dean of Sciences, Technology,
Engineering and Mathematics;
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Ph.D., Howard University

Bartlebaugh, Bridget A.

(1996) Associate Professor, Information
and Engineering Technology;
B.S., Pennsylvania State University;
M.Ed., Indiana University of
Pennsylvania

Bartles, John D.

(1985) Associate Professor,
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B.A., College of Notre Dame;
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Bassette, Lorraine P.

(1977) Professor, Business Studies;
B.S., Central State University; M.A.,
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(1995) Professor, Art;
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Bell, Sonia

(2005) Associate Professor, Psychology;
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Benn, Rosanne B.

(1995) Associate Professor,
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Bentley, Regina R.

(2000) Associate Professor,
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Bentzman, Joyce

(2013) Director of Marketing and Creative Services; B.A., University of Maryland; M.B.A., George Washington University

Berault, Thomas A.

(1997) Professor, Photography, Digital Photography; Curator-Director, Marlboro Gallery; A.A., Prince George's Community College; B.F.A., School of The Art Institute of Chicago; M.F.A., University of Illinois at Chicago

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Blier, Teresa

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Bluestein, Andrew L.

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Breen, Faith

(1985) Professor, Business Studies; B.A., University of Maryland; M.A., University of Pittsburgh; M.P.A., Harvard University; Ph.D., University of Maryland

Brennan, Bridget H.

(2003) Professor, Chair, English; B.A., University of Maryland; M.A., Ph.D., The Catholic University of America

Bres, Mimi G.

(1994) Professor, Biological Sciences; B.S., M.S., University of Nevada; Ph.D., The George Washington University

Bridger, Teresa

(2002) Professor, Chair, Teacher Education; B.S., Indiana University of Pennsylvania; M.Ed., University of Pittsburgh; Ph.D., George Mason University

Brown, Jacqueline L.

(1996) Director of Community and Government Affairs; B.S., Hampton University; M.S., University of Maryland; Ed.D., Nova Southeastern University

Brown, Korey

(2007) Associate Professor, History, Political Science, Geography, and Anthropology; B.A., Florida A&M University; M.A., Vanderbilt University; Ph.D., Howard University

Bugg, Barry W.

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Buonora, David A.

(2010) Assistant to the Vice President for Workforce Development and Continuing Education; B.A., American University; M.P.A., George Mason University

Burgess, Nancy E.

(2001, 2010) Dean of Financial Affairs; B.A., University of Maryland, University College; M.S., Johns Hopkins University

Burt, Michael E.

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(2008) Assistant Professor, Nursing; B.S.N., Fairfield University; M.S.N., Sacred Heart University; F.N.P., Sacred Heart University

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Collins-Cavanaugh, Daniel J.

(2009) Associate Professor, Philosophy; Coordinator, Humanities Resource Center; B.A., Siena College; M.A., Ph.D., Duquesne University

Conley, Kenneth A.

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Cook, Linda K.

(2004) Professor, Nursing; B.S.N., Alfred University; M.S., Ph.D., University of Maryland

Cooks, Elijah

(1989) Professor, Chair, Business Studies; B.A., Bowie State University; M.S.A., Central Michigan University

Das, Salil Kumar

(2006) Associate Professor, Mathematics; M.Sc., Lucknow University; M.S., Ph.D., Simon Fraser University

Davis, Diane

(2008) Assistant Professor, Nursing; B.S.N., Rutgers University; M.S.N., The Catholic University of America

Dawson-Moser, Marcia M.

(1996) Associate Professor, Developmental English and Reading; B.A., University of Delaware; M.A., Rowan College of New Jersey

Debartolomeo, Anthony

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Dee, Abednego G.

(2000) Associate Professor, Developmental Mathematics; B.S., M.S.T., University of The District of Columbia

Denman, Barbara R.

(2007) Director of Adult Education; B.A., University of Michigan; M.A., University of Texas at Austin

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Diatz, Heather

(2009) Assistant Professor, Nursing; B.S.N., The College of New Jersey

Dickson, Michele

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Dobson, Lark T.

(2005) Dean of Human Resources; B.S., M.A., Bowie State University

Dodson, Lindsey A.

(2003) Associate Professor, ESL, Language Studies; Assistant Coordinator, Honors Program/Honors Academy; B.A., Western Washington University; M.S., University of Washington; J.D., Hamline University School of Law; M.A., American University

Doherty, Antoinette

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Doss, Mara R.

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Dover, Cheryl D.

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Dukes, Charlene M.

(1995) President; B.S., Indiana University of Pennsylvania; M.Ed., Ed.D., University of Pittsburgh

Dunick, Lisa

(2012) Professor of English; B.A., Kent State; M.A., Penn State; Ph.D., University of Illinois

Dunnington, Sandra F.

(2004) Vice President for Academic Affairs; B.S.N., M.S., University of Maryland; Ph.D., University of Delaware

D**Dantley, Bernadette J.**

(2002) Associate Professor, Developmental Mathematics; B.S., Howard University; M.S., McDaniel College

Dutterer, Mary

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E**Ebenreck, Clyde W.**

(1971) Professor, Coordinator,
Philosophy; B.A., Quincy College;
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of America

Echavarri-Dailey, Ana I.

(1997) Professor, Spanish and French,
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Commonwealth University;
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Ellsworth, Laura R.

(2002) Professor, Chair,
Public Safety and Law;
B.A., University of Maryland;
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University

Eng, Barbara C.

(1994) Associate Professor, Nursing;
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F**Falkey, Mary**

(1997) Professor, Accounting;
B.A., San Jose State University;
M.A., National University;
M.S., Virginia Polytechnic Institute
and State University

Finley, Diane L.

(2000) Professor, Psychology;
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Ph.D., University of Maryland

Forman, Scheherazade W.

(2010) Dean of Student Development
Services; B.S., M.S., University of
Maryland, University College;
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Frederick, Melinda J.

(2001) Professor, History,
Political Science, Geography, and
Anthropology; Coordinator,
Honors Program/Honors Academy;
B.A., University of California; M.A.,
Ph.D., University of North Carolina

Freels, Jeffrey

(2012) Associate Professor,
History, Political Science,
Geography, and Anthropology;
B.S., Texas A & M University;
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Fridy, Tonya L.

(1996) Professor, Psychology;
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Psychology

Fry, Gary R.

(2011) Assistant Professor,
Communication and Theatre; B.S.,
M.A., New York Institute of Technology

Fulton, Anthony

(2010) Associate Professor, English;
B.A. Otterbein College;
M.A. University of Dayton

G**Gardner, William N.**

(1990) Director of Student
Assessment Services;
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University

Garrison, Diane

(2007) Program Director
of eLearning Services;
B.A., Bethany College;
M.B.A., University of Dallas

Gebler, Glenn

(2007) Associate Professor,
Biological Sciences;
B.S., University of North
Carolina (Greensboro); B.S., M.S.,
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Georgescu, Radu

(2005) Associate Professor, Mathematics;
B.S., University of Bucharest;
M.S., University of Alabama

Gerrity Gomez, Jeanette

(2005) Associate Professor, ESL,
Language Studies; B.A., Loyola College;
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Goldberg, Robert J.

(2002) Professor, English;
B.A., M.A., Florida State University

Gordon, Julie E.

(2011) Associate Professor, Mathematics;
B.S., University of York, UK;
M.S., Oxford University, UK

Gossage, Cynthia P.

(1994) Professor, Chair, Hospitality,
Tourism, and Culinary Arts;
B.A., New York University;
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Gottschall, Sarah D.

(2007) Assistant Professor, English;
B.A., Gettysburg College;
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Green, Cheryl K.

(2011) Director, Grants and Resource
Development; B.A., Yale University;
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Green, Tasha

(2013) Associate Professor, Program Director, Health Information Management; B.S., Northeastern University; M.S., University of Maryland University College

Greene, Mary M.

(2002) Professor, English; B.A., Mt. Holyoke College; M.A., State University of New York (Binghamton)

Gross, Lynn A.

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Gulikers, Goedele

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(1988) Professor, Coordinator, Accounting; B.B.A., Howard University; M.D.E., University of Maryland University College

Hailstorks, Robin J.

(1990) Professor, Psychology; B.S., Morgan State University; M.A., Ph.D., Ohio State University

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Hansen, Oliver D.

(1999) Dean of Learning Technologies and Support Services; B.S., M.Ed., University of Maryland

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Hill, Toni E.

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Hoffman, Carolyn F.

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Hubley, Mark J.

(2002) Professor, Chair, Biological Sciences; B.S., Wake Forest University; Ph.D., Florida State University

Hunt, James C.

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Huxel, Scott B.

(2008) Associate Professor, Mathematics; B.S., United States Military Academy; M.S., Rensselaer Polytechnic Institute

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J**Jackson, Antony G.**

(2002) Director of Enterprise Services; B.S., Bowie State University

Jackson, Sunnie

(2010) Assistant Professor, Developmental Mathematics; B.S., M.S., Clark Atlanta University

Jamal, Mahbub A.

(2000) Professor, English;
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(2013) Associate Professor,
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B.A., Thomas Edison State College;
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(2011) Professor, Accounting; B.B.A.,
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Jones, Andy D.

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(1978) Professor, Student Services
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(2003) Professor, Public Safety and Law;
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Davis, Shirley G., Jr.
Diallo, Mohamadou
Dickson, Henry L.
Doepkens, Martin L.
Dorsey, Jonathan
Dupree, Daryck C.
Edwards, Robert
Ellis, Michael
Fenty, Kenneth D.
Fernandez, Veronica
Fletcher, Karlos
Fowler, Jessie A.
Fulcher, Mount O.
Graves, Kelvin L.
Greene, Carl
Green, Rodney
Harrington, Mae
Harris, Deborah A.
Hawkins, Craig
Hawkins, Loye
Hayden, Samuel G.
Hayes, Michael C.
Herndon, Joy

Holmes, Vernon
Hopewell, Richard J., Jr.
Ivens, Steven
Jackson, Lois A.
Jacobs, Chris, Jr.
Jennings, James W.
Jones, Vernon T.
Jordan, Gregory A.
Keys, Jerell
Kidd, Robert
Lawson, Geoffrey
Leonard, Kenneth
Lewis, Deon
Lopez, Carlos E.
Lopez, Delmi L.
Lucas, Aaron
Maiden, James D., Jr.
Marshall, George
Mason, Raleigh T.
Mellon, Gene I.
Mingo, Titus K.
Mitchell, Allen
Morrison, Donald
Mosby, Antoinette
Murray, Emma
Nguyen, Kim
Opata, Kingsley N.
Owusu-Acheaw, Kwame
Park, Richard
Portillo, Juan
Reich, Ronald
Richardson, Czerney
Rivera, Ana P.
Robinson, Dennis J.
Sabas, Raymundo
Sacchino, Mildred L.
Schulze, Scot
Scrivner, Virginia L.
Shorter, Walter J., Jr.
Sillah, Kabba
Sinclair, Edward
Singh, Sarjeet V.
Smith, James C.
Smith, Ronald S.
Smith, Samuel
Sorber, Glen
Stidam, Thomas

Stirling, Jensine
Tanner, Andre
Thompson, Gregory C.
Tolson, William
Tyree, Renetta L.
Walk, Theodore
Wasihun, Gutema
Williams, Nigel
Williams, Robert, Jr.
Wilson, Dennis P.
Woodson, Charles
Wright, Roland D.
Zerihun, Letebrhan L.

FISCAL MANAGEMENT

Brockette, Teresa
Dean, Lynne
Devenney, James
Emerson, Marcel
Fale, Bettyanne B.
Forman, Deidra
Gower, Diana
Hite, Doris
Holder, Whitney
Isreal, Janice
Lowe, Thandiwe F.
Mackenzie, David
Mills, Stephanie
Powell, Dawn
Tucker, Chris
Vestal, Eiko
Walker, Sheila R.
Watson, Bridgett D.
White, Kalika R.
Whitehead, Colleen

HUMAN RESOURCES

Brooks, Brenda
Bush, Gina
Cunningham, Laurie A.
Harris, Miriam E.
Lee, Leslie
McPherson, Joyce
Rowland, Tasha
Thomas, Sabrina M.
Williams-Lewis, Laverne

**PLANNING, ASSESSMENT
AND INSTITUTIONAL
RESEARCH**

Ariovich, Laura
Banerjee, Amlan
Dinkins, Janet
Ogle, Greg
Walker, Sade

PROCUREMENT

Browning, Mary F.
Ellington, Lynnette B.
Fitch, Andre J.
Gaskins, Wendell J.
Holland, LaTonya
Goode, Charles E.
Smith, Steven J.

**PROFESSIONAL
DEVELOPMENT**

Brown, Gita A.
Davis, Audrey
Kirkwood, Barbara

STUDENT SERVICES

Robinson, James

**ADMISSIONS
AND RECORDS**

Bagley, LaTanya
Bailey, Brenda
Brent, Marilane
Brown, Frances F.
Davis, Anthony F.
Franklin, Andrea
Jennings, Carol
Miller, Christine
Mungo, Freda
Myers-Yates, Sandra L.
Robinson, Gina R.
Sharpe, Kheli
Stover, Karla

**ADVISING AND
TRANSFER SERVICES**

Alford, Veronica
Bailey, Jacqueline C.
Caldwell, Candice D.
Coluzzi, Mary J.
Cook, Mary C.
Dougherty, Barbara A.
Duckett, Cynthia E.
Enciso, Julie
Harrison, Deborah
Hunt, Rosetta
Owen, Johnnie
Placide, Myriam M.
Pugh, Stephanie
Razavi, Reyhaneh A.
Smith, Rosa D.
Wilkins, Diana

ATHLETICS

Miller, Melissa V.
Tibbals, Joseph
Todaro, Jo Ann

CAREER SERVICES

Albury, Gary
Jackson-Warren, Alicia
Johnson, Kimberly A.
Njah, Mary
Pair, Stephanie S.
Van Cleef, Paul

COLLEGE LIFE SERVICES

Longus, Monica I.
Malachi, Carolyn K.
Robinson, Shameka E.
Sawyer, Shakira L.
Simpson, Jenelle B.

**DISABILITY SUPPORT
SERVICES**

Evans, Carol L.
Thomas, Adrienne

**DIVERSE MALE
STUDENT INITIATIVE**

Hamlin, Brian
Williams, Lynne

ENROLLMENT SERVICES

Jones, Cynthia

FINANCIAL AID

Bowman, Jacqueline A.
Brown, Felicia
Delacruz, Alcene L.
Gregg, Sandra M.
Jackson, Elroy
Jones, Matokia
Lee, Beverly
McKelvin, Tamika
Miller, Carolyn
Poole, Sharon E.
Rounds, Wanda M.
Silva-Paige, Shirley
Tenguiano, Carmen V.
Walker, Jennifer

**HEALTH
EDUCATION CENTER**

Cooper, Kim E.
Thomas, Pamela M.

**INFORMATION CENTER
OPERATIONS**

Bethea, Jada-Roshay
Dunham, Tanisha
Gray, Reeshemah
Watson, Crystal
Wright-Johnson, Danielle

**MARKETING AND
CREATIVE SERVICES**

Clay, Idris
Colter, Jennifer
Gillam, Artelia
Hofmann, Kathy
Kim, Jennifer Y.
Marschalkó, André
Percy, Michael T.
Sonnnett, Shannon

RECRUITMENT

Curley, Lindsey
Howard, Samantha
Marston, Jessenia
Quinteros, Ricardo

**STUDENT ASSESSMENT
SERVICES**

Johnson, Ava
McNair, Jahmal A.
Pedrigal, Ian
Porter, Beatrice B.
Windsor, Sondra W.

**STUDENT DEVELOPMENT
SERVICES**

Virta, Rebecca G.

**STUDENT SUCCESS
PROGRAMS**

Dreher, Jonika
Smith, Crystal
Woods, Patricia A.

**STUDENT SUPPORT
SERVICES**

Braxton, Rhonetta
Collins, Phyllis
Wade, Kevin

UPWARD BOUND

Dean, Corey L.
McCrimmon, Toni
Thompson, Samantha

VETERANS SERVICES

Bourgeois, Dwayne P.
Soule, Sharon

**VOCATIONAL
SUPPORT SERVICES**

Gatling, Maurice
Harver, Laura

TECHNOLOGY SERVICES

Blank, William
Brown, Darlene
Proels, Susan E.

ADMINISTRATIVE TECHNOLOGY SERVICES

Daniels, Carla D.

AUDIO VISUAL TECHNOLOGY SERVICES

Bell, Sabrina
Lemerise, Michael R.
Palmer, Marvin G.
Robinson, Donte
Saar, Michael L.

COMPUTER ROOM OPERATIONS

Norman, Eric
Rudell, Daniel
Torres, Eileen

DATABASE ADMINISTRATION

Christopher, Robert
Harrison, Shelton

DATA CENTER

Bentley, Edward
Floyd, Lane
Greene, Patricia
Sims, Marc A.
Yun, Xijun

eLEARNING SERVICES

Flage, Eileen C.
Gherezgher, Solomon
Roebuck, Tia M.
Simmons, Sylvia L.
Walker, Theresa S.

ERP SYSTEMS SERVICES

Smith, Lynette K.

NETWORK SERVICES

Adams, Glenn E.
Farley, David B.
Flage, Claudio C.
Jones-Davidson, Benita
Kouadio, Boka
Peterson, Cameron T., Sr.

SYSTEMS DEVELOPMENT

Egal, Deeqa
Harden, Brittany N.
Ingram, Cynthia L.
Spann, Shurlonda D.
Tao, Jen-Yi
Towe, Anna
Yim, Jun X.

TECHNOLOGY RESOURCE CENTER

Gagneux, Lorna R.
Kane-Morris, Marjani E.
Schelb, Edward
Swaim, Darrell W.

TECHNOLOGY SUPPORT SERVICES

Abujuma, Nabil M.
Adem, Amir
Allen, Cynthia D.
Bankole, Oluwaseun
Bell, Zelda
Bishop, Deborah
Buehler, Andrew J.
Busari, Ambali
Capuano, Antonio
Chapman, Kenneth
Goggin, CJ
Gorman, Melvin
Graham, Randy
Gray, Alice
Green, Cynthia L.
Grier, Linda V.
Gunraj, Andrew
Hopkins, Takima M.
Lloyd, David

Martins-Silva, Francisco C.
Misra, Puspanjali
Murphy, Daniel E.
Nansaljav, Amartuvshin
Palmer, Roy L.
Peed, Ryan
Pryor, Robert C.
Regacho, Joseph
Tavares, Carl
Warnes, Erik
Williams, Earl
Williams, Lois
Yogaraj, Padeebha

TELECOMMUNICATIONS SERVICES

Cruz, Eduardo R.

VIDEO SYSTEMS AND MULTI MEDIA PRODUCTION

Benjamin, Shah
Eldridge, Gary
Johnson, Marshall G.
Mathis, Angela

WEB SERVICES

Ali, Mohammed
Idrees, Ayman
Michael, Andrew

WORKFORCE DEVELOPMENT AND CONTINUING EDUCATION

Allen, Thomas
Barino-Samuels, Denise M.
Barker, Donna M.
Bellamy, Carol
Belt, Gloria
Brandel, Dorothy A.
Brown, Kristal A.
Brown, Sandra
Carrington, Monica-Lou W.
Cheek, Linda
Cosh, Bree A.

Crowell, Adrienne M.
Cullins, John E.
Deadwyler, John
Evans, June
Fabuyi, Beatrice
Gagnon, Susan
Grayton, James
Hall, Jill
Hammonds, Veronica
Harris, Ruth
Higgins, Megan
Higgs, Michelle T.
Jones, Lori
Konan, Gnansi
McBryde, Carrol H.
McCreary, Barbara
McPherson, Angela
Miller-Jones, Marietta M.
Mitchell, Anita
Olsen, Erin K.
Park, Nancie
Pinkard, Robert
Pryor, Josephine
Rac, Michael G., Jr.
Reed, Kim
Riche, Janet
Robinson, Arlene I.
Robinson, Robin
Salen, Diane M.
Salcetti, Julie
Shea, Joan E.
Shearer, Mary J.
Simmons, Lloyd
Siravajanakul, Sivameth
Tyler, Bertina
Vanardo, Cynthia
van Nuys, Suzanne
Walker, Denise A.
Walker, Rhonda
Ware, W. Denise
Wells, Michele

CHAPTER 15

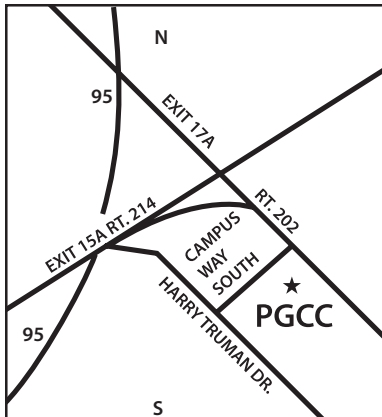
CAMPUS OVERVIEW

MAIN CAMPUS (LARGO)

301 Largo Road | Largo, MD 20774-2199 | 301-336-6000

DIRECTIONS

Prince George’s Community College is accessible from Central Avenue (Route 214), Landover Road (Route 202), and Capital Beltway (I-95/I-495) Exits 17A and 15A. The college is 3.3 miles from exit 17A East and 1 mile from exit 15A East.



FROM MONTGOMERY COUNTY

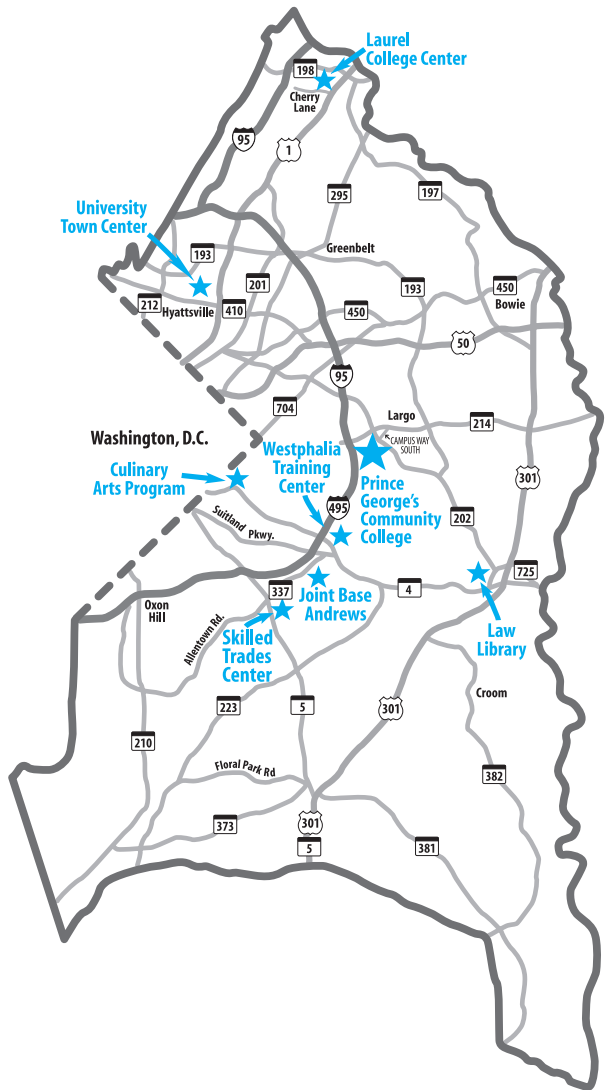
Follow the Beltway south to exit 17A (Upper Marlboro). You will exit onto Landover Road (Route 202 East). Follow Route 202 under Route 214 overpass. The college is about a half-mile south of the overpass on the right side of Route 202. Cross the intersection of Campus Way South and take the first right into the college.

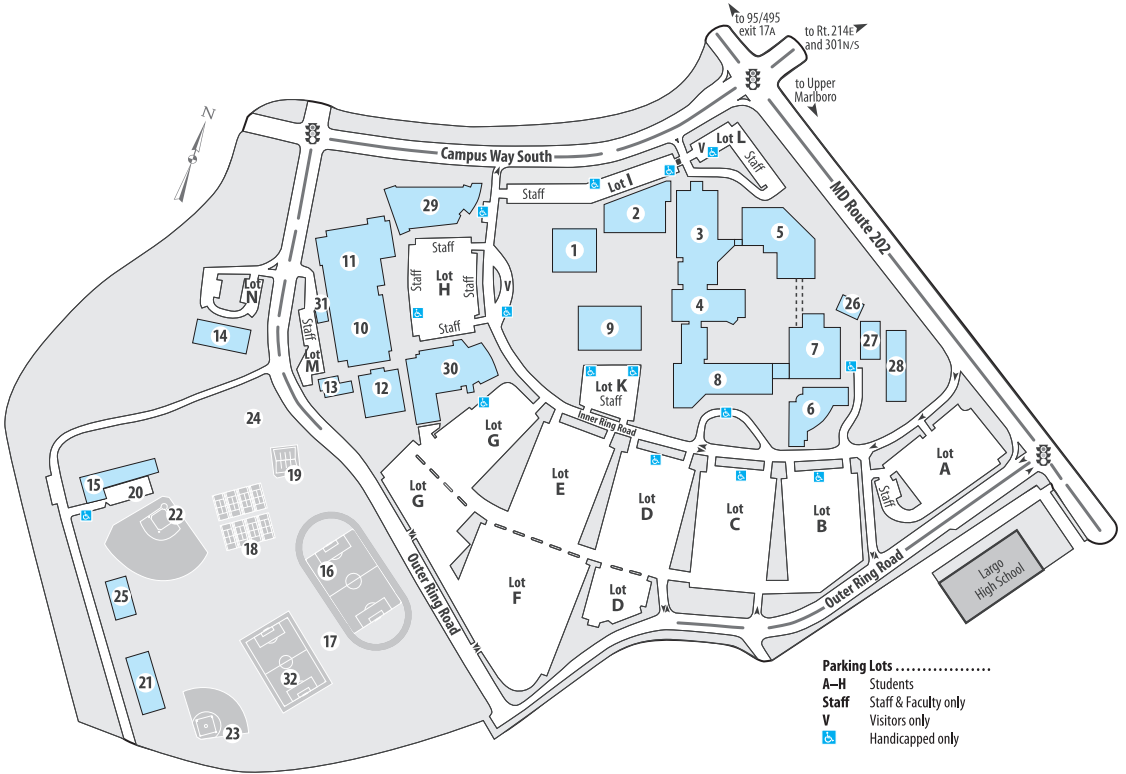
FROM VIRGINIA OR D.C.

Follow the Beltway north, taking exit 15A (Upper Marlboro). Take the Prince George’s Community College exit onto Route 202 South (Landover Road). The college is on the right after the traffic signal at Campus Way South. If traveling from the District, you also may follow East Capitol Street, which becomes Central Avenue (Route 214). Take Prince George’s Community College exit onto Route 202 South. Cross the intersection of Campus Way and take the first right into the college.

FROM ROUTE 301

Take Central Avenue (Route 214 West). Make a left at Campus Way South, follow about one-quarter mile to Route 202. Make a left onto Route 202; the college is on your immediate right. Take the first right from Route 202 into the college.





1. KENT HALL

- Administration
- Workforce Development and Continuing Education
- Human Resources

2. ACCOKEEK HALL

- eLearning Services
- Library

3. BLADEN HALL

- Admissions and Records
- Advising and Transfer Services
- Cashier
- Disability Support Services (DSS)
- Enrollment Services
- Financial Aid Office (FAO)
- Health Education Center (nurse)
- Recruitment
- Registration
- Veterans Services
- Welcome Center

4. BLADEN HALL

- Campus Police Substation
- College Lab Services (computer labs)
- Language Studies Lab
- Student Assessment Services (Testing Center)
- Tutoring and Writing Centers

5. LARGO STUDENT CENTER

- Bookstore
- Campus Dining
- College Life Services
- Community Rooms A, B, C
- Rennie Forum

6. CHESAPEAKE HALL

- 7. LANHAM HALL**
- Academy of Health Sciences at Prince George's Community College
- International Education Center
- Service Learning

8. MARLBORO HALL

- Marlboro Gallery
- Student Development Resource Center (SDRC)
- Vocational Support Services (VSS)

9. QUEEN ANNE FINE ARTS

- Hallam Theatre

10. NOVAK FIELD HOUSE

11. ROBERT I. BICKFORD NATATORIUM

- Raquetball Courts
- Weight Room

12. CONTINUING EDUCATION BUILDING

- (classrooms only)

13. STEEL BUILDING

14. ANNEX A

15. FACILITIES MANAGEMENT BUILDING

- Campus Police

16. TRACK/PRACTICE SOCCER FIELD

17. GOLF RANGE

18. TENNIS COURTS

19. RACQUETBALL COURTS

20. AUTO BAY

21. WAREHOUSE

22. BASEBALL DIAMOND

23. SOFTBALL DIAMOND

24. PICNIC GROVE

25. TEMPORARIES 1 AND 2

26. TEMPORARY SERVICES BUILDING TS

27. TEMPORARY SERVICES BUILDING TO

28. TEMPORARY SERVICES BUILDING TZ

29. CENTER FOR ADVANCED TECHNOLOGY

- College Lab Services (computer labs)
- Cyber Café

30. CENTER FOR HEALTH STUDIES

31. TEMPORARY 3

32. MAIN SOCCER FIELD

PRINCE GEORGE'S COMMUNITY COLLEGE AT JOHN EAGER HOWARD COMMUNITY CENTER

4400 Shell Street | Capitol Heights, MD 20743 | 301-341-3027

OVERVIEW

The Culinary Arts Center at Prince George's Community College is located in the John Eager Howard Community Center. It houses both credit and continuing education culinary arts classes, as well as some of the related management courses. The center includes instructional kitchens, classrooms, a computer lab, and a simulated banquet hall. Limited support services are available on site, such as advising and registration.

DIRECTIONS

FROM LARGO

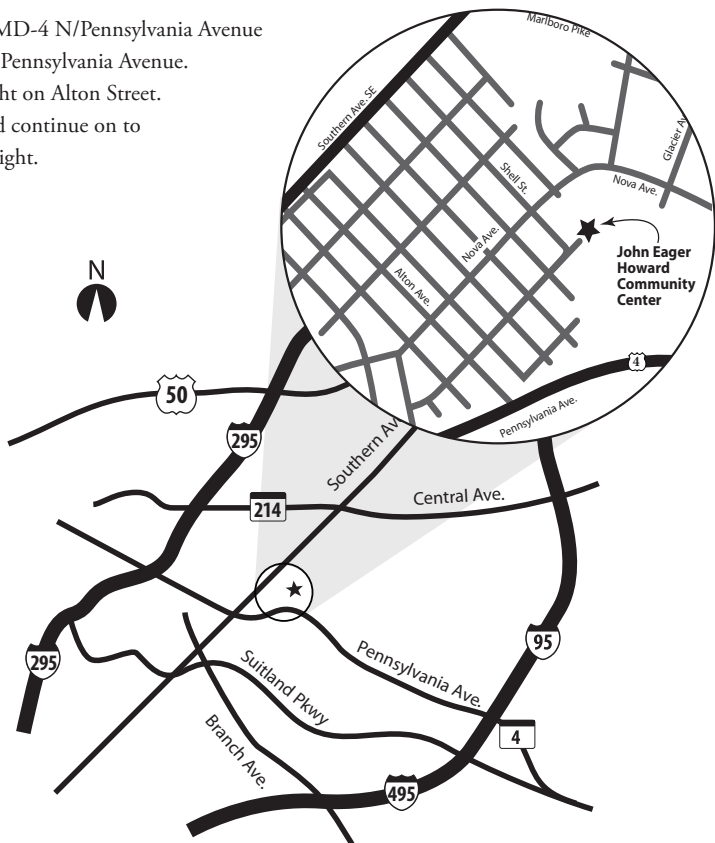
Merge onto MD 214 W/Central Avenue via ramp to Washington and proceed for approximately 3 miles. Turn left on MD 332 W and then turn right on MD 332 W/Central Avenue. Turn left on Clovis Avenue and then make a slight left on Larchmont Avenue. Proceed on Larchmont and then turn left onto Marlboro Pike. Take the first right onto Nova Avenue and then turn left onto Shell Street. John Eager Howard will be on the left.

FROM SOUTH

Take I 495/N I-95 N and take exit 11B for MD-4 N/Pennsylvania Avenue toward Washington. Merge onto MD-4 N/Pennsylvania Avenue. Proceed approximately 4 miles and turn right on Alton Street. Take the first right onto Dewitt Avenue and continue on to Shell Street. John Eager Howard is on the right.

FROM NORTH

Take I-495/S I-95 S and take exit 11B for MD-4 N/Pennsylvania Avenue toward Washington. Merge onto MD-4 N/Pennsylvania Avenue. Proceed approximately 4 miles and turn right on Alton Street. Take the first right onto Dewitt Avenue and continue on to Shell Street. John Eager Howard is on the right.



PRINCE GEORGE'S COMMUNITY COLLEGE AT JOINT BASE ANDREWS/NAVAL AIR FACILITY (ANDREWS AFB)

1413 Arkansas Road, Room 111 | Joint Base Andrews, MD 20762 | 301-322-0778 or 301-981-5949

OVERVIEW

Students attending classes at this site may complete the requirements for an associate degree in general studies or take courses toward degrees in a variety of transfer and career programs. Academic advisors are at the center during class hours to assist with academic planning. Library and audiovisual services also support instructional areas. Prince George's Community College at Joint Base Andrews has special requirements for civilian access. Students who do not live or work on the base or who do not have a valid military ID card must submit to a special background check before accessing the base for the first time each semester. Full details of this process can be found in each semester's schedule of classes or on the website.

DIRECTIONS**FROM I-95 S (BELTWAY)**

Take Exit 9, which is marked Rt. 337, Andrews AFB, Allentown Road, Morningside. Turn right onto Forestville Road. Make the next right onto Allentown Road (Rt. 337 S). Make a left at the Visitor's Entrance Gate traffic light. The Visitor Center is on the left. After obtaining your base access badge, proceed to the security check point, then to the traffic light. Bear right at the light/4-way stop onto North Perimeter Road.

TO BUILDING 1413

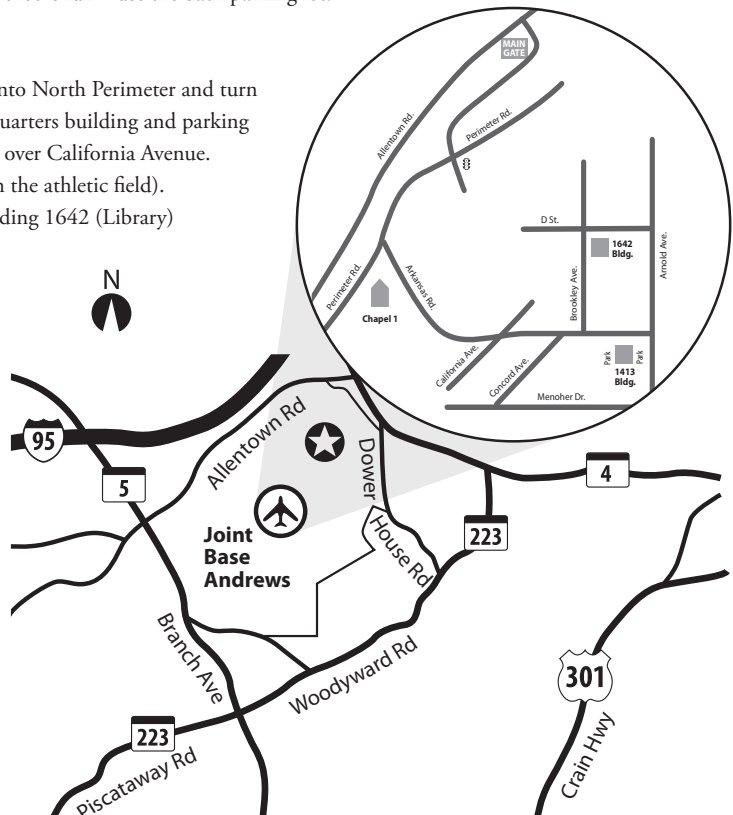
Continue on North Perimeter, past the headquarters building and parking lot. Turn left onto Arkansas Road. You will pass Chapel 1 (on the right) and cross California Avenue. Continue on Arkansas; 1413 is the last building on the right. There are two parking lots, one in front of building 1413 and one in the rear. Please do not use the dormitory parking lot across the street or park illegally if the front lot is full—use the back parking lot.

TO BUILDING 1642

Bear right at the traffic light/4-way stop onto North Perimeter and turn left on Arkansas Road, just past the headquarters building and parking lot. Pass Chapel 1 (on the right) and cross over California Avenue. Turn left on Brookley Avenue (across from the athletic field). As you approach the 4-way stop sign, building 1642 (Library) is on the right at the corner of Brookley Avenue and "D" Street.

PARKING

Parking is ample. Enter classrooms through the rear glass doors.



LAUREL COLLEGE CENTER (LCC)

312 Marshall Avenue, Suite 205 | Laurel, MD 20707 | 1-866-228-6110 | www.laurelcollegecenter.org

OVERVIEW

Laurel College Center, a Maryland Regional Higher Education Center, is a unique partnership between Prince George's Community College and Howard Community College. Students attending classes at this site may complete the requirements of an associate degree in General Studies, Business Administration, Teacher Education, Criminal Justice, or take courses toward a variety of degree programs. A wide selection of noncredit classes and certification programs also are offered at Laurel College Center through the office of Workforce Development and Continuing Education. Advising, testing, admissions, and registration are some of the services available on site to assist students with academic planning.

DIRECTIONS

FROM ROUTE 1 HEADING SOUTH TOWARD LAUREL

Cross Route 198 and make the third right onto Marshall Avenue. Laurel College Center is located in the 10-story office building on the left. There is a sign, "Laurel College Center," at the top of the building.

FROM ROUTE 1 HEADING NORTH TOWARD LAUREL

Pass Laurel Mall and Laurel Shopping Center and turn left onto Bowie Road. Turn left on Route 1 South and make an immediate right onto Marshall Avenue. LCC is located in the 10-story office building on the left. There is a sign, "Laurel College Center," at the top of the building.

FROM I-95 NORTH

Take exit 33A, Route 198 East toward Laurel. Proceed to Fourth Street and turn right. Go to the stop sign and turn left onto Marshall Avenue. Laurel College Center is located in the 10-story office building on the right.

FROM BALTIMORE/WASHINGTON PARKWAY

Take the Route 197 exit toward Laurel. Turn left onto Route 198 West. Turn left onto Route 1 South and make the third right onto Marshall Avenue. LCC is located in the 10-story office building on the left. There is a sign, "Laurel College Center," at the top of the building.

FROM ROUTE 29, BURTONSVILLE AREA

Take Route 198 East toward Laurel. After crossing over I-95, proceed to Fourth Street and turn right. Go to the stop sign and turn left onto Marshall Avenue. LCC is located in the 10-story office building on your right.

From Route 32: Take exit for Route 1 South. Go approximately three miles and turn right onto Marshall Avenue (third right after crossing Route 198). LCC is located in the 10-story office building on the left.

PARKING

Before 5 p.m., Monday through Friday, student parking is restricted to the Laurel Shopping Center in the yellow outlined parking spaces. The Laurel Shopping Center is located directly behind the Laurel College Center. For easy access to the building, take the walkway, between Books-A-Million and the Sprint store, from the shopping center to the building's second floor entrance. After 5 p.m. and on Saturdays, students may park in the lot on Marshall Avenue directly across from or to the side of the building. Parking is free and no permit is required.

SKILLED TRADES CENTER

6400 Old Branch Avenue | Camp Springs, MD 20748 | 301-322-0034

OVERVIEW

The Skilled Trades Center is dedicated to meeting the county’s need for skilled construction trades people. At this center, the focus is entirely on skilled construction trades. The center provides lab space for five critical construction trade areas including carpentry; electrical; plumbing; heating, ventilation, air-conditioning, and refrigeration (HVAC-R); and building maintenance. Many program titles, formats, and options are available ranging from one-day short courses to multi-semester, long-term certification programs.

DIRECTIONS

FROM I-95/495/CAPITAL BELTWAY

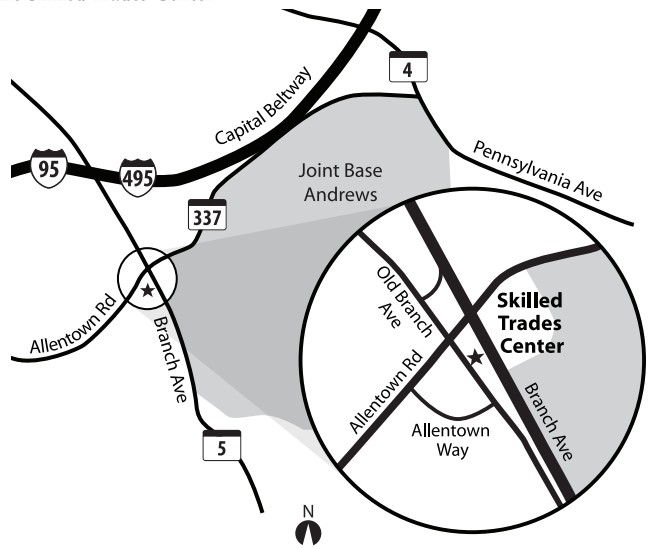
Take Exit 7A toward Waldorf, which is labeled “Branch Avenue (South)/MD Route 5.” Exit onto Allentown Road (Route 337 West) toward Camp Springs. At the bottom of the exit ramp, merge right onto Allentown Road then make an immediate left turn at the first traffic light onto Old Branch Avenue. The Skilled Trades Center is approximately one quarter mile ahead on the left.

FROM WALDORF AND POINTS SOUTH AND EAST

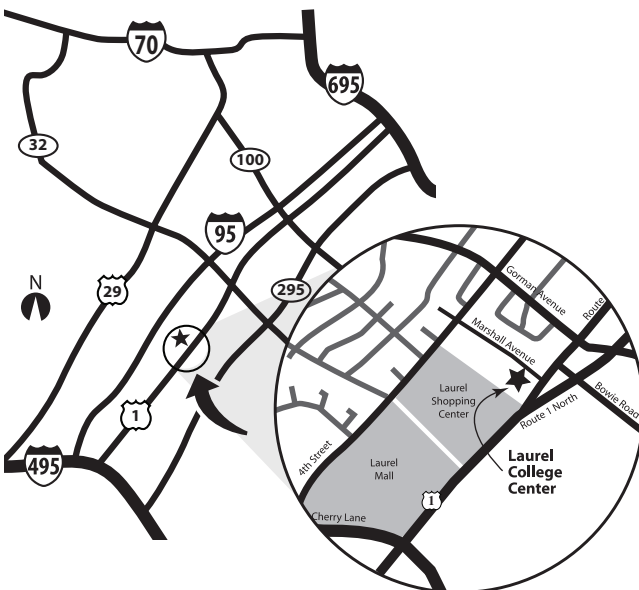
Heading north on Branch Avenue/Route 5, exit onto Allentown Road (Route 337 West) toward Camp Springs. At the bottom of the exit ramp, turn left onto Allentown Road then make a left turn onto Old Branch Avenue. The Skilled Trades Center is approximately one quarter mile ahead on the left.

PARKING

Parking is free and no permit is required.



LAUREL COLLEGE CENTER (LCC)



PRINCE GEORGE'S COMMUNITY COLLEGE AT UNIVERSITY TOWN CENTER

6505 Belcrest Road, Suite 200 | Hyattsville, MD 20782 | 301-277-5934 | www.pgcc.edu/aboutus/extensioncenters/utc

OVERVIEW

Students at Prince George's Community College at University Town Center (UTC) may complete requirements for a degree in general studies or complete significant portions of other transfer and career programs. In addition, UTC offers a full array of courses for non-native speakers of English as well as developmental courses in reading, mathematics, and English. UTC provides a broad range of advising, testing, and support services to assist students in their academic planning.

DIRECTIONS

Prince George's Community College at University Town Center is located at 6505 Belcrest Road across from The Mall at Prince Georges (formerly Prince George's Plaza) and a five-minute walk from Metro's Green Line. The college is on the second floor, Suite 200.

FROM I-495 SOUTH OF HYATTSVILLE:

Take exit 19B to Route 50 West toward Washington. Go approximately 1.5 miles. Take exit 5 to MD 410. Go 1.8 miles, make a slight left turn onto Riverdale Road, which becomes MD 410, East-West Highway. Go approximately two miles, turn right onto Belcrest Road.

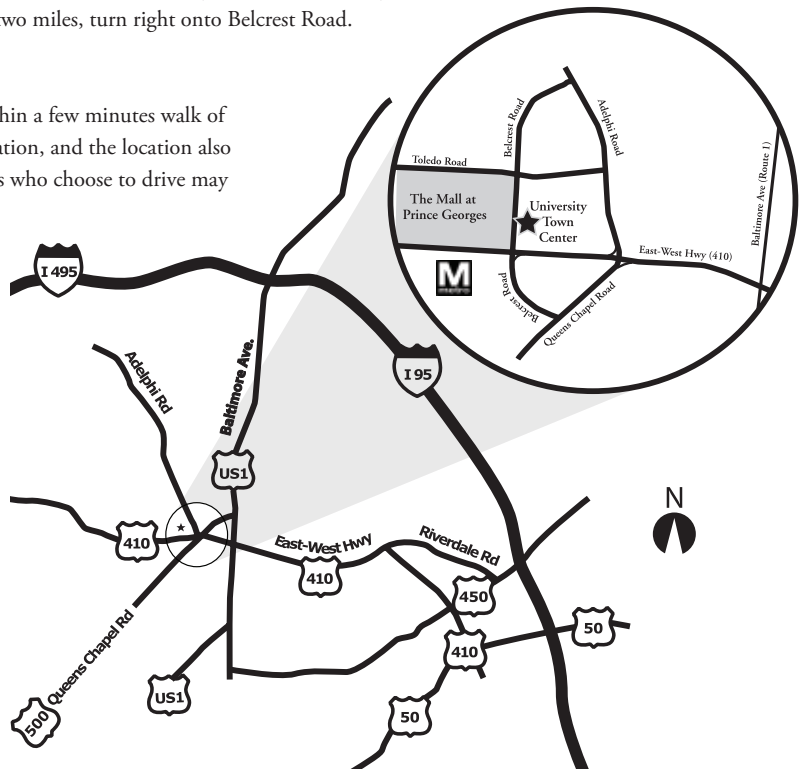
FROM I-495 NORTH AND WEST OF HYATTSVILLE

Take exit 23 Kenilworth Avenue toward Greenbelt/Bladensburg to Kenilworth Avenue (MD 201 South) toward Bladensburg. Go approximately three miles on Kenilworth Avenue, turn right on East-West Highway (MD Route 410). Go approximately two miles, turn right onto Belcrest Road.

PARKING

University Town Center is located within a few minutes walk of the Prince George's Plaza Metrorail station, and the location also is served by many bus routes. Students who choose to drive may park in Garage B at University Town Center, entered from Freedom Way West off of Belcrest Road.

Parking is free for the first two hours. Beyond two hours, current students with valid PGCC IDs may validate their parking coupons in the student lounge to receive a 50 percent discount off the posted rates.



PRINCE GEORGE'S COMMUNITY COLLEGE AT WESTPHALIA TRAINING CENTER

9109 Westphalia Road | Upper Marlboro, MD 20774 | 301-322-0964

OVERVIEW

At Prince George's Community College at Westphalia Training Center, workers are educated and trained for in-demand jobs. In collaboration with the Mid-Atlantic Carpenters Training Centers (MACTC), Prince George's Community College provides classroom, performance-based training in construction and green/renewable energy. Prince George's Community College at Westphalia Training Center also houses the TeamBuilders Academy, which is a cohort-based, accelerated, adult career training program.

DIRECTIONS**FROM EASTBOUND ROUTE 4**

Turn left on Westphalia Road and drive about a mile. The Westphalia Training Center is on the right.

FROM WESTBOUND ROUTE 4

Turn right on Westphalia Road and drive about a mile. The Westphalia Training Center is on the right.

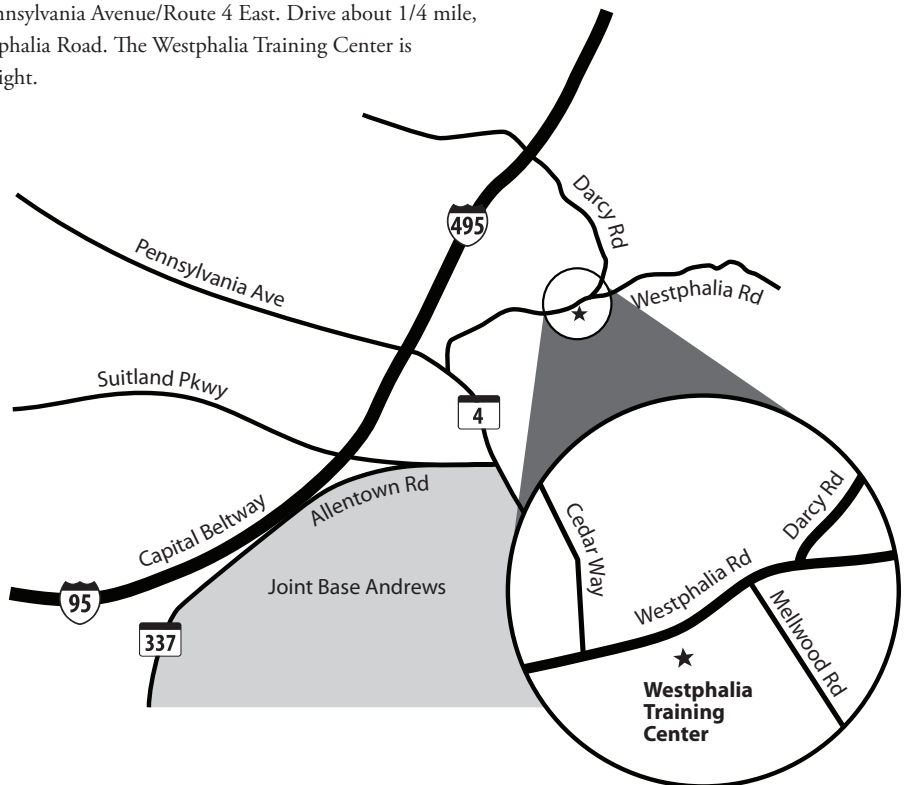
FROM I-495

Take exit 11A toward Pennsylvania Avenue/Route 4 East. Drive about 1/4 mile, then make a left on Westphalia Road. The Westphalia Training Center is about a mile up, on the right.

PARKING

Parking is free.

No permit is required.



CHAPTER 16
APPENDIX

GLOSSARY OF ACADEMIC TERMS

Academic Advisor Provides pre-admission information, interprets placement test scores, assists with course selection, advises on general academic policies and procedures, provides information on transfer to other institutions and evaluates (unofficially) student records/transcripts to determine course/program eligibility.

Academic Dismissal Academic dismissal results when a student on Academic Restriction fails to achieve at least a 2.0 GPA during the current enrollment period.

Academic Restriction An academic status (after Academic Warning) limiting a student to no more than seven credits in a regular semester, which results when the minimum required grade point average has not been achieved. One of the courses must be a CAP course and the other must be a course previously attempted that was not satisfactorily completed.

Academic Warning Status of a student who, at any point after six credits (or two courses) are attempted, falls below the prescribed minimum requirements for good academic standing.

Accreditation Certification that the college and/or its programs have met established standards and are recognized by national and/or state authorizing agencies.

Admission Process of becoming officially recognized as a person able to enroll in credit courses. This is a one-time process unless the student stops taking classes for an extended period of time. (*Also see Registration*)

Alumni Alumni are students who graduated from the college. At Prince George's Community College, alumni also may include students who once attended the college.

Apprenticeship A training program in which an employee (apprentice) learns a craft or trade under the guidance of skilled tradesmen. The apprentice enters into a training agreement with an employer that imposes mutual obligations on both parties. The terms of apprenticeship are regulated by labor agreements and state law. (*Also see Culminating Experience*)

Articulation Agreement An official agreement between a community college and a four-year institution that designates the transferability of specific courses and/or degrees.

ARTSYS (Articulation System) A computerized information system developed by the University of Maryland System and used to check on the transferability of Prince George's Community College courses, to find a recommended transfer program for a major, or compare how other Maryland System colleges will evaluate a student transcript.

Associate Degree A degree consisting of a minimum of 60 credits that includes general education core requirements, program concentration courses and electives. Prince George's Community College offers four degrees: Associate of Arts (A.A.); Associate of Science (A.S.); Associate of Applied Science (A.A.S.); and Associate of Arts in Teaching (A.A.T.).

Audit A registration option that enables the student to attend a college course without receiving academic credit. Full tuition and fees are still paid.

CAP (Career Assessment and Planning) Course CAP courses focus on career/life planning and college success and are offered through the Student Development Services Office.

Capstone Course A course taken by students who are nearing the completion of their studies. Students apply skills and knowledge acquired in previous courses and demonstrate specific competencies and communication skills. (*Also see Culminating Experience*)

Career Program A curriculum leading to an Associate of Applied Science degree (A.A.S.) or certificate emphasizing skills training for employment after graduation.

Certificate A record of successful completion of a shorter program of study of less than 60 credits, typically with application to skills needed for immediate entry into the workplace.

Challenge Exam A comprehensive exam developed by the appropriate academic area that measures the prior learning of students with substantial work-related or personal experience in the subject matter. Subject to certain conditions and limitations, students who pass a challenge exam will have credit for the course posted to their transcript.

CLEP (College Level Examination Program) A series of general and subject exams sponsored by the College Board. The exams are designed to measure knowledge students have obtained, both formally and informally, related to college-level course material, and for which college credit may be awarded.

Clinical Education An essential aspect of the student learning experience in each Nursing and Allied Health Program; involves supervised, hands-on experience, in a health care setting, designed to promote student learning outcomes; the final clinical course in each program is designed as a capstone course and serves as a culminating experience. (*Also see Culminating Experience*)

Collegian Center A community of learners in various disciplines brought together for integrated learning experiences and co-curricular enrichment.

Commencement The college's graduation ceremony held in May, wherein degrees and certificates are publicly awarded for academic levels of achievement.

Concurrent Enrollment Student A student taking courses at a college while attending high school. Typically, the courses appear only on the college's transcript.

Continuing Education Course A course primarily designed for learning without academic credit as distinct from a credit course that is designed to earn academic credits toward a degree or certificate. (*Also see WDCE [Workforce Development and Continuing Education]*)

Cooperative Education Cooperative education is a structured, educational strategy that integrates classroom studies with learning through productive work experiences in a field related to a student's academic or career goals. It requires a partnership among students, educational institutions and employers with specified responsibilities for each party. (*Also see Culminating Experience*)

Corequisite A course to be taken at the same time as another specified course or courses. A corequisite course also may be completed before taking the course or courses with which it is paired.

Counselor Provides personal and interpersonal short-term counseling to enrolled college students for the purpose of assisting them to overcome barriers and deal with cultural and school adjustments. Counselors will refer college students for long-term counseling to off-campus mental health services providers who charge nominal fees, whenever possible.

Course Section Various classes of the same course in the same semester. Sections may have different days, times, instructors and/or rooms, but course content will be the same. A five-digit Synonym identifies each section. (*Also see Synonym*)

Credit Course A course primarily designed to earn academic credits toward a degree or certificate as distinct from a Workforce Development and Continuing Education course that is designed for learning without academic credit.

Credit Hour Each credit course carries a specific number of credit hours, which generally equates to the number of hours per week that class will meet for a standard lecture class. Most collegiate-level courses are three credit hours.

Critical Thinking The ability to analyze facts, generate and organize ideas, defend opinions, make comparisons, draw conclusions, evaluate arguments and solve problems.

Culminating Experience A learning opportunity designed for students to synthesize skills and knowledge acquired in previous courses and/or to gain experience in their career or technical area of study. This learning experience is designated for students nearing the completion of their studies. Examples of possible culminating experiences include, but are not limited to, the following: cooperative education, internships, fieldwork, clinical education, apprenticeships and capstone courses.

Curriculum A set of courses that comprises a program of study. (*Also see Program of Study*)

Curriculum Planning Guide A guide that outlines what courses need to be taken and in what sequence to complete an associate degree or to reach other educational goals. These guides are used in conjunction with the college catalog and are available through the college's website.

Dean's List A list published at the end of the fall and spring semesters of students who demonstrate high academic achievement.

Developmental Studies Program A program that helps students develop academic skills for succeeding in college-level courses. Developmental Studies Program courses are offered in English, reading, writing, and mathematics.

Dual Enrollment A high school student taking college courses which fulfill both high school and college credit requirements.

eLearning Courses that use interactive Web-based applications, interactive video and multimedia computer applications in varied combinations to deliver instruction at a distance. (*Also see Hybrid Course, Online Course, and Video Enhanced Online Course*)

Early Alert The identification of students at risk early in the semester and communication with them through a computer-generated notice.

Equivalent Hour (EH) A method for equating developmental courses to credit courses for determining a student's enrollment status—full-time, half-time, etc. Equivalent Hours do not affect a student's total credits, degree requirements, or GPA.

Elective An elective allows a student choice or selection with minimal restrictions. Also see "program elective."

Enrollment The process of selecting courses for a given semester. (*Also see Registration*)

ESL (English as a Second Language) A program of courses for students whose first language is not English.

Extension Center An off-campus location that may offer credit courses and opportunities for degree attainment as well as noncredit continuing education and workforce development courses and certification programs. Prince George's Community College extension centers are located at Joint Base Andrews, Laurel College Center, Skilled Trades Center in Camp Springs, and the University Town Center in Hyattsville.

Fee A financial charge for courses and services.

Fieldwork Employer supervised educational, on-the-job experience in the employer's facility. (*Also see Culminating Experience*)

Full-time Student A student enrolled in 12 or more credit hours in a given semester.

General Education Core A body of knowledge that provides a liberal education and contributes to the development of critical thinking skills that identify an individual as a college graduate.

General Education Courses Transferable courses that are specified for each program of study and provide the academic background that every student receiving an associate degree should possess.

GPA (Grade Point Average) An average of the grades a student has earned based on how many credit hours each course was worth. Typically, acceptable college GPAs are from 2.0 to 4.0.

Graduation The formal completion of an associate degree or certificate as indicated on a student's official transcript.

Half-time Student A student enrolled in six to eleven credit hours in a given semester.

Hybrid Course A course with less than 100 percent required face-to-face instruction that consistently replaces regularly scheduled face-to-face instruction with required, paced learning activities that are delivered online. (*Also see eLearning*)

I Grade Denotes an incomplete (I) grade that is given to a student (at the discretion of his or her instructor) whose work in a course has been qualitatively satisfactory, but due to illness or other extenuating circumstances is unable to complete the course requirements by the end of the semester.

Internship A supervised work and learning experience that exposes a student to professional responsibilities that align with his or her academic and career goals. (*Also see Culminating Experience*)

Learning-Centered College A college that places student learning at the highest institutional priority. The college community (i.e., students, faculty, staff, administrators, and Board of Trustees) acts as a team to carry out learning-centered principles.

Letter of Recognition (LOR) Record of completion of an identified set of concentration courses in a discipline for a maximum of 11 credits.

myPGCC Provides centralized Web-based access to college resources, including Blackboard courses, Owl Link, Owl Mail, and PGCC news, information, and student events.

Matriculated Student Any student officially admitted and enrolled at the college.

Online Course A course where 100 percent of face-to-face (i.e., on-campus classroom) instruction is replaced by required, paced learning activities that are delivered online. (*Also see eLearning*)

Owl Alert Prince George's Community College's emergency text messaging and e-mail notification system.

Owl Debit Card A Prince George's Community College debit card issued to all credit students to be used, at a minimum, as the vehicle for managing receipt of refunds from the college.

Owl Link Prince George's Community College computer system that provides self-service to students, prospective students, visitors, donors, and employees. (*Also see Web Advisor*)

Owl Mail Prince George's Community College student e-mail system that all credit students are expected to use to interact with the college and to remain informed of important events on campus.

Owl Success Track A mandatory first-year experience program for first-time college students.

Part-time Student A student enrolled in less than six credit hours in a given semester.

Placement Test A required assessment used to determine initial course placement for first-time entering students to the college.

PLAN (Prior Learning Assessment Network by Portfolio) A process by which students whose personal and professional experiences provide evidence of mastery of collegiate-level subjects may use portfolio assessment to gain credit for previous knowledge and skills attained. Students who wish to apply for credit through portfolio assessment are required to attend an information session, meet with a PLAN advisor and register for a 3-credit course, CAP-105 Portfolio Development.

Prerequisite A course that must be completed before enrolling in a more advanced course. For example, ACC-1010 is taken before ACC-1020.

Program Elective A program elective must be selected from a specific list unique to a particular program of study. Also see "elective."

Program Evaluation A report created by a student in Owl Link that matches all courses taken against the academic requirements of the student's program of study in order to assist with course planning and to determine progress toward graduation. (*Also see What-if Scenarios*)

Program of Study A set of courses leading to a degree, certificate, or letter of recognition.

Q Grade A grade assigned by the instructor to a student who has never attended the class or stopped attending during the first 20 percent of the course.

Registration Process by which students officially enroll in their courses every semester and reserve a place in class by paying the tuition bill. New and readmitted students must register in person for their first semester. Returning students also may register by telephone or over the Internet.

Schedule Adjustment The process of adding, dropping, or exchanging courses during registration or any other prescribed period at the start of the semester.

Schedule of Classes A publication that lists classes available for a particular semester. Schedules are published separately for credit and workforce development and continuing education courses.

Semester A period of instruction, generally 15 weeks, offered during fall and spring. The college also offers courses with more flexible and accelerated course formats throughout the year, including during the summer and intersession.

Service-Learning The integration of volunteer service and classroom learning, with a focus on critical, reflective thinking and personal and civic responsibility.

Syllabus A learning document provided by an instructor that describes the content and expectations of a course, the grading policy, a list of assignments and due dates, and related information such as the required textbooks, other course materials, the instructor's office hours, and contact information.

Synonym Five-digit unique identifier for a course section offered in a specific semester. For example, the course synonym is 02443 for EGL-1010-LD01 offered in the fall semester.

TBA To be arranged or to be announced.

Transcript A student's formal academic record of grades received in all courses taken at Prince George's Community College, including transfer credits if applicable. Students can obtain official copies of their transcripts from the Office of Admissions and Records.

Transfer Program A program with another college or university enabling the student to transfer credits and work toward a bachelor's degree. Designated as an Associate of Arts (A.A.), Associate of Science (A.S.), or Associate of Arts in Teaching (A.A.T.).

Tuition The amount of money charged for each credit or noncredit course for which a student registers.

Video Enhanced Online Course Uses commercially produced video material as a supplement to an online course. The course activities are conducted online, while the video programs are delivered in a variety of formats. (*Also see eLearning*)

W Grade A withdrawal (W) grade is received when the student voluntarily drops a course after the schedule adjustment period but before the completion of 75 percent of the course, normally the 12th week of classes. The withdrawal is not finalized until the necessary paperwork is completed and submitted. The student withdraws only from that course or courses but remains enrolled in the rest of the courses for which he or she is registered.

WDCE (Workforce Development and Continuing Education) Provides a variety of noncredit occupational, educational, multicultural and recreational opportunities at nominal costs to county residents. Additionally, WDCE assists area businesses with their employee training needs. (*Also see Continuing Education Course*)

What-if Scenarios A report created by a student in Owl Link that allows the student to determine how courses taken might fit into a program of study other than the one currently being followed.

PROGRAM CODES*

*Applicants must indicate one of the programs of study listed below by filling in the program's abbreviated name in the space provided on Item 17 of the paper application or by selecting it from the drop-down list available in the online application. For example, Accounting Professional would be ACCT.PROF.AAS.

Students who are still in high school or who are under the age of 16 may not select a curriculum until after they graduate or otherwise become eligible for enrollment in college. They must instead select one of the offerings listed below that begin with "SPEC."

A.A. Associate of Arts
A.S. Associate of Science
A.A.S. Associate of Applied Science

A.A.T. Associate of Arts in Teaching
Cert. Certificate
LOR Letter of Recognition

ACCOUNTING PROGRAMS

ACCT.TRANSFR.AS Accounting Transfer Option (A.S.)
ACCT.PROF.AAS Accounting Professional (A.A.S.)
ACCT.CT Accounting (CERT)
ACCT.LOR Accounting (LOR)
ACCT.TAX.LOR Accounting and Taxation (LOR)
ACCT.CPA.CT CPA Preparation (CERT)

BMGT.SPORT.MGT.CT Sports Management (CERT)
BMGT.SUPVS.CT Supervisory Management (CERT)
BMGT.SUPVS.LOR Supervisory Management (LOR)

COMPUTER ENGINEERING TECHNOLOGY PROGRAMS

COMP.ENGRA.AS Computer Engineering Technology (A.A.S.)
COMP.CISCO.CT Cisco CCNA Preparation (CERT)
COMP.APLUS.CT A+ Preparation (CERT)
COMP.SERV.CT Computer Service Technology (CERT)

ARTS AND SCIENCES PROGRAM

THTR.CT Theatre/Entertainment Tech. (CERT)

COMPUTER SCIENCE PROGRAMS

COMP.INFO.SCI.AS Information Science Option (A.S.)
COMP.SCI.AS Computer Science (A.S.)

BUSINESS ADMINISTRATION PROGRAM AND BUSINESS MANAGEMENT PROGRAMS

BUAD.AS Business Administration (A.S.)
BMGT.AAS Business Management (A.A.S.)
BMGT.RISK.CT Disaster Recovery and Risk Management (CERT)
BMGT.RISK.LOR Disaster Recovery and Risk Management (LOR)
BMGT.HR.CT Human Resource Management (CERT)
BMGT.HR.LOR Human Resource Management (LOR)
BMGT.HLTHCARE.CT Health Care Management (CERT)
BMGT.HLTHCARE.LOR Health Care Management (LOR)
BMGT.PUBADM.CT Public Administration (CERT)
BMGT.PUBADM.LOR Public Administration (LOR)
BMGT.PURCON.CT Purchasing and Contracting (CERT)
BMGT.PURCON.LOR Purchasing and Contracting (LOR)
BMGT.RLEST.LOR Real Estate (LOR)
BMGT.RPM.AAS Residential Property Management Option (A.A.S.)
BMGT.RPM.CT Residential Property Management (CERT)
BMGT.SMLBUS.CT Small Business Management (CERT)

CONSTRUCTION MANAGEMENT PROGRAMS

CNST.AAS Construction Management (A.A.S.)
CNST.CT Construction Management (CERT)

CRIMINAL JUSTICE PROGRAMS

CRJU.AA Criminal Justice Transfer Option (A.A.)
CRJU.AAS Criminal Justice (A.A.S.)
CORR.AAS Correctional Services Option (A.A.S.)
CRJU.CYBER.AAS Cybercrime Investigation Option (A.A.S.)
CRJU.CYBER.CT Cybercrime Investigation (CERT)

CULINARY ARTS PROGRAMS

FOOD.CULIN.AAS Culinary Arts (A.A.S.)
FOOD.CULIN.CT Culinary Arts (CERT)
FOOD.DIET.AA Dietetics Option (A.A.)
FOOD.DIET.CT Dietetics (CERT)
FOOD.SCIAA Food Science Option (A.A.)

CYBERSECURITY PROGRAMS

COMP.SECUR.AAS	Cybersecurity (A.A.S.)
COMP.SECUR.CT	Cybersecurity (CERT)
COMP.SECUR.MGT.CT	Cybersecurity Management (CERT)

EARLY CHILDHOOD EDUCATION PROGRAMS

TCHR.ECHILD.SPEC.AAT	Early Childhood Education/Early Childhood Special Education (A.A.T.)
TCHR.ECHILD.AAS	Early Childhood Education (A.A.S.)
TCHR.ECHILD.LOR	Early Childhood (LOR)
TCHR.ECE.MATHSCI.CT	Early Childhood Education Mathematics and Science (CERT) <i>(pending MHEC approval)</i>
TCHR.ADMIN.CHILDCARE.CT	Mastery in Administration of Child Care Programs (CERT) <i>(pending MHEC approval)</i>
TCHR.DIVERSE.POPS.CT	Proficiency in Diverse Student Populations (CERT) <i>(pending MHEC approval)</i>
TCHR.MASTERY.CT	Mastery in Early Childhood Education (CERT)
TCHR.SPECED.CT	Early Childhood Special Education (CERT)
TCHR.SCHOOLAGE.CT	Proficiency in School Age Care and Management (CERT)
TCHR.INFANT.TOD.CT	Proficiency in Infant and Toddler Development (CERT)

ENGINEERING TECHNOLOGY PROGRAMS

COMP.CAD.CT	Computer-Aided Drafting (CERT)
ELEC.TECH.AAS	Electronic Engineering Technology (A.A.S.)
ELEC.ANREPT	Electronics Analysis and Repair (CERT)
ENGR.TECH.AAS	Engineering Technology (A.A.S.)

ENGINEERING PROGRAMS

ENGR.AS	Engineering (A.S.)
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ENVIRONMENTAL STUDIES PROGRAM

ENVR.STUD.AS	Environmental Studies (A.S.)
ENVR.STUD.CT	Environmental Studies (Cert.)

FIRE SCIENCE PROGRAM

FIRE.AAS	Fire Science (A.A.S.)
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FORENSIC SCIENCE PROGRAM

FORS.AS	Forensic Science (A.S.)
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GENERAL STUDIES PROGRAMS

ARTS.AA	Art Option (A.A.)
BIOL.AA	Biology Option (A.A.)
CHEM.AA	Chemistry Option (A.A.)
COMM.PR.AA	Communications/Public Relations/Journalism Option (A.A.)
ECON.AA	Economics Option (A.A.)
ENGL.AA	English Option (A.A.)
GENL.STUDIES.AA	General Studies (A.A.)
HLTH.ED.AA	Health Education Option (A.A.)
COMM.MASS.AA	Mass Communication Option (A.A.)
MUSI.AA	Music Option (A.A.)
PHIL.AA	Philosophy Option (A.A.)
PHYS.EDUC.AA	Physical Education Option (A.A.)
PRELAW.AA	Pre-Law Option (A.A.)
PSYCH.AA	Psychology Option (A.A.)
SOCI.AA	Sociology Option (A.A.)
GENL.TRAN.CT	Transfer Studies (CERT)

HEALTH SCIENCES PROGRAMS

HLTH.INFO.PETIT	Health Information Management (A.A.S.) (petitioner)**
HLTH.BILL.PETIT	Medical Coding/Billing Specialist (CERT) (petitioner)** <i>(pending MHEC approval)</i>
MED.ASST.AAS.PETIT	Medical Assisting (A.A.S.) (petitioner)**
NUCL.MED.PETIT	Nuclear Medicine Technology (A.A.S.) (petitioner)**
NUCL.CT.PETIT	Nuclear Medicine Technology (CERT) (petitioner)**
NURS.TRANS.PETIT	Nursing, LPN to RN Transition (petitioner)**
NURS.PMD.PETIT	Nursing, Paramedic to RN Transition (petitioner)**
NURS.RN.PETIT	Nursing, RN (A.S.) (petitioner)**
NURS.LPN.PETIT	Nursing, LPN (CERT) (petitioner)**
PMD.CT.PETIT	Paramedic (CERT) (petitioner)**
PMD.AAS.PETIT	Paramedic (A.A.S.) (petitioner)**
RADI.AAS.PETIT	Radiography (A.A.S.) (petitioner)**
RESPAAS.PETIT	Respiratory Therapy (A.A.S.) (petitioner)**

HOSPITALITY SERVICES MANAGEMENT PROGRAMS

HOSP.SERV.AAS	Hospitality Services Management (A.A.S.)
HOSP.SERV.CT	Hospitality Services Management (CERT)
HOSP.LODGE.MGT.LOR	Lodging Management (LOR)
FOOD.SERV.LOR	Food Service Management (LOR)

HUMAN SERVICES PROGRAM

HUMN.SERV.AAS	Human Services (A.A.S.)
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INFORMATION TECHNOLOGY PROGRAMS

COMP.INFO.TECH.AAS	Information Technology (A.A.S.)
COMP.PROG.DB.CT	Computer Programming and Database Certificate (<i>pending MHEC approval</i>)
COMP.NET.ADM.CT	Network Systems Administrator (CERT)
COMP.GRAPH.CT	Computer Graphics (CERT)
COMP.TECH.SUP.CT	Technical Support Specialist (CERT)
COMP.WEB.CT	Web Technology (CERT)

MEETING AND EVENT MANAGEMENT

HOSP.MTG.EVENT.AAS	Meeting and Event Management (A.A.S.)
HOSP.MTG.EVENT.CT	Meeting and Event Management (CERT)
HOSP.MTG.MGT.LOR	Meeting and Event Management (LOR)

MARKETING MANAGEMENT PROGRAMS

MKTG.AAS	Marketing Management (A.A.S.)
MKTG.CT	Marketing Management (CERT)

MEDIA PRODUCTION PROGRAM

COMM.MEDIA.CT	Media Production (CERT)
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PARALEGAL/LEGAL ASSISTANT PROGRAMS

PARA.AAS	Paralegal/Legal Assistant (A.A.S.)
PARA.CT	Paralegal/Legal Assistant (CERT)

TEACHER EDUCATION PROGRAMS

TCHR.CHEM.AAT	Secondary Education—Chemistry (A.A.T.)
TCHR.ELEM.SPECED.AAT	Elementary Education/ Elementary Special Education (A.A.T.)
TCHR.ENGLISH.AAT	Secondary Education—English (A.A.T.)
TCHR.PHYSICS.AAT	Secondary Education—Physics (A.A.T.)
TCHR.MATH.AAT	Secondary Education—Mathematics (A.A.T.)
TCHR.SPAN.AAT	Secondary Education—Spanish (A.A.T.)

VISUAL COMMUNICATION PROGRAMS

ARTS.GRAPHD.AAS	Visual Communication/Graphic Design (A.A.S.)
ARTS.GRAPHD.CT	Graphic Design (CERT)
ARTS.ILLUS.CT	Illustration (CERT)
ARTS.ANIM.CT	Animation and Screen-Based Design (CERT)

SPECIAL, NON-DEGREE OFFERINGS

TCHR.CERTIF.ND	Teacher Certification for School Employees
TCHR.RESID.ND	Resident Teacher Program for PGCPS Employees
SPEC.DUAL.ND	High School Dual Enrollment
SPEC.TAG.ND	TAG for Talented/Gifted Students under age 16
SPEC.CONCUR.ND	Concurrent Enrollment for High School Students

**Students also should complete the Petition for Admission to Health Sciences Programs (after consulting with a Health Sciences advisor).

Programs which show “pending MHEC approval” had not yet been approved by the Maryland Higher Education Commission for the award of a degree at the time this catalog was published.

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FREQUENTLY CALLED NUMBERS

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(Area code is 301 unless otherwise noted.)

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Advising and Transfer Services	336-6000
Alumni Association	322-0858
Athletics	322-0513
Bookstore	322-0912
Campus Police	322-0666
Career Services	322-0109
Cashier's Office	322-0691
Center for Business and Industry Solutions (CBIS)	322-0726
Child Care, Childtime Center	336-7740
Children's Developmental Clinic	332-0519
Clubs and Organizations	322-0853
College Life Services	322-0853
Computer Labs	322-0999
Bladen Computer Center Center for Advanced Technology Mathematics Learning Center	583-5257
Continuing Education	322-0159
Counseling Services	322-0149
Degree/Extension Centers	322-0785
Disability Support Services	322-0838
TTY or TDD	322-0122
eLearning	322-0463
Emergency	322-0111
Financial Aid	322-0822
Graduation	322-0558
Hallam Theatre Box Office	322-0444
Health Education Center	322-0845
Help Desk (Owl Link)	322-0637
Honors Program	386-7530
International Education Center	322-0750
Intramural Sports	322-0518
Joint Base Andrews (Formerly Andrews Air Force Base) or	322-0778 981-5949
Laurel College Center	1-443-518-4162
Toll Free	1-866-228-6110
Library General Information	322-0475
Circulation	322-0475
Research Information Desk	322-0476
Lost and Found	322-0853
Marlboro Gallery (art gallery)	322-0965
Mentoring and Retention Program	322-0730
Natatorium (swimming pool and weight rooms)	322-0980
Placement Testing	322-0147
PLAN (Portfolio Assessment)	322-0437
Police (campus) 24 hours	322-0666
Police Academy	322-0175
Registration Information, credit	336-6000
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Senior Citizens Program (SAGE)	322-0882
Service Learning	322-0713

Skilled Trades Center	322-0894
Student Accounting	322-0688
Student Governance Board	322-0887
Student Records	336-6000
Student Services, Vice President's Office	322-0412
Student Support Services	322-0681
Testing Center	322-0147
Tutoring Center	322-0748
University Town Center	277-5934
Upward Bound	341-3013
Veterans Services	322-0155
Vocational Support Services	322-0725
Weekend Courses	322-0785
Workforce Development and Continuing Education	322-0159
Writing Center	322-0748

FAX NUMBERS

Academic Affairs	808-0960
Admissions and Records	322-0119
Athletics	583-7002
Bookstore	499-1226
College Life Services	322-0850
Continuing Education	386-7502
Financial Aid	322-0559
Health Education Center	322-0865
Natatorium	386-7523
Student Accounting	386-7507
Workforce Development and Continuing Education	386-7502

ACADEMIC DIVISION OFFICES

Prince George's Community College credit courses are offered through academic divisions, each emphasizing a different area of study and each headed by a dean. In most cases, academic questions or requests should be directed to the appropriate divisional office.

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Learning Foundations	322-0495
Learning Resources	322-0462
Liberal Arts	322-0561
Sciences, Technology, Engineering, and Math	322-0419
Social Sciences and Business	322-0524

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