2015–2016
CATALOG

Transforming lives.

PRINCE GEORGE'S
COMMUNITY COLLEGE

ACADEMIC CALENDAR

SUMMER SEMESTER 2015

May 23–25	Saturday–Monday	COLLEGE CLOSED—Memorial Day observed
May 29	Friday	In-person registration ends for first 5-week and 10-week sessions*
June 1	Monday	Classes begin for first 5-week and 10-week sessions
July 2	Thursday	Last day of first 5-week session; In-person registration ends for second 5-week session
July 3–5	Friday–Sunday	COLLEGE CLOSED—Independence Day observed
July 6	Monday	Second 5-week session begins
July 13	Monday	Last day to apply for summer graduation
Aug. 7	Friday	Last day of second 5-week and 10-week sessions

FALL SEMESTER 2015

May 4	Monday	Registration for fall 2015 begins for all students
Aug. 14	Friday	Priority registration deadline for Health Sciences programs
Aug. 15	Saturday	Saturday registration, 9 a.m.–1 p.m.
Aug. 21	Friday	In-person registration ends for fall 2015*
Aug. 22	Saturday	Classes begin for fall 2015
Aug. 29	Saturday	Classes begin at Laurel College Center
Sept. 5–7	Saturday–Monday	COLLEGE CLOSED—Labor Day observed
Sept. 14	Monday	Last day to apply for fall graduation
Sept. 18	Friday	Last day to change from "credit" to "audit" or "audit" to "credit" for full-semester classes
Sept. 30	Wednesday	Last day to withdraw from first half-semester classes
Oct. 14	Wednesday	Midterm; End of first half-semester classes
Oct. 15	Thursday	Begin second half-semester classes
Oct. 26	Monday	Registration for Intersession 2016 begins for all students
Oct. 27	Tuesday	College Enrichment Day—No classes, except Laurel College Center
Nov. 2–8	Monday–Sunday	Advance registration for spring 2016 begins for returning students (Online registration only Nov. 7–8)
Nov. 9	Monday	Registration for spring 2016 begins for all students
Nov. 13	Friday	Last day to withdraw from full-semester classes
Nov. 25	Wednesday	College open—No classes
Nov. 26–29	Thursday–Sunday	COLLEGE CLOSED—Thanksgiving Break
Nov. 30	Monday	College re-opens and classes resume
Nov. 30	Monday	Last day to withdraw from second half-semester classes
Dec. 6	Sunday	Last day of regular classes for fall 2015 semester
Dec. 7–13	Monday–Sunday	Final examination period; Last week of classes
Dec. 16	Wednesday	Intersession registration ends
Dec. 18	Friday	In-person registration closes for spring 2016*; Resumes Monday, Jan. 4
Dec. 19–Jan. 3	Saturday–Sunday	COLLEGE CLOSED—Winter Break

INTERSESSION AND SPRING SEMESTER 2016

Jan. 4	Monday	College re-opens; In-person registration resumes
Jan. 4	Monday	Intersession 2016 begins
Jan. 9	Saturday	Saturday registration, 9 a.m.–1 p.m.
Jan. 15	Friday	Intersession 2016 ends; In-person registration ends for spring 2016*
Jan. 18	Monday	COLLEGE CLOSED—Martin Luther King, Jr. holiday observed
Jan. 19	Tuesday	Classes begin for spring 2016
Jan. 30	Saturday	Classes begin at Laurel College Center
Feb. 5	Friday	Last day to change from "credit" to "audit" or "audit" to "credit" for full-semester classes
Feb. 15	Monday	COLLEGE CLOSED—Presidents' Day observed
Feb. 16	Tuesday	Last day to apply for spring graduation
Feb. 22	Monday	Last day to withdraw from first half-semester classes
Mar. 9	Wednesday	Midterm; End of first half-semester classes
Mar. 10	Thursday	Begin second half-semester classes
Mar. 21–27	Monday–Sunday	COLLEGE CLOSED—Spring Break
Mar. 23–29	Wednesday–Tuesday	Spring Break at Laurel College Center
Mar. 28	Monday	College re-opens and classes resume; Summer 2016 registration begins for all students
Apr. 4–10	Monday–Sunday	Advance registration for fall 2016 begins for returning students (Online registration only Apr. 9–10)
Apr. 8	Friday	Last day to withdraw from full-semester classes
Apr. 11	Monday	Registration for fall 2016 begins for all students
Apr. 22	Friday	Last day to withdraw from second half-semester classes
May 2	Monday	Last day of regular classes for spring 2016 semester
May 3–9**	Tuesday–Monday	Final examination period; Last week of classes
May 9–15	Monday–Sunday	Last week of classes at Laurel College Center
May 26	Thursday	Commencement

*Registration continues online until 11:59 p.m. the day before the class begins.   **Possible snow make-up days

2015–2016
Prince George's Community College
CATALOG

This one-year catalog (fall 2015–summer 2016) 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 to Prince George's Community College!

Our mission is to provide quality academic, workforce development, and continuing education programs complemented by comprehensive support services to the students we serve. Since 1958, we have been providing opportunities for educational advancement to those living in Prince George's County and the surrounding areas. Prince George's Community College has a rich history and a current reputation of providing affordable, quality higher education opportunities for area residents.

Whether you want to start a new career, better prepare for college, or transfer to a four-year university, all of the information you need to know about attending Prince George's Community College can be found within this catalog. The institution is immensely proud of the highly qualified faculty, staff, and administrators whose passion and dedication is to focus on providing you with a positive learning environment to meet your educational needs. All instructional programs have goals and are focused on two things: student learning outcomes and student success and retention.

We offer 63 associate degree programs, 61 certificates, and hundreds of workforce development and continuing education courses, many of which lead to certifications and licensures. Our rigorous curriculum includes career-oriented programs as well as those designed for successful transfer to a four-year college or university. You will find a complete description of our credit programs of study located in Chapter 8 of the 2015–2016 Catalog, and workforce development and skills training opportunities are found in Chapter 12.

The college relies on the latest technological innovations to help students achieve their educational and career goals. We also boast a one-stop student services center, where students can access admissions, financial aid, registration, testing services, academic resources, and other student-help offices. This is all to ensure that the "business" of being a student is as easy as possible.

We believe that education leads to opportunity, and that opportunity changes lives. An education at PGCC is truly life-changing. For many, the experiences had at Prince George's Community College made a difference in their lives—it can also make a difference in yours. The institution is the place to both begin and accomplish your goals.

We look forward to seeing you realize and achieve those aspirations.

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.

NATIONAL CYBERWATCH CENTER FUNDED BY 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. For more information, visit www.nationalcyberwatch.org

ACHIEVING THE DREAM COLLEGE

Selected as one of 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 St., Philadelphia, PA 19104, 267-284-5000, info@msche.org). Specific programs are approved or accredited in the following disciplines:

Program of Study	Accrediting or Certifying Agency
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.	Accredited by the Joint Review Committee on Educational Programs in Nuclear Medicine Technology (JRCNMT)— see page 126 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
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
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)—see page 144 for more detailed accreditation information.

CHAPTER 1
ADMISSION TO COLLEGE

OFFICE OF ADMISSIONS AND RECORDS

Bladen Hall, Room 126 | 301-546-7422| 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 enroll-ment 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 U.S. 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 the following college 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, 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, with the exception of science courses in the Nursing Program, which must be taken within 10 years of petitioning. 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, UTC, or Laurel campuses.
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, he or she 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 in mathematics, reading, and or/English 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 2015–2016 academic year. For updates, go to www.pgcc.edu for the electronic version of the catalog or call 301-546-7422.

ACADEMY OF HEALTH SCIENCES @ PRINCE GEORGE'S COMMUNITY COLLEGE

In 2011, Prince George's Community College (PGCC) and the Prince George's County Public Schools (PGCPS) partnered to open the Academy of Health Sciences @ PGCC, the first middle college high school in Maryland. The Academy of Health Sciences (AHS) is a public high school located on PGCC's Largo campus and enrolls just over 400 students, approximately 100 students in each grade 9–12. The AHS prepares students for careers in the health sciences through a rigorous dual enrollment curriculum with wraparound support services. Students have the opportunity to graduate at the end of four years with a high school diploma and an associate degree in general studies with an emphasis in health sciences.

To be considered for admission to the AHS, rising 9th grade PGCPS students must take an entrance exam that will be administered at their schools. For more information, visit: www1.pgcps.org/academyatpgcc.

INFORMATION TECHNOLOGY EARLY COLLEGE PROGRAM

In fall 2014, with grant support from the Maryland State Department of Education (MSDE) and Maryland four-year colleges, businesses, and county government partners, PGCC began the Information Technology Early College (ITEC) Program. The ITEC Program is comprised of students who attend and are located at the Chesapeake Math and Information Technology (C-M-I-T) Academy, a public charter school in Laurel, Maryland. The ITEC Program is designed to enroll students in grades 9–12. The current ITEC dual enrollment curriculum follows a track of the PGCC Information Technology A.A.S. in which students take courses that result in multiple industry certifications. Students have the opportunity to graduate at the end of four years with a high school diploma and an associate degree in Information Technology.

To be considered for admission to the ITEC Program, rising 9th grade CMIT students must demonstrate academic readiness based upon Accuplacer placement exam scores. For more information, visit: cmitacademy.org/.

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, 301-546-7422.

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 | 301-546-0147

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, with the exception of science courses in the Nursing Program, which must be taken within 10 years of petitioning. 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 U.S. 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 301-546-0151.

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 301-546-0147.

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.

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

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 to 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 301-546-0151 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 is 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 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. Effective fall 2015, if there are more petitioners than seats in a class, then students will be ranked according to their qualifying GPA in all prerequisite courses required by the program in question. Students with the best qualifying GPAs will be admitted first, followed by those with lower GPAs, until the class is filled. Additional changes to the selective admissions criteria for health sciences clinical programs are being developed and will go into effect beginning with admissions for spring 2016. 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, 301-546-0151. 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. LPNs 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.

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.
- EGL-1010, INT-1010, BIO-2050, HIM-1530
- Eligibility for MAT-1120 (A.A.S.)
- Eligibility for MAT-0104 (formerly MAT-1040) (Certificate)
- An average GPA of 2.00 or higher for the four courses listed with no grade below a C

Medical Assisting (A.A.S.)
- Deadline for petitioning is May 1 for fall and November 1 for spring.
- Eligibility for EGL-1010 and MAT-1120 or higher is required

Nuclear Medicine Technology (A.A.S.)
- 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, CHM-1010, and EGL-1010.
- An average GPA of 2.50 or higher for the five 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

**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

LPN to RN also requires:
- Deadline for petitioning is March 1 for fall and October 1 for spring.
- Current Maryland LPN License (or Compact License from another state); see page 18 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.

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

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

Surgical Technology (A.A.S.)
- Eligibility for EGL-1010 and MAT-1120 or higher is required

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

All new students and those who transfer in fewer than 12 credits are required to complete PAS-1000 Planning for Academic Success: First Year Experience (1 credit). PAS-1010 Planning for Academic Success (3 credits) may be substituted for PAS-1000. For more information about PAS-1000 and PAS-1010 see Chapter 9.

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 before registration begins
- Selecting classes consistent with an academic program, prior coursework, the agreed-upon educational plan and/or placement test scores
- Consulting with an advisor as needed or required by the college. Students may also determine courses they need to take by accessing the Student Planning feature of Owl Link and selecting My Progress to review course requirements of 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
- 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 access the Student Planning feature of Owl Link to see their assigned advisor, view their educational plan by semester, view their progress to completion, and view a new program to see how completed and planned courses apply. 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, Marlboro Hall 2102, 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 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.

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	$105
Maryland residents, other counties	$193
Out-of-state residents	$290

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, 301-546-0147, 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.)
- 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, 301-546-7422, 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 (NBS/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 301-546-5282. *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, 301-546-7422.*

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, 301-546-7422.*

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, 301-546-7422.*

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.

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 301-546-0822 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/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 (GPA) 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 66 percent of their tuition paid and will receive a textbook scholarship of $500 while at PGCC. 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 301-546-0700.

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, 301-546-0136, 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 (SAP) 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 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 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 GPAs 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 link to find help in making good financial decisions.

faTV (financial aid TV)   www.pgcc.edu/paying_for_college.aspx

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 in a given semester without advisor approval.

ASSIGNMENT OF CREDIT HOURS

At Prince George's Community College one credit hour 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 reasonably 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	Grade	Grade Meaning	Quality Points
A	Excellent; well above average	4	F	Failure	0
B	Good; above average	3	FX	Failure due to ceased attendance	0
C	Average	2	F*	Failure as a result of academic dishonesty	0
D	Minimum passing; below average	1			

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.

FX   The FX grade may be assigned by the faculty member to any student on the roster who did not officially withdraw from the course but who failed to participate in course activities through the end of the period. It is used when, in the opinion of the instructor, completed assignments or course activities or both were insufficient to make normal evaluation of academic performance possible.

THE FOLLOWING GRADE DESIGNATIONS ARE NOT USED IN THE CALCULATION OF THE GPA:

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.

NA   Never Attended— The NA grade may be assigned by the faculty member to any student on the roster who never attends or academically participates in the class during the first three weeks of class (or the equivalent of 20% in short courses)

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. Not given after fall 2008.

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. Not given after summer 2015.

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 NA was earned, the new grade becomes the one used in the calculation of the student's GPA 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, 301-546-0803. In such cases, the grade earned at PGCC 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. Current 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 of 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 as long as they are enrolled in that curriculum. Students who decide 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 GPA 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 GPA 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 to ask a question about the academic subject studied in the course, and other such indicators of engagement with the course.

Faculty are required to give a student an NA if he or she fails to attend or participate in a class during the first 20 percent of its meeting dates. The NA grade does not count as a course attempt and has no impact on a student's GPA. Students who have been given an NA by the instructor may not 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 an NA 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 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 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. The grades earned in developmental and ESL classes are not part of the GPA calculation, as they are pre-credit coursework. A student remains in good academic standing provided he or she maintains the minimum GPA 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 have disruptive students removed 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 selected a program of study. Students must enroll in EGL-1010, INT-1010, and a general education math course appropriate for their program of study within the first 18 credits of their credit-bearing load. Additionally, students admitted to PGCC 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 2015 and subsequent semesters, all new students and those who transfer in fewer than 12 credits are required to complete PAS-1000 Planning for Academic Success: First Year Experience (1 credit). 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 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 GPA. 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 multiple 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 GPA 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 Academic Affairs.
• 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 GPA 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. All face-to-face classes are web enhanced through the use of Blackboard; therefore, it is expected that all students will have internet access.

WEEKEND COLLEGE | MARLBORO HALL, ROOM 1095 | 301-546-0785

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 | 301-546-0463 | 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.pgcconline.com/coned or call 301-546-0463.

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 five additional locations, called degree and extension centers: Joint Base Andrews, Laurel College Center, Skilled Trades Center, University Town Center, and Westphalia Training Center. Joint Base Andrews, Laurel College Center, and University Town Center 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 p.m., Monday–Thursday and 8:30 a.m.–5 p.m. on Friday). The Skilled Trades Center offers noncredit continuing education courses in a variety of formats in the skilled construction trades, and 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.

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, or English as a Second Language (ESL). 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, and ESL. 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. Students whose Michigan test score and writing sample do not place them into ESL-0081 will be referred to Transition ESL (for more information about Transition ESL, see Chapter 12).

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. EHs 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
301-546-5259

Dr. Beverly Reed, Dean
Learning Foundations
Marlboro Hall, Room 2118
301-546-0495

Bridget Brennan, Department Chair
English (for EGL-0100)
Marlboro Hall, Room 3078
301-546-5209

Dr. Carolyn Hoffman, Dean
Liberal Arts
Marlboro Hall, Room 3077
301-546-3040

ALP ENGLISH

The PGCC English Department's Accelerated Learning Program (ALP) allows qualified students to complete English 0100 and English 1010 in one semester instead of two. After successfully completing ALP, students can enroll in Composition II.

ALP English (EGL) consists of two paired classes, EGL-1011 (equivalent to EGL-1010) and EGL-0110 (equivalent to EGL-0100). Each ALP student takes EGL-1010/1011 with 21 other students—9 other ALP students and 12 students who placed directly into EGL-1010. Immediately following the 1010 class session, ALP students meet for another class period (EGL-0110) with the other 9 ALP students and the same instructor they have for 1010. ALP students receive a grade for each course (1011 and 0110) and must successfully pass both courses in order to move on to Composition II.

ALP English is open only to students whose test scores indicate that they are prepared for a rigorous and accelerated English course. To be eligible for ALP, students must score between 79 and 89 on the English part of the Accuplacer (sentence skills) and above 79 on the Accuplacer Reading Test. In addition, in order to be eligible for ALP, students must not have attempted English 0100, 1000, or 100 before.

The ALP course offers several important benefits to students. ALP students save money because they pay for 6 credits (3 for EGL-1011 and 3 for EGL-0110) rather than 7 (3 for EGL-1010 and 4 for EGL-0110). ALP students also save time by completing two courses in a single semester. Finally, and most importantly, ALP students receive individualized instruction and an enhanced EGL-1010 experience. They have the same instructor for both EGL-0100 and EGL-1010, and sections of EGL-0110 are limited to just 10 students.

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
301-546-5259

Dr. Beverly Reed, Dean
Learning Foundations
Marlboro Hall, Room 2118
301-546-0495

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.

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
301-546-0657

Dr. Beverly Reed, Dean
Learning Foundations
Marlboro Hall, Room 2118
301-546-0495

Leslie Wojciechowicz, Department Chair
Mathematics (MAT-0104)
Marlboro Hall, Room 3046
301-546-0421

Dr. Christine Barrow, Dean
Sciences, Technology, Engineering, and Mathematics (STEM)
Chesapeake Hall, Room 215
301-546-0419

ENGLISH AS A SECOND LANGUAGE

The English as a Second Language (ESL) sequence includes up to eight courses, which upon completion enable students to participate successfully in college courses. Depending on initial assessment, English language learners are placed in various courses in academic English. The courses in this sequence develop reading, oral communication, grammar and writing, necessary for academic success.

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

Once students complete ESL-0105, they are eligible for and encouraged to take the math placement test. Successful completion of ESL-0106 meets the pre-requisite for courses requiring reading proficiency.

A grade of C constitutes a passing grade in ESL.

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 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			
	ESL-0100[1]	ESL-0081	Must complete ESL-0081 and ESL-0100 prior to enrollment in ESL-0105
Intermediate			
Level 1	ESL-0101		
		ESL-0105	Eligible for math placement test after ESL-0105 is completed
Level 2	ESL-0102		Must complete ESL-0105 and ESL-0102 prior to enrollment in ESL-0106
Advanced			
Level 1	ESL-0201		
		ESL-0106	After completion of ESL-0106, eligible for courses with reading prerequisite
Level 2	ESL-0202		
College-level			
	EGL-1010		Must complete ESL-0106 and ESL-0202 prior to enrollment in EGL-1010

[1] *Students whose Michigan test score and writing sample do not place them into ESL-0100/ESL-0081 will be referred to Transition ESL. For more information about Transition ESL, see Chapter 12.*

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
301-546-0942

Dr. Carolyn Hoffman, Dean
Liberal Arts
Marlboro Hall, Room 3077
301-546-3040

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	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	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[1]   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

[1] *EGL-1011, part of the Accelerated Learning Program, is equivalent to EGL-1010 and fulfills the General Education English Composition I requirement.*

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
• GEO-1010[1]	Physical Geography	3
	with GEO-1020 Physical Geography Laboratory	1
• PHY-1010	Introductory Physics I	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-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
• 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
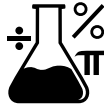
Scientific and Quantitative Reasoning

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 outcomes see pages 263–266.

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.)

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.

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 301-546-0080 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 A.A.S. 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

PAS-1000 Planning for Academic Success: FYE**
ACC-1040 Microcomputer Applications in Accounting
ACC-2001 Principles of Accounting I
ACC-2002 Principles of Accounting II
ACC-2010 Intermediate Accounting I
ACC-2020 Intermediate Accounting II***
ACC-2030 Cost Accounting

ACC-2210 Federal Income Tax
ACC-2250 Business Finance
BMT-1010 Introduction to Business
BUS-2220 Business Law I
BUS-2240 Business Law II
MAT-1140, 1190, or higher

Program Elective—choose one of the following (2 credits required):

ACC-1030, ACC-1050-1100, ACC-2040
ACC-2070-2080, ACC-2120, ACC-2230
ACC-2910-2930, BMK-2510, BMT-1500

BMT-1570, BMT-1600-1620, BMT-2610
BMT-2720, BRE-1030, ECN-2040
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.*

Asterisk (*) denotes a general education course.   Double asterisk (**) denotes a course that is an institutional requirement.

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		
☐	Institutional Requirement	PAS-1000 Planning for Academic Success: First-Year Experience	1
☐	Program Requirement	ACC-2001 Principles of Accounting I	3
☐	Computer Literacy*	INT-1010 Introduction to Information Technology	3
☐	Program Requirement	BMT-1010 Introduction to Business	3
☐	English Composition I*	EGL-1010 Expository Writing	3
☐	Math*	MAT-1120 Finite Mathematics or higher	3
	Total		**16**
	2nd Semester		
☐	Program Requirement	ACC-2002 Principles of Accounting II	3
☐	Program Requirement	ACC-1040 Microcomputer Applications in Accounting	3
☐	Program Requirement	BUS-2220 Business Law I	3
☐	English Composition II*	EGL-1320 Writing for Business recommended	3
☐	Program Requirement	MAT-1140, 1190, or higher	3
	Total		**15**
	3rd Semester		
☐	Program Requirement	ACC-2010 Intermediate Accounting I	3
☐	Program Requirement	ACC-2210 Federal Income Tax	3
☐	Program Requirement	BUS-2240 Business Law II	3
☐	Science*	General Education Science course	3
☐	Humanities*	General Education Speech course	3
	Total		**15**
	4th Semester		
☐	Program Requirement	ACC-2020 Intermediate Accounting II***	3
☐	Program Requirement	ACC-2030 Cost Accounting	3
☐	Program Requirement	ACC-2250 Business Finance	3
☐	Social Science*	General Education Social Sciences course	3
☐	Program Elective	Choose from "Program Electives"	2
	Total		**14**
	Program Total		**60**

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

Accounting Certificate | ACCT.CT

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

Visit Bladen Hall, Room 210 or call 301-546-0080 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 two 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		
☐	ACC-2001	Principles of Accounting I	3
☐	Program Elective	Choose from "Program Electives"	3
☐	Program Elective	Choose from "Program Electives"	3
☐	Program Elective	Choose from "Program Electives"	3
	Total		**12**

	2nd Semester		
☐	ACC-2002	Principles of Accounting II	3
☐	Program Elective	Choose from "Program Electives"	3
☐	Program Elective	Choose from "Program Electives"	3
☐	Program Elective	Choose from "Program Electives"	3
	Total		**12**
	Program Total		**24**

Asterisk (*) denotes a general education course.   Double asterisk (**) denotes a course that is an institutional requirement.

Accounting Letter of Recognition | ACCT.LOR

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

Visit Bladen Hall, Room 210 or call 301-546-0080 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.

☐	ACC-2001	Principles of Accounting I	3
☐	ACC-1040	Microcomputer Applications in Accounting	3
☐	ACC-1070	QuickBooks I	1
☐	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 | 301-546-0080

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.

☐	ACC-2001	Principles of Accounting I	3
☐	ACC-2002	Principles of Accounting II	3
☐	ACC-2210	Federal Income Tax	3
	Total		**9**
	Program Total		**9**

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

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 301-546-0080 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.

Asterisk (*) denotes a general education course.   Double asterisk (**) denotes a course that is an institutional requirement.

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

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

ACCOUNTING TRANSFER OPTION

CPA Preparation Certificate | ACCT.CPA.CT

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

Visit Bladen Hall, Room 210 or call 301-546-0080 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 State 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)	
All three courses must be taken	
to satisfy the Board requirement.	9
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**

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

CPA PREPARATION

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 301-546-0080 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 A.S. 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.

Asterisk (*) denotes a general education course.   Double asterisk (**) denotes a course that is an institutional requirement.

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

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

BUSINESS ADMINISTRATION

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

BUSINESS

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 301-546-0080 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 A.A.S. 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
PAS-1000 Planning for Academic Success: FYE**
ACC-2001 Principles of Accounting I
BMT-1010 Introduction to Business
BMT-1600 Principles of Management
BMT-1620 Financial Planning and Investments
BMT-2400 Strategic Management***

BMT-2610 Human Resource Management
BMT-2630 International Management
ECN-1030 Principles of Macroeconomics
BUS-2220 Business Law I
MAT-2210 Statistics

Program Electives—choose 11 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.*

Asterisk (*) denotes a general education course.   Double asterisk (**) denotes a course that is an institutional requirement.

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		
☐	Institutional Requirement	PAS-1000 Planning for Academic Success: First-Year Experience	1
☐	Program Requirement	BMT-1010 Introduction to Business	3
☐	Math*	MAT-1350 College Algebra and Trigonometry I	3
☐	English Composition I*	EGL-1010 Expository Writing	3
☐	Computer Literacy*	INT-1010 Introduction to Information Technology	3
☐	Program Elective	Choose from "Concentration Choices"	2
	Total		**15**

	2nd Semester		
☐	Program Requirement	BMT-1600 Principles of Management	3
☐	Program Requirement	MAT-2210 Statistics	3
☐	Program Requirement	ACC-2001 Principles of Accounting I	3
☐	Social Science*	ECN-1030 Principles of Macroeconomics	3
☐	English Composition II*	EGL-1320 Writing for Business recommended	3
	Total		**15**

	3rd Semester		
☐	Program Requirement	BMT-1620 Financial Planning and Investments	3
☐	Program Elective	Choose from "Concentration Choices"	3
☐	Program Requirement	BUS-2220 Business Law I	3
☐	Humanities*	SPH-1010 Introduction to Speech Communication	3
☐	Science*	General Education Science course	3
	Total		**15**

	4th Semester		
☐	Program Elective	Choose from "Concentration Choices"	3
☐	Program Elective	Choose from "Concentration Choices"	3
☐	Program Requirement	BMT-2610 Human Resource Management	3
☐	Program Requirement	BMT-2630 International Management	3
☐	Program Requirement	BMT-2400 Strategic Management***	3
	Total		**15**

Program Total			**60**

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

Human Resource Management Certificate | BMGT.HR.CT

www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442462317
Visit Bladen Hall, Room 210 or call 301-546-0080 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 Resource 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 RESOURCE 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		
☐	BMT-1010	Introduction to Business	3
☐	BMT-2580	Compensation and Benefits Management	3
☐	BMT-2590	Employee Training and Development	3
	Total		**9**
	2nd Semester		
☐	BMT-2610	Human Resource Management	3
☐	Program Elective	Choose from "Program Electives" above	3
☐	BMT-2720	Managing Workplace Diversity	3
	Total		**9**
	Program Total		**18**

Asterisk (*) denotes a general education course.   Double asterisk (**) denotes a course that is an institutional requirement.

Human Resource 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 301-546-0080 for your faculty advisor

SEQUENCE OF STUDY— HUMAN RESOURCE 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.

☐	BMT-1010	Introduction to Business	3
☐	BMT-2610	Human Resource Management	3
☐	BMT-2720 or 1650	Managing Workplace Diversity or Customer Service	3
	Total		**9**
	Program Total		**9**

<div style="writing-mode: vertical">HUMAN RESOURCE MANAGEMENT</div>

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

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 301-546-0080 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			
☐	BMT-2500	Introduction to Federal Contracting	3
☐	BMT-2510	Introduction to Source Selection	3
☐	BMT-2520	Principles of Negotiation	3
	Total		**9**
2nd Semester			
☐	BMT-2530	Procurement Law	3
☐	BMT-2540	Contract Administration	3
☐	BMT-2550	Cost and Price Analysis	3
	Total		**9**
3rd Semester			
☐	Program Elective	Choose from "Program Electives"	3
☐	Program Elective	Choose from "Program Electives"	3
	Total		**6**
Program Total			**24**

Asterisk (*) denotes a general education course.   Double asterisk (**) denotes a course that is an institutional requirement.

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 301-546-0080 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.

☐	BMT-2500	Introduction to Federal Contracting	3
☐	BMT-2510	Introduction to Source Selection	3
☐	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 301-546-0080 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 A.A.S. 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.

☐	BRE-1030	Real Estate Principles and Practices for Salespersons	4
☐	BRE-2030	Real Estate Finance and Investment	3
	Total		**7**
	Program Total		**7**

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

BUSINESS

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 301-546-0080 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 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

PAS-1000 Planning for Academic Success: FYE**
BMT-1010 Introduction to Business
BMT-1600 Principles of Management
BMT-1620 Financial Planning and Investments
BMT-1650 Customer Service
BMT-2610 Human Resource Management
BMT-2720 Managing Workplace Diversity
BMK-2510 Introduction to Marketing

ACC-2001 Principles of Accounting I
BUS-2220 Business Law I
BUS-2240 Business Law II
BPM-1010 Introduction to Residential Property
BPM-1020 Maintenance for Residential Property
  Management
BPM-2920 Cooperative Education***
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.

Asterisk (*) denotes a general education course.   Double asterisk (**) denotes a course that is an institutional requirement.

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		
☐	Institutional Requirement	PAS-1000 Planning for Academic Success: First-Year Experience	1
☐	Program Requirement	BMT-1010 Introduction to Business	3
☐	Program Requirement	ACC-2001 Principles of Accounting I	3
☐	English Composition I*	EGL-1010 Expository Writing	3
☐	Math*	General Education, MAT-1120 or higher	3
☐	Computer Literacy*	INT-1010 Introduction to Information Technology	3
	Total		**16**
	2nd Semester		
☐	Program Requirement	BMT-1600 Principles of Management	3
☐	Program Requirement	BMT-2720 Managing Workplace Diversity	3
☐	Program Requirement	BMT-1620 Financial Planning and Investments	3
☐	Science*	General Education Science course	3
☐	English Composition II*	EGL-1320 Writing for Business recommended	3
	Total		**15**
	3rd Semester		
☐	Program Requirement	BMT-2610 Human Resource Management	3
☐	Program Requirement	BUS-2220 Business Law I	3
☐	Social Science	ECN-1030 Principles of Macroeconomics	3
☐	Program Requirement	BPM-1010 Introduction to Residential Property Management	3
☐	Program Requirement	BMK-2510 Introduction to Marketing	3
	Total		**15**
	4th Semester		
☐	Program Requirement	BMT-1650 Customer Service	3
☐	Program Requirement	BPM-1020 Maintenance for Residential Property Management	3
☐	Program Requirement	BUS-2240 Business Law II	3
☐	Humanities*	General Education Speech course	3
☐	Program Requirement	BPM-2920 Cooperative Education***	2
	Total		**14**
	Program Total		**60**

RESIDENTIAL PROPERTY MANAGEMENT

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

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 301-546-0080 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		
☐	BMT-1010	Introduction to Business	3
☐	BMT-1600	Principles of Management	3
☐	BPM-1010	Introduction to Residential Property Management	3
	Total		**9**
	2nd Semester		
☐	BUS-2220	Business Law I	3
☐	BPM-1020	Maintenance for Residential Property Management	3
☐	EGL-1010	Composition I: Expository Writing	3
☐	BPM-2930	Cooperative Education	3
	Total		**12**
	Program Total		**21**

Asterisk (*) denotes a general education course.   Double asterisk (**) denotes a course that is an institutional requirement.

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 301-546-0080 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			
☐	ACC-2001	Principles of Accounting I	3
☐	BMT-1550	Elements of Supervision	3
☐	BMK-2510	Introduction to Marketing	3
☐	Program Elective	Choose from "Program Electives"	3
☐	Elective	Any course	3
	Total		**15**
2nd Semester			
☐	BMT-1570	Small Business Management	3
☐	BMK-2630	International Marketing	3
☐	BUS-2220	Business Law I	3
☐	Elective	Any course	3
☐	Program Elective	Choose from "Program Electives"	3
	Total		**15**
	Program Total		**30**

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

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 301-546-0080 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

PAS-1000 Planning for Academic Success: FYE**
BMK-2510 Introduction to Marketing
BMK-2630 International Marketing
BMK-2710 Salesmanship
BMK-2730 Retail Business Management

BMK-2770 Advertising
BUS-2220 Business Law I
BMT-1010 Introduction to Business
BMT-1620 Financial Planning and Investments
BMT-2400 Strategic Management***

Choose one of the following: MAT-2210 Statistics *or* MAT-1140 Introduction to Statistics

Choose one of the following: ACC-2001 Principles of Accounting I *or* 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.*

Asterisk (*) denotes a general education course.   Double asterisk (**) denotes a course that is an institutional requirement.

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		
☐	Institutional Requirement	PAS-1000 Planning for Academic Success: First-Year Experience	1
☐	Program Requirement	BMT-1010 Introduction to Business	3
☐	Science*	General Education Science course	3
☐	English Composition I*	EGL-1010 Expository Writing	3
☐	Computer Literacy*	INT-1010 Introduction to Information Technology	3
☐	Math*	General Education, MAT-1120 or higher	3
	Total		**16**

	2nd Semester		
☐	English Composition II*	EGL-1020, 1100, 1320, or 1340	3
☐	Program Requirement	MAT-1140 Introduction to Statistics or MAT-2210 Statistics	3
☐	Program Requirement	BMK-2510 Introduction to Marketing	3
☐	Program Requirement	BMK-2630 International Marketing	3
☐	Program Requirement	BMT-1620 Financial Planning and Investments	3
	Total		**15**

	3rd Semester		
☐	Program Requirement	ACC-2001 or 1030	3
☐	Program Requirement	BUS-2220 Business Law I	3
☐	Program Requirement	BMK-2710 Salesmanship	3
☐	Social Science*	ECN-1030 Principles of Macroeconomics	3
☐	Humanities*	General Education Speech course	3
	Total		**15**

	4th Semester		
☐	Program Elective	Choose from "Program Electives"	2
☐	Program Elective	Choose from "Program Electives"	3
☐	Program Requirement	BMK-2730 Retail Business Management	3
☐	Program Requirement	BMK-2770 Advertising	3
☐	Program Requirement	BMT-2400 Strategic Management***	3
	Total		**14**

Program Total			**60**

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

Marketing Management Certificate | MKTG.CT

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

Visit Bladen Hall, Room 210 or call 301-546-0080 for your faculty advisor

PROGRAM DESCRIPTION

Graduates of the Marketing Management Certificate 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	
☐	BMK-2510	Introduction to Marketing	3
☐	BMK-2630	International Marketing	3
☐	BMK-2710	Salesmanship	3
☐	Program Elective	Choose from "Program Electives"	3
☐	Program Elective	Choose from "Program Electives"	3
☐	BMK-2730	Retail Business Management	3
	Total		**18**
		2nd Semester	
☐	BMK-2770	Advertising	3
☐	BMT-1010	Introduction to Business	3
☐	BMT-1800	Microcomputer Applications for the Business Manager	3
☐	Program Elective	Choose from "Program Electives"	3
	Total		**12**
	Program Total		**30**

Asterisk (*) denotes a general education course.   Double asterisk (**) denotes a course that is an institutional requirement.

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 301-546-0752 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

PAS-1000 Planning for Academic Success: FYE**

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

CSM-2410 Communication and Computers in Construction

CSM-2900 Construction Enterprise Project***

Program Electives—choose 14 credits from the list below (six credits must be 2000 level)

CSM-1410 Construction Math

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-2500 Construction Surveying

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

SEQUENCE OF STUDY ON NEXT PAGE

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

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		
☐	Institutional Requirement	PAS-1000 Planning for Academic Success: First-Year Experience	1
☐	Program Requirement	CSM-1450 Construction Management I	3
☐	Program Requirement	CSM-1460 Construction Methods and Materials	3
☐	Program Requirement	CSM-1830 Construction Print Reading	3
☐	English Composition I*	EGL-1010 Expository Writing	3
☐	Computer Literacy*	INT-1010 Introduction to Information Technology	3
	Total		**16**
	2nd Semester		
☐	Program Requirement	CSM-2470 Construction Planning and Scheduling	3
☐	Program Requirement	CSM-2480 Construction Estimating	3
☐	Math*	MAT-1120 Finite Mathematics	3
☐	Program Requirement	ACC-1030 Accounting for Managers	3
☐	English Composition II*	EGL-1020, 1100, 1320 or 1340	3
	Total		**15**
	3rd Semester		
☐	Program Requirement	CSM-2410 Communication and Computers in Construction	3
☐	Program Elective	Choose from "Program Electives"	2
☐	Program Elective	Choose from "Program Electives"	3
☐	Program Elective	Choose from "Program Electives"	3
☐	Humanities*	SPH-1010 Introduction to Speech Communication	3
	Total		**14**
	4th Semester		
☐	Program Requirement	CSM-2900 Construction Enterprise Project***	3
☐	Program Elective	2000-level course from "Program Electives"	3
☐	Program Elective	2000-level course from "Program Electives"	3
☐	Science*	General Education Science course	3
☐	Social Science*	General Education Social Sciences course	3
	Total		**15**
	Program Total		**60**

Asterisk (*) denotes a general education course.   Double asterisk (**) denotes a course that is an institutional requirement.

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 301-546-0752 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		
☐	CSM-1450	Construction Management I	3
☐	CSM-1460	Construction Methods and Materials	3
☐	CSM-1830	Construction Print Reading	3
	Total		**9**
	2nd Semester		
☐	CSM-2470	Construction Planning and Scheduling	3
☐	Program Elective	Choose one Construction Management course	3
☐	Program Elective	Choose one Construction Management course	3
☐	Program Elective	Choose one Construction Management course	3
	Total		**12**
	Program Total		**21**

CONSTRUCTION MANAGEMENT

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 301-546-3090 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 A.A.S. 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
- Describe the primary issues faced by professional caterers
- Explain issues related to financial viability and cost control in food service organizations
- 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

PAS-1000 Planning for Academic Success: FYE**

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

Electives: 3 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.

Asterisk (*) denotes a general education course.   Double asterisk (**) denotes a course that is an institutional requirement.

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		
☐	Program Requirement	CUL-1100 Introduction to Culinary Arts	3
☐	Program Requirement	CUL-1300 Baking Skills	3
☐	Program Requirement	HSM-1550 Food Service Manager Training and Certification in Sanitation	1
☐	Program Requirement	HSM-1580 Using Technology in the Hospitality Industry	3
☐	Institutional Requirement	PAS-1000 Planning for Academic Success: First-Year Experience	1
☐	Math*	MAT-1120 or higher	3
	Total		**14**
	2nd Semester		
☐	Humanities*	General Education Humanities Course	3
☐	English Composition I*	EGL-1010 Expository Writing	3
☐	Program Requirement	CUL-1150 Food Production I	3
☐	Program Requirement	CUL-2300 Advanced Baking and Pastry	3
☐	Program Requirement	HSM-2020 Food and Beverage Purchasing and Cost Control	3
	Total		**15**
	3rd Semester		
☐	Program Requirement	CUL-2150 Food Production II	3
☐	Program Requirement	ACC-1030 Accounting for Managers	3
☐	English Composition II*	EGL-1320 Writing for Business	3
☐	Program Requirement	HSM-1630 Food Service Ops	3
☐	Social Science*	General Education Social Sciences course	3
	Total		**15**
	4th Semester		
☐	Science*	NRT-1010 or NTR-1100	3
☐	Program Requirement	CUL-2760 Internship	1
☐	Program Requirement	CUL-2200 Garde Manger and Catering	3
☐	Program Requirement	CUL-2450 International Cuisine	3
☐	Elective	Any course in CUL or HSM	3
☐	Program Requirement	HSM-1560 Catering and Banquet Planning	3
	Total		**16**
	Program Total		**60**

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

Culinary Arts Certificate | FOOD.CULIN.CT

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

Visit Chesapeake Hall, Room 100 or call 301-546-3090 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		
☐	CUL-1100	Introduction to Culinary Arts	3
☐	CUL-1300	Baking Skills	3
☐	HSM-1550	Food Service Manager Training and Certification in Sanitation	1
	Total		**7**
	2nd Semester		
☐	CUL-1150	Food Production I	3
☐	CUL-2300	Advanced Baking and Pastry	3
☐	HSM-1580	Using Technology in the Hospitality Industry	3
	Total		**9**
	3rd Semester		
☐	CUL-2150	Food Production II	3
☐	HSM-1630	Food Service Operations	3
☐	HSM-2071	Managing Staff and Service in Hospitality	3
	Total		**9**
	4th Semester		
☐	CUL-2200	Garde Manger and Catering	3
☐	CUL-2450	International Cuisine	3
	Total		**6**
	Program Total		**31**

Asterisk (*) denotes a general education course.   Double asterisk (**) denotes a course that is an institutional requirement.

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

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 301-546-3090 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 that addresses all segments of the industry with an emphasis on real-world applications and experiential learning. The curriculum includes adequate credits allotted to electives, thus allowing students to pursue more specialized education in industry segments of their particular interest.

Graduates of the Hospitality Services Management A.A.S. will be able to:
- Describe key skills and characteristics required for a successful career in hospitality
- Describe industry standards of performance and career progression
- Identify and discuss key aspects of quality guest service
- Discuss the essential role of interpersonal skills in the hospitality industry, including
  leadership, professionalism, networking, and cross-cultural awareness
- Use appropriate technologies
- Identify trends in hospitality

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**
HSM-1510 Introduction to Hospitality Industry
HSM-1515 Leadership/Interpersonal Dynamics in Hospitality
HSM-1580 Using Technology in the Hospitality Industry

HSM-2050 Human Resource Management
   for Hospitality and Tourism
HSM-2530 Hospitality Sales and Marketing
HSM-2550 Understanding Hospitality Law
HSM-2700 Sustainability in Hospitality

Choose one of the following: HSM-1621 Hotel Operations Management *or* HSM-1630 Food Service Operations

Choose one of the following: HSM-2750 Hospitality Entrepreneurship*** *or* HSM-2760 Hospitality Seminar***

Program Electives—choose eleven credits of HSM classes, 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.*

Asterisk (*) denotes a general education course.   Double asterisk (**) denotes a course that is an institutional requirement.

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		
☐	Institutional Requirement	PAS-1000 Planning for Academic Success: First-Year Experience	1
☐	Program Requirement	HSM-1510 Introduction to the Hospitality Industry	3
☐	Program Requirement	HSM-1621 or HSM-1630	3
☐	English Composition I*	EGL-1010 Expository Writing	3
☐	Program Requirement	HSM-1580 Using Technology in the Hospitality Industry	3
☐	Math*	MAT-1120 or higher	3
	Total		**16**
	2nd Semester		
☐	Program Requirement	HSM-2050 Human Resource Management and Training for Hospitality and Tourism	3
☐	Program Elective	Any HSM course(s)	5
☐	English Composition II*	EGL-1320 Writing for Business recommended	3
☐	Humanities*	General Education Humanities course	3
	Total		**14**
	3rd Semester		
☐	Program Requirement	HSM-2530 Hospitality Sales and Marketing	3
☐	Program Elective	Any 2000-level HSM courses	6
☐	Social Science*	General Education Social Sciences course	3
☐	Program Requirement	HSM-2550 Understanding Hospitality Law	3
	Total		**15**
	4th Semester		
☐	Program Elective	HSM-2700 Sustainability in Hospitality	3
☐	Program Requirement	HSM-1515 Leadership and Interpersonal Dynamics	3
☐	Program Requirement	HSM-2750 Hospitality Entrepreneurship or HSM-2760 Hospitality Seminar***	3
☐	Science*	General Education Science course	3
☐	Elective	Choose any course	3
	Total		**15**
	Program Total		**60**

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

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 301-546-3090

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			
☐	HSM-1510	Introduction to the Hospitality Industry	3
☐	HSM-1550	Food Service Manager Training and Certification in Sanitation	1
☐	HSM-1580	Using Technology in the Hospitality Industry	3
☐	HSM-1621 or 1630	Hotel Operations or Food Service Operations	3
	Total		**10**
2nd Semester			
☐	HSM-2050	Human Resource Management and Training for Hospitality and Tourism	3
☐	HSM-2530	Hospitality Sales and Marketing	3
☐	HSM-2550	Understanding Hospitality Law	3
☐	Program Electives	Choose any HSM course	3
	Total		**12**
3rd Semester			
☐	HSM-1515	Leadership and Interpersonal Dynamics	3
☐	Program Elective	Choose any HSM course	1–3
☐	Program Elective	Choose any HSM course	1–3
	Total		**5–9**
Program Total			**27–31**

Asterisk (*) denotes a general education course.   Double asterisk (**) denotes a course that is an institutional requirement.

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 301-546-3090

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.

☐	HSM-1550	Food Service Manager Training and Certification in Sanitation	1
☐	HSM-1560	Catering and Banquet Operations	3
☐	HSM-1630	Food Service Operations	3
☐	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 301-546-3090

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.

☐	HSM-1621	Hotel Operations Management	3
☐	HSM-1520 or 2530	Convention Management or Hospitality Sales and Marketing	3
☐	HSM-2640	Security and Loss Prevention Management	1
	Total		**7**
	Program Total		**7**

HOSPITALITY SERVICES MANAGEMENT

FOOD SERVICE MANAGEMENT

LODGING MANAGEMENT

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

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 301-546-3090 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 A.A.S. 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

PAS-1000 Planning for Academic Success: FYE**
HSM-1510 Introduction to the Hospitality Industry
HSM-1515 Leadership and Interpersonal Dynamics
   in Hospitality
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-1645 Budget Development for Special Events
HSM-1810 Introduction to Travel and Tourism
HSM-2050 Human Resource Management
   for Hospitality and Tourism
HSM-2550 Hospitality Law
HSM-2700 Sustainability in Hospitality

Choose one of the following: HSM-2750 Hospitality Entrepreneurship*** *or* HSM-2760 Hospitality Seminar***

Program Electives—choose three credits from the following:

HSM-1650 Planning for Association Events
HSM-1660 Planning for SMERF Events
HSM-1670 Trade Shows and Expositions
HSM-1675 Event Lighting, Production, and Design

HSM-1680 Event Sponsorship
HSM-1825 Destination Marketing
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.*

Asterisk (*) denotes a general education course.   Double asterisk (**) denotes a course that is an institutional requirement.

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		
☐	Institutional Requirement	PAS-1000 Planning for Academic Success: First-Year Experience	1
☐	Program Requirement	HSM-1510 Introduction to the Hospitality Industry	3
☐	Program Requirement	HSM-1621 Hotel Operations Management	3
☐	English Composition I*	EGL-1010 Expository Writing	3
☐	Program Requirement	HSM-1580 Using Technology in the Hospitality Industry	3
☐	Math*	General Education, MAT-1120 or higher	3
	Total		**16**
	2nd Semester		
☐	Program Requirement	HSM-1520 Fundamentals of Meeting, Convention, and Event Management	3
☐	Program Requirement	HSM-1810 Introduction to Travel and Tourism	3
☐	Program Requirement	HSM-2050 Human Resource Management and Training...	3
☐	English Composition II*	EGL-1320 Writing for Business	3
☐	Humanities*	General Education Humanities course	3
	Total		**15**
	3rd Semester		
☐	Program Requirement	HSM-1640 Special Event Management	3
☐	Program Requirement	HSM-1645 Budget Development for Special Events	2
☐	Program Requirement	HSM-2550 Understanding Hospitality Law	3
☐	Social Science*	General Education Social Sciences course	3
☐	Program Elective	Choose from "Program Electives"	3
	Total		**14**
	4th Semester		
☐	Program Requirement	HSM-1515 Leadership and Interpersonal Dynamics in Hospitality	3
☐	Program Requirement	HSM-2700 Sustainability in Hospitality	3
☐	Program Requirement	HSM-2750 Hospitality Entrepreneurship or HSM-2760 Hospitality Seminar***	3
☐	Science*	General Education Science course	3
☐	Elective	Any course	3
	Total		**15**
	Program Total		**60**

Triple 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 301-546-3090 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			
☐	HSM-1510	Introduction to the Hospitality Industry	3
☐	HSM-1520	Fundamentals of Meeting, Convention, and Event Management	3
☐	HSM-1580	Using Technology in the Hospitality Industry	3
☐	HSM-1810	Introduction to Travel and Tourism	3
	Total		**12**
2nd Semester			
☐	HSM-1640	Special Event Management	3
☐	HSM-1621	Hotel Operations Management	3
☐	HSM-2530	Hospitality Sales and Marketing	3
☐	HSM-1680	Event Sponsorship	1
	Total		**10**
3rd Semester			
☐	HSM-2700	Sustainability in Hospitality	3
☐	HSM-1650	Planning for Association Events	1
☐	HSM-2550	Hospitality Law	3
☐	HSM-2760	Hospitality Seminar	3
☐	HSM-1670 or 1860	Trade Shows and Expositions or Weddings and Social Events	1
	Total		**11**
Program Total			**33**

Asterisk (*) denotes a general education course.   Double asterisk (**) denotes a course that is an institutional requirement.

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 301-546-3090 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.

☐	HSM-1520	Fundamentals of Meeting, Convention, and Event Management	3
☐	HSM-1560	Catering and Banquet Operations	3
☐	HSM-1640	Special Event Planning	3
	Total		**9**
	Program Total		**9**

MEETING AND EVENT MANAGEMENT

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

GENERAL STUDIES

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 301-546-0561 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 Associate of Arts (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 A.A. 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 9 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		
☐	Institutional Requirement	PAS-1000 Planning for Academic Success: First-Year Experience	1
☐	English Composition I*	EGL-1010 Expository Writing	3
☐	Humanities*	General Education Speech course	3
☐	Computer Literacy*	INT-1010 Introduction to Information Technology	3
☐	Math*	MAT-1120 or higher	3
	Total		**13**
	2nd Semester		
☐	English Composition II*	EGL-1020, 1100, 1320, or 1340	3
☐	Social Science*[1]	General Education History course	3
☐	Humanities*	General Education Humanities course other than Speech	3
☐	Science with Lab*	General Education Science course	4
☐	Social Science*[1]	General Education Social Sciences course	3
	Total		**16**
	3rd Semester		
☐	Elective[2]	Any course	3
☐	Elective[2]	Any course	3
☐	Program Requirement	2000-level Concentration course (see explanation on previous page)	3
☐	Program Requirement[2]	Concentration course (see explanation on previous page)	3
☐	Program Requirement[2]	Concentration course (see explanation on previous page)	3
	Total		**15**
	4th Semester		
☐	Science*	General Education Science course	3
☐	Elective[2]	Any course	3
☐	Elective[2]	Any course	3
☐	Program Requirement	2000-level Concentration course (see explanation on previous page)	3
☐	Program Requirement[3]	2000-level Concentration course (see explanation on previous page)	3
☐	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.*

[3] *In their last semester, students must also take a 2000-level course in their concentration that is designated as a culminating experience.*

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

Asterisk (∗) denotes a general education course.   Double asterisk (∗∗) denotes a course that is an institutional requirement.

Transfer Studies Certificate | GENL.TRAN.CT

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

Visit Marlboro Hall, Room 3077 or call 301-546-0561 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		
☐	English Composition I	EGL-1010 Expository Writing	3
☐	Humanities	General Education Humanities course	3
☐	Social Science	General Education Social Sciences course	3
☐	Math	General Education Math course	3
☐	Elective	Any course but PED-1000 or PED-1030	3
	Total		**15**
	2nd Semester		
☐	English Composition II	General Education English Comp course	3
☐	Humanities	General Education Humanities course	3
☐	Social Science	General Education Social Sciences course	3
☐	Social Science	General Education Social Sciences course	3
☐	Science	General Education Science course	3–4
	Total		**15–16**
	Program Total		**30–31**

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

Dietetics Option, General Studies 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 301-546-0504 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 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.

Asterisk (*) denotes a general education course.   Double asterisk (**) denotes a course that is an institutional requirement.

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

DIETETICS OPTION

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

Food Science Option, General Studies 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 301-546-0504 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 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

Asterisk (*) denotes a general education course.   Double asterisk (**) denotes a course that is an institutional requirement.

HEALTH SCIENCES

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		
☐	Institutional Requirement	PAS-1000 Planning for Academic Success: First-Year Experience	1
☐	English Composition I*	EGL-1010 Expository Writing	3
☐	Program Requirement	CHM-1010 General Chemistry I	4
☐	Math*	MAT-1350 College Algebra and Trigonometry I	3
☐	Science*	NTR-1010 Introductory Nutrition	3
	Total		**14**
	2nd Semester		
☐	Science with Lab*	BIO-1140 Principles of Biology: Cellular and Molecular Biology	4
☐	English Composition II*	EGL-1020 Writing About Literature recommended	3
☐	Computer Literacy*	INT-1010 Introduction to Information Technology	3
☐	Program Requirement	CHM-1020 General Chemistry II	3
☐	Program Requirement	CHM-1030 General Chemistry II Laboratory	2
	Total		**15**
	3rd Semester		
☐	Humanities*	2000-level General Education Humanities course other than Speech	3
☐	Program Requirement	CHM-2010 Organic Chemistry I	4
☐	Social Science*	PSY-1010 General Psychology	3
☐	Social Science*	General Education History course	3
☐	Program Requirement	NTR-1100 Introduction to Food Science	3
	Total		**16**
	4th Semester		
☐	Program Requirement	MAT-2160 Applied Calculus I	3
☐	Program Requirement	CHM-2020 Organic Chemistry II	3
☐	Program Requirement	CHM-2040 Organic Chemistry II Laboratory	2
☐	Program Requirement	BIO-2010 Microbiology	4
☐	Humanities*	General Education Speech course	3
	Total		**15**
	Program Total		**60**

<div style="writing-mode: vertical">**FOOD SCIENCE OPTION**</div>

Triple 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 301-546-0504 for your faculty advisor

PROGRAM DESCRIPTION

The Health Education Program provides students with the opportunity to study the complex nature of health and wellness and provide learning experiences in human behavior. Course opportunities are designed to help individuals explore topics related to careers in health and health concepts focused on achieving optimal wellness. Several courses provide information about developing a healthy diet and physically active lifestyle. Students will participate in learning experiences through community service. Students may meet with department faculty to discuss transfer program options.

Graduates of the Health Education Option will be able to:

- Analyze issues related to individual and community health
- Apply concepts of fitness and wellness
- Advise individuals in modifying lifestyle choices and enhancing healthy behaviors
- Promote healthy lifestyles related to nutrition, wellness concepts, and physical activity
- 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**
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

Asterisk (*) denotes a general education course.   Double asterisk (**) denotes a course that is an institutional requirement.

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		
☐	Institutional Requirement	PAS-1000 Planning for Academic Success: First-Year Experience	1
☐	English Composition I*	EGL-1010 Expository Writing	3
☐	Program Requirement	HLE-1150 Personal and Community Health	3
☐	Program Requirement	NTR-1010 Introductory Nutrition	3
☐	Computer Literacy*	INT-1010 Introduction to Information Technology	3
☐	Science*	BIO-1010 General Biology	4
	Total		**17**
	2nd Semester		
☐	English Composition II*	EGL-1020 Writing About Literature recommended	3
☐	Social Science*	General Education Social Science course other than History	3
☐	Social Science*	General Education History course	3
☐	Program Elective	Choose from "Program Electives"	3
☐	Math*	MAT-1120 or higher	3
	Total		**15**
	3rd Semester		
☐	Science with Lab*	BIO-2050 Human Anatomy and Physiology I	4
☐	Humanities*	General Education Humanities course other than Speech	3
☐	Program Elective	Choose from "Program Electives"	3
☐	Humanities*	General Education Speech course	3
☐	Program Requirement	PED-1030 Lifetime Fitness and Leisure	2
	Total		**15**
	4th Semester		
☐	Program Requirement	BIO-2060 Human Anatomy and Physiology II	4
☐	Program Requirement	HLE-2000 Application of Concepts for Fitness and Wellness	3
☐	Program Requirement	HLE-2130 First Aid—Responding to Emergencies/CPR FPR	3
☐	Elective	Any course	3
	Total		**13**
	Program Total		**60**

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

Health Sciences Clinical 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 most have 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. The following 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)
- The Medical Assisting and Surgical Technology Programs will be applying for national accreditation.

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 301-546-0151 (Advising), or 301-546-0731 (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 436 of the catalog.

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 301-546-0733 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). Graduates are able to 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.

Graduates of the Health Information A.A.S. will be able to:

- Apply policies and procedures surrounding issues of access and disclosure of protected health information
- Apply legal concepts and principles to the practice of HIM
- Protect electronic health information through the application of confidentiality, privacy, security measures, policies, and procedures for internal and external use
- Analyze the documentation in the health record to ensure it supports the diagnosis and reflects the patient's progress, clinical findings, and discharge status.
- Apply diagnosis/procedure codes according to current guidelines
- Analyze current regulations and established guidelines in clinical classification systems
- Use basic descriptive, institutional, and healthcare statistics
- Use tools and techniques to monitor, report, and improve processes
- Use technology, including hardware and software, for data management in HIM
- Plan budgets using accounting methodologies
- Demonstrate effective communication skills related to HIM
- Maintain behaviors consistent with the professional Code of Ethics of the AHIMA

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.

HEALTH SCIENCES CLINICAL PROGRAM INFO

HEALTH INFORMATION MANAGEMENT

HEALTH INFORMATION MANAGEMENT CONTINUED

PROGRAM REQUIREMENTS

BIO-2050 Human Anatomy and Physiology I

BIO-2060 Human Anatomy and Physiology II

HIM-1500 Introduction to Health Information
  and Health Care Systems

HIM-1505 Health Care Delivery Systems

HIM-1510 Statistics for Health Professionals

HIM-1530 Medical Terminology

HIM-1540 Health Information Practicum I

HIM-1550 Human Disease Processes and Pharmacology
  for Health Care Professionals

HIM-1581 Principles and Applications of ICD Coding

HIM-1600 Principles and Applications of CPT

HIM-2511 Health Care Quality Improvement
  and Data Analysis

HIM-2520 Principles and Applications of ICD Coding II

HIM-2530 Health Information Management***

HIM-2560 Health Information Practicum II

HIM-2580 Health Information Practicum III***

HIM-2590 RHIT Exam Prep

HIM-2600 Medical Reimbursement and Billing

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		
☐	Computer Literacy*	INT-1010 Introduction to Information Technology	3
☐	Science[1]	BIO-2050 Human Anatomy and Physiology I	4
☐	Math*	MAT-1120 Finite Mathematics, MAT-1140 Introduction to Statistics, or higher	3
☐	English Composition I*	EGL-1010 Expository Writing	3
☐	Program Requirement[2]	PAS-1000 Planning For Academic Success: First-Year Experience	1
	Total		**14**

Asterisk (*) denotes a general education course.   Double asterisk (**) denotes a course that is an institutional requirement.

HEALTH INFORMATION MANAGEMENT

	1st Semester		
☐	English Composition II*	EGL-1320 Writing for Business	3
☐	Program Requirement	BIO-2060 Human Anatomy and Physiology II	4
☐	Program Requirement[3]	HIM-1530 Medical Terminology	3
☐	Program Requirement	HIM-1500 Introduction to Health Information and Health Care Systems	4
	Total		**14**
	2nd Semester		
☐	Program Requirement	HIM-1505 Health Care Delivery Systems	2
☐	Program Requirement	HIM-1510 Statistics for Health Professionals	2
☐	Program Requirement	HIM-1581 Principles and Applications of ICD Coding	4
☐	Program Requirement	HIM-1540 Health Information Practicum I	1
☐	Program Requirement	HIM-1550 Human Disease Processes and Pharmacology for Health Care Professionals	4
	Total		**13**
	Summer		
☐	Program Requirement	HIM-1600 Principles and Applications of CPT	2
	Total		**2**
	3rd Semester		
☐	Program Requirement	HIM-2520 Principles and Applications of ICD Coding II	3
☐	Program Requirement	HIM-2600 Medical Reimbursement and Billing	3
☐	Program Requirement	HIM-2511 Health Care Quality Improvement and Data Analysis	3
☐	Program Requirement	HIM-2560 Health Information Practicum II	1
☐	Humanities*	SPH-1010 Intro to Speech or SPH-1090 Group Communication and Leadership	3
	Total		**13**
	4th Semester		
☐	Social Science*	PSY-1010 General Psychology	3
☐	Program Requirement	HIM-2590 RHIT Exam Prep	1
☐	Program Requirement	HIM-2530 Health Information Management***	4
☐	Program Requirement	HIM-2580 Health Information Practicum III***	1
	Total		**9**
	Program Total		**65**

[1] *Refer to Chapter 9, Course Descriptions, for eligibility requirements for BIO-2050.*

[2] *Recommended prior to program admission. If not completed prior to program admission, must be taken concurrently with HIM-1500, HIM-1581, and HIM-1550.*

[3] *It is highly recommended that students complete HIM-1530 prior to entering the HIM Program.*

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 301-546-0733 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. Graduates are eligible to 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 and the national certifying examinations administered by the American Academy of Professional Coders. The program incorporates classroom instruction and a practicum covering a wide variety of medical specialties in both ambulatory and inpatient care. Graduates are eligible to 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 and the national certifying examinations administered by the American Academy of Professional Coders.

Graduates of the Medical Coder/Billing Specialist Certificate will be able to:
- Apply policies and procedures surrounding issues of access and disclosure of protected health information
- Apply legal concepts and principles to the practice of HIM
- Protect electronic health information through the application of confidentiality, privacy, security measures, policies and procedures for internal and external use
- Analyze the documentation in the health record to ensure it supports the diagnosis and reflects the patient's progress, clinical findings, and discharge status
- Apply diagnosis/procedure codes according to current guidelines
- Analyze current regulations and established guidelines in clinical classification systems

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		
☐	BIO-2050[1]	Human Anatomy and Physiology I	4
☐	INT-1010	Introduction to Information Technology	3
☐	EGL-1010	Composition I: Expository Writing	3
	Total		**10**
	1st Semester		
☐	BIO-2060	Human Anatomy and Physiology II	4
☐	HIM-1530[2]	Medical Terminology	3
☐	HIM-1500	Introduction to Health Information and Health Care Systems	4
	Total		**11**
	2nd Semester		
☐	HIM-1550	HIM-1550 Human Disease Processes and Pharmacology for Health Care Professionals	4
☐	HIM-1581	Principles and Applications of ICD Coding	4
	Total		**8**
	Summer		
☐	HIM-1600	Principles and Applications of CPT	2
	Total		**2**
	3rd Semester		
☐	HIM-2560	Health Information Practicum II	1
☐	HIM-2600	Medical Reimbursement and Billing	3
☐	HIM-2520	Principles and Applications of ICD Coding II	3
	Total		**7**
	Program Total		**38**

[1] *Refer to Chapter 9, Course Descriptions, for eligibility requirements for BIO-2050.*

[2] *It is highly recommended that students complete HIM-1530 prior to entering the Medical Coder/Billing Specialist Program.*

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

Medical Assisting Associate of Applied Science | MED.ASSIST.AAS | Career Program
Visit Center for Health Studies, Room 1402 or call 301-546-0733 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 A.A.S. 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**
BIO-2060 Human Anatomy and Physiology II
HIM-1530 Medical Terminology
HIM-1581 Principles and Applications of ICD Coding
HIM-1600 Principles and Applications of CPT
HIM-2600 Medical Reimbursement and Billing
MAS-1050 Law and Ethics for Medical Assistants
   and Allied Health

MAS-1060 Introduction to Computerized Medical Practice
MAS-2010 Administrative Medical Assisting
MAS-2020 Clinical Procedures I
MAS-2030 Pharmacology for Medical Assistants
MAS-2040 Professional Seminar
MAS-2050 Clinical Procedures II
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.

Asterisk (*) denotes a general education course.   Double asterisk (**) denotes a course that is an institutional requirement.

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		
☐	Institutional Requirement	PAS-1000 Planning for Academic Success: First-Year Experience	1
☐	Program Requirement	MAS-1050 Law and Ethics for Medical Assistants and Allied Health	3
☐	English Composition I*	EGL-1010 Expository Writing	3
☐	Program Requirement	HIM-1530 Medical Terminology	3
☐	Science*[2]	BIO-2050 Human Anatomy and Physiology I	4
	Total		**14**
	2nd Semester		
☐	Program Requirement	BIO-2060 Human Anatomy and Physiology II	4
☐	Program Requirement[1]	MAS-1060 Introduction to Computerized Medical Practice	3
☐	English Composition II*	EGL-1100, EGL-1320, or EGL-1340 recommended	3
☐	Math*	MAT-1120 Finite Math or higher	3
☐	Program Requirement	HIM-1600 Principles and Applications of CPT	2
	Total		**15**
	3rd Semester		
☐	Program Requirement	HIM-1581 Principles and Applications of ICD Coding	4
☐	Program Requirement	MAS-2010 Administrative Medical Assisting	3
☐	Program Requirement	HIM-2600 Medical Reimbursement and Billing	3
☐	Program Requirement	MAS-2020 Clinical Procedures I	4
☐	Program Requirement	MAS-2030 Pharmacology for Medical Assistants	3
	Total		**17**
	4th Semester		
☐	Program Requirement	MAS-2040 Professional Seminar	1
☐	Program Requirement	MAS-2050 Clinical Procedures II	4
☐	Program Requirement	MAS-2060 Medical Assisting Practicum	3
☐	Social Science*	PSY-1010 General Psychology	3
☐	Humanities*	SPH-1090 Interpersonal Communication	3
	Total		**14**
	Program Total		**60**

[1] *Fulfills Computer Literacy requirement*

[2] *Refer to Chapter 9, Course Descriptions, for eligibility requirements for BIO-2050.*

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

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 301-546-0733 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 program is designed to allow students to earn an Associate of Applied Science (A.A.S.) degree, while preparing them for the national board exams of both the American Registry of Radiologic Technologists (ARRT) and the Nuclear Medicine Technology Certification Board (NMTCB).

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 Rd, Suite 130 #203, Edmond, OK 73003; 405-285-0546; 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 A.A.S. 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		
☐	Institutional Requirement[1]	PAS-1000 Preparing for Academic Success: First-Year Experience	1
☐	English Composition I*	EGL-1010 Expository Writing	3
☐	Program Requirement[2]	BIO-2050 Human Anatomy and Physiology I	4
☐	Math*	MAT-1350 College Algebra and Trigonometry I	3
☐	Science*	CHM-1010 General Chemistry I	4
☐	Program Requirement	PHY-1010 Introductory Physics I	4
	Total		**19**
	2nd Semester		
☐	Program Requirement	NUM-1550 Introduction to Nuclear Medicine Technology	4
☐	Program Requirement	NUM-1560 Introduction to Nuclear Medicine Technology II	4
☐	Program Requirement	BIO-2060 Human Anatomy and Physiology II	4
☐	English Composition II*	EGL-1100, 1320, or 1340 recommended	3
	Total		**15**
	Summer		
☐	Program Requirement	NUM-2530 Clinical Nuclear Medicine Technology I	3
☐	Program Requirement	HIM-1800 Introduction to Medical Terms for Health Professionals	1
	Total		**4**
	3rd Semester		
☐	Program Requirement	NUM-2510 Nuclear Medicine Techniques I	3
☐	Humanities*	SPH-1090 Interpersonal Communication	3
☐	Program Requirement	NUM-2550 Radiopharmacy and Radiation Chemistry	2
☐	Program Requirement	NUM-2540 Clinical Nuclear Medicine Technology II	6
	Total		**14**
	4th Semester		
☐	Program Requirement	NUM-2520 Nuclear Medicine Techniques II	3
☐	Program Requirement	NUM-2600 Clinical Nuclear Medicine Technology III***	6
☐	Social Science*	PSY-1010 General Psychology	3
	Total		**12**
	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.

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

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 301-546-0733 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.

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) A.S. 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

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.

HEALTH SCIENCES

PROGRAM REQUIREMENTS

PAS-1000 Planning for Academic Success: FYE**

BIO-2010 Microbiology

NUR-1010 Introduction to Nursing

NUR-1020 Foundation of Nursing Practice

NUR-1030 Reproductive Health

NUR-1040 Physiological Integrity I

NUR-2010 Nursing Care of Children and Family

NUR-2020 Physiological Integrity II

NUR-2031 Psychosocial Integrity

NUR-2032 Physiological Integrity III

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— 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		
☐	Institutional Requirement	PAS-1000 Planning for Academic Success: First-Year Experience	1
☐	Math*	General Education, MAT-1120 or higher, 1350 or 1140 recommended	3
☐	Science with Lab*[1]	BIO-2050 Human Anatomy and Physiology I	4
☐	English Composition I*	EGL-1010 Expository Writing	3
	Total		**11**
	1st Semester		
☐	Science	BIO-2060 Human Anatomy and Physiology II	4
☐	Social Science*	PSY-1010 General Psychology	3
☐	Program Requirement	NUR-1010 Introduction to Nursing (RN)	1
	Total		**8**
	2nd Semester		
☐	Program Requirement	NUR-1020 Foundations of Nursing Practice	7
☐	Program Requirement	BIO-2010 Microbiology	4
☐	English Composition II*	EGL-1020, 1320, or 1340 recommended	3
	Total		**14**

[1] *Refer to Chapter 9, Course Descriptions, for eligibility requirements for BIO-2050.*

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

	3rd Semester		
☐	Program Requirement	PSY-2070 Human Growth and Development[2]	3
☐	Program Requirement	NUR-1030 Reproductive Health	3
☐	Program Requirement	NUR-1040 Physiological Integrity I	5
☐	Social Science*	SOC-1010 Introduction to Sociology	3
	Total		**14**
	4th Semester		
☐	Program Requirement	NUR-2010 Nursing Care of Children and Families	3
☐	Program Requirement	NUR-2020 Physiological Integrity II	5
☐	Humanities*	General Education Humanities course other than Speech	3
☐	Humanities*	SPH-1010, 1050, 1090, or 1110	3
	Total		**14**
	5th Semester		
☐	Program Requirement	NUR-2031 Psychosocial Integrity	3
☐	Program Requirement	NUR-2032 Physiological Integrity III	3
☐	Program Requirement	NUR-2040 Management of Care and Professional Issues	3
	Total		**9**
	Program Total		**70**

[2] *This course is a co-requisite to the Nursing Program requirements*

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 301-546-0733 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 (NCLEX-PN). 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 will be able to:

- Collaborate with members of the health care team to facilitate care of patients in regard to the legal and ethical standards of the practice of licensed practical nurse
- Plan and implement activities that promote safety and protection of the patient
- Cooperate with other health care providers to assist patients to meet age-associated health needs
- Provide patient teaching and care activities that promote health and prevent disease
- Utilize therapeutic communication skills to support the patient's emotional, mental, and social well-being
- Participate in culturally sensitive nursing interventions to assist the patient/family to adapt to stressors
- Initiate caring interventions for patients experiencing common health alterations while in a variety of settings
- Identify potential threats to the physiologic function for patients/families and initiate interventions to promote adaptation

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		
☐	BIO-2050[1]	Human Anatomy and Physiology I	4
☐	EGL-1010	Composition I: Expository Writing	3
☐	PSY-1010	General Psychology	3
☐	NUR-1000	Introduction to Practical Nursing (spring only)	3
☐	PAS-1000[2]	Planning for Academic Success: First-Year Experience	1
	Total		**14**
	1st Semester, Fall		
☐	BIO-2060	Human Anatomy and Physiology II	4
☐	NUR-1020	Foundations of Nursing Practice	7
☐	PSY-2070	Human Growth and Development	3
	Total		**14**
	2nd Semester, Spring		
☐	NUR-1030	Reproductive Health	3
☐	NUR-1040	Physiological Integrity I	5
☐	SPH-1010, 1050, 1090, 1110	Speech (see chapter 9 for course names)	3
	Total		**11**
	3rd Semester, Summer only		
☐	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.*

[2] *PAS-1000 is not a prerequisite to the Nursing (LPN) 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 NUR-1020.*

NURSING (LPN)

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 301-546-0733 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 or compact 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 Option 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

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-1060 LPN to RN Transition
   (Additional 10 credits awarded upon completion)
NUR-2010 Nursing Care of Children and Families

NUR-2020 Physiological Integrity II
NUR-2031 Psychosocial Integrity
NUR-2032 Physiological Integrity III
NUR-2040 Management of Care and Professional Issues

Elective: One credit of 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.

Asterisk (*) denotes a general education course.   Double asterisk (**) denotes a course that is an institutional requirement.

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		
☐	Math*	General Education, MAT-1120 or higher, 1140 or 1350 recommended	3
☐	Program Requirement	BIO-2010 Microbiology	4
☐	Science*[1]	BIO-2050 Human Anatomy and Physiology I	4
☐	Science with Lab	BIO-2060 Human Anatomy and Physiology II	4
☐	English Composition I*	EGL-1010 Expository Writing	3
☐	Social Science*	PSY-1010 General Psychology	3
☐	Program Requirement[2]	PSY-2070 Human Growth and Development	3
	Total		**24**
	Fall or Spring Admission		
☐	English Composition II*	EGL-1020, 1320, or 1340 recommended	3
☐	Program Requirement	NUR-1060 (additional 10 credits awarded upon completion)	6
	Total		**9**
	3rd Semester		
☐	Program Requirement	NUR-2010 Nursing Care of Children and Families	3
☐	Program Requirement	NUR-2020 Physiological Integrity II	5
☐	Humanities*	SPH-1010, 1050, 1090, or 1110	3
☐	Humanities*	General Education Humanities course other than Speech	3
	Total		**14**
	4th Semester		
☐	Program Requirement	NUR-2031 Physiological Integrity I	3
☐	Social Science*	SOC-1010 Introduction to Sociology	3
☐	Program Requirement	NUR-2032 Physiological Integrity III	3
☐	Program Requirement	NUR-2040 Management of Care and Professional Issues	3
☐	Elective	Any course	1
	Total		**13**
	Program Total		**70**

[1] *Refer to Chapter 9, Course Descriptions, for eligibility requirements for BIO-2050.*

[2] *This course is a co-requisite to the Nursing Program requirements*

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

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 301-546-0733 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 Paramedic to RN Transition Option 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

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-1070 Paramedic to RN Transition
  (credits awarded upon successful completion)

NUR-2010 Nursing Care of Children and Families

NUR-2020 Physiological Integrity II

NUR-2031 Psychosocial Integrity

NUR-2032 Physiological Integrity III

NUR-2040 Management of Care and Professional Issues

Elective: One credit of 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.

HEALTH SCIENCES

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, Fall		
☐	Math*	General Education, MAT-1120 or higher, 1140 or 1350 recommended	3
☐	Science with Lab*[1]	BIO-2050 Human Anatomy and Physiology I	4
☐	English Composition I*	EGL-1010 Expository Writing	3
☐	Social Science*	PSY-1010 General Psychology	3
	Total		**13**
	2nd Semester, Spring		
☐	Program Requirement	BIO-2010 Microbiology	4
☐	Science*	BIO-2060 Human Anatomy and Physiology II	4
☐	Humanities*	SPH-1010, 1050, 1090, or 1111	3
☐	English Composition II*	EGL-1020, 1320, or 1340 recommended	3
☐	Program Requirement[2]	PSY-2070 Human Growth and Development	3
	Total		**17**
	3rd Semester, Summer only		
☐	Program Requirement	NUR-1070 (additional 8 credits awarded upon successful completion)	8
	Total		**8**
	4th Semester, Fall		
☐	Program Requirement	NUR-2010 Nursing Care of Children and Families	3
☐	Program Requirement	NUR-2020 Physiological Integrity II	5
☐	Social Science*	SOC-1010 Introduction to Sociology	3
☐	Humanities*	General Education Humanities course other than Speech	3
	Total		**14**
	5th Semester, Spring		
☐	Program Requirement	NUR-2040 Management of Care and Professional Issues	3
☐	Program Requirement	NUR-2031 Psychosocial Integrity	3
☐	Program Requirement	NUR-2032 Physiological Integrity III	3
☐	Elective	Any course	1
	Total		**10**
	Program Total		**70**

[1] *Refer to Chapter 9, Course Descriptions, for eligibility requirements for BIO-2050.*
[2] *This course is a co-requisite to the Nursing Program requirements*

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 301-546-0733 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. will be able to:

- Evaluate the clinical information of patients who are ill or injured
- Provide medical care to patients in an out of the hospital setting
- Operate and troubleshoot medical equipment
- Communicate effectively with patients, physicians and other healthcare providers
- Demonstrate the skills necessary to work as part of the medical team
- Demonstrate skills consistent with professional practice of the current Paramedic National Education Standards
- Apply the principles of the social sciences in the treatment of ill or injured patients

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
BIO-2060 Human Anatomy and Physiology II
PMD-1000 Introduction to Paramedic
   and Medical Emergencies
PMD-1010 Advanced Airway Management
PMD-1020 Pharmacology, IV Therapy, and Med Math
PMD-1030 Cardiology and EKG Interpretation

PMD-1100 Paramedic Clinical Experience
PMD-2000 Study of Human Systems
PMD-2010 Special Patient Populations
PMD-2020 Medical Emergencies II
PMD-2030 Shock and Trauma
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.

Asterisk (*) denotes a general education course.   Double asterisk (**) denotes a course that is an institutional requirement.

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: Obtained by completing EMT-1000 and EMT-1100 and successfully passing the national certification exam.		

	1st Semester		
☐	Program Requirement	PAS-1000 Preparing for Academic Success: First-Year Experience	1
☐	Science*[1]	BIO-2050 Human Anatomy and Physiology I	4
☐	English Composition I*	EGL-1010 Expository Writing	3
☐	Humanities*	SPH-1090 Interpersonal Communications	3
☐	Social Science*	PSY-1010 General Psychology	3
	Total		**14**

	2nd Semester		
☐	Program Requirement	BIO-2060 Human Anatomy and Physiology II	4
☐	English Composition I*	EGL-1100, 1320, or 1340	3
☐	Math*	MAT-1120 Finite Mathematics or higher	3
	Total		**10**

	3rd Semester		
☐	Program Requirement	PMD-1000 Introduction to Paramedic	4
☐	Program Requirement	PMD-1010 Advanced Airway Management	3
☐	Program Requirement	PMD-1020 Pharmacology, IV Therapy, and Med Math	3
☐	Program Requirement	PMD-1100 Paramedic Clinical Experience	4
☐	Program Requirement	PMD-1030 Cardiology and EKG Preparation	3
	Total		**17**

	Intersession		
☐	Program Requirement	PMD-2000 Study of Human Systems	3
	Total		**3**

	4th Semester		
☐	Program Requirement	PMD-2010 Special Patient Populations	3
☐	Program Requirement	PMD-2020 Medical Emergencies II	3
☐	Program Requirement	PMD-2030 Shock and Trauma	4
☐	Program Requirement	PMD-2040 Preparation for Paramedic Licensing Exam	3
☐	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.*

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

Paramedic Certificate | PMD.CT

www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442462377

Visit Center for Health Studies, Room 1402 or call 301-546-0733 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 Certificate will be able to:

- Evaluate the clinical information of patients who are ill or injured
- Provide medical care to patients in an out of the hospital setting
- Operate medical equipment
- Communicate effectively with patients, physicians and other healthcare providers
- Demonstrate the skills necessary to work as part of the medical team
- Demonstrate skills consistent with professional practice of the current Paramedic National Education Standards

Asterisk (∗) denotes a general education course.   Double asterisk (∗∗) denotes a course that is an institutional requirement.

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: Obtained by completing EMT-1000 and EMT-1100 and successfully passing the national certification exam.		

	1st Semester		
☐	PMD-1000	Introduction to Paramedic	4
☐	PMD-1010	Advanced Airway Management	3
☐	PMD-1020	Pharmacology, IV Therapy, and Med Math	3
☐	PMD-1100	Paramedic Clinical Experience	4
☐	PMD-1030	Cardiology and EKG Preparation	3
	Total		**17**
	Intersession		
☐	PMD-2000	Study of Human Systems	3
	Total		**3**
	2nd Semester		
☐	PMD-2010	Special Patient Populations	3
☐	PMD-2020	Medical Emergencies II	3
☐	PMD-2030	Shock and Trauma	4
☐	PMD-2040	Preparation for Paramedic Licensing Exam	3
☐	PMD-2200	Summative Clinical Experiences	4
	Total		**18**
	Program Total		**37**

PARAMEDIC

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

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 301-546-0504 for your faculty advisor

PROGRAM DESCRIPTION

The Physical Education Program provides students with the skills needed to become competent physical educators consistent with developmentally and instructionally appropriate guidelines. Opportunities are provided to study a diverse group of career paths related to physical education and fitness, and provide learning experiences in sports, fitness, and health. This program requires several biology courses. Students may meet with department faculty to discuss transfer program options.

Graduates of the Physical Education Option will be able to:

- Prepare physical education lesson plans
- Evaluate skills of a variety of sports
- Incorporate skills and techniques into sport, physical fitness, and recreation activities
- Assess health, wellness and physical fitness to promote an increase in fitness level
- 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.

Asterisk (*) denotes a general education course.   Double asterisk (**) denotes a course that is an institutional requirement.

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		
☐	Institutional Requirement	PAS-1000 Planning for Academic Success: First-Year Experience	1
☐	English Composition I*	EGL-1010 Expository Writing	3
☐	Science*	NTR-1010 Introductory Nutrition	3
☐	Math*	MAT-1120 Finite Mathematics or higher	3
☐	Program Requirement	PED-1110 Introduction to Physical Education	2
☐	Computer Literacy*	INT-1010 Introduction to Information Technology	3
	Total		**15**
	2nd Semester		
☐	Science with Lab*	BIO-1010 General Biology	4
☐	Program Requirement	HLE-1150 Personal and Community Health	3
☐	Program Requirement	PED-1130 Rhythmic Activities	2
☐	Program Requirement	PED-1570–1810 PE Skills Lab	1
☐	English Composition II*	EGL-1020 Writing About Literature	3
☐	Humanities*	2000-level General Education Humanities course other than Speech	3
	Total		**16**
	3rd Semester		
☐	Program Requirement	BIO-2050 Human Anatomy and Physiology I	4
☐	Humanities*	General Education Speech course	3
☐	Social Science*	General Education History course	3
☐	Program Requirement	PED-1570–1810 PE Skills Lab	1
☐	Program Requirement	PED-1570–1810 PE Skills Lab	1
☐	Program Requirement	HLE-2000 Application of Concepts for Fitness and Wellness	3
	Total		**15**
	4th Semester		
☐	Program Requirement	BIO-2060 Human Anatomy and Physiology II	4
☐	Elective*	2000-level Elective	3
☐	Social Science*	General Education Social Sciences course other than History	3
☐	Program Requirement	HLE-2130 First Aid—Responding to Emergencies/CPR FPR	3
☐	Program Requirement	PED-1570–1810 PE Skills Lab	1
	Total		**14**
	Program Total		**60**

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

HEALTH SCIENCES

Radiography Associate of Applied Science | RADI.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 301-546-0733 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; phone 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 A.A.S. will be able to:

- Properly position patients
- Select correct exposure factors
- Apply radiation protection principals
- Modify positioning based upon patient condition
- Critique radiographic images
- Demonstrate professional behavior

- Demonstrate effective oral communication skills in the practice of radiography
- Demonstrate effective written communication skills in the practice of radiography
- Explain the importance of continued professional development

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**
HIM-1800 Intro to Medical Terms for Health Professionals
BIO-2060 Human Anatomy and Physiology II
RAD-1410 Radiographic Procedures I
RAD-1420 Radiographic Procedures II
RAD-2440 Radiation Biology/Protection
RAD-1500 Image Production and Imaging Equipment I
RAD-1510 Patient Care and Education I

RAD-1530 Clinical Radiography I
RAD-1540 Clinical Radiography II
RAD-1550 Clinical Radiography III
RAD-2580 Image Production and Imaging Equipment II
RAD-2410 Radiographic Procedures III
RAD-2420 Radiographic Procedures IV
RAD-2530 Clinical Radiography IV
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.

Asterisk (*) denotes a general education course.   Double asterisk (**) denotes a course that is an institutional requirement.

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		
☐	Program Requirement[1]	PAS-1000 Planning for Academic Success: First-Year Experience	1
☐	Science*[2]	BIO-2050 Human Anatomy and Physiology I	4
☐	English Composition I*	EGL-1010 Expository Writing	3
☐	Math*	MAT-1120 Finite Mathematics or higher	3
☐	Program Requirement[1]	HIM-1800 Introduction to Medical Terms for Health Professionals	1
	Total		**12**
	1st Semester		
☐	Program Requirement	RAD-1410 Radiographic Procedures I	3
☐	Program Requirement	RAD-1510 Patient Care and Management	2
☐	Program Requirement	RAD-1530 Clinical Radiography I	2
☐	Program Requirement	BIO-2060 Human Anatomy and Physiology II	4
☐	English Composition II*	EGL-1320, 1340, or 1100 recommended	3
	Total		**14**
	2nd Semester		
☐	Program Requirement	RAD-1420 Radiographic Procedures II	3
☐	Program Requirement	RAD-1540 Clinical Radiography II	4
☐	Program Requirement	RAD-1500 Image Production and Imaging Equipment I	3
☐	Humanities*	SPH-1090 Interpersonal Communication	3
	Total		**13**
	Summer		
☐	Program Requirement	RAD-1550 Clinical Radiography III	4
	Total		**4**
	3rd Semester		
☐	Program Requirement	RAD-2410 Radiographic Procedures III	3
☐	Program Requirement	RAD-2530 Clinical Radiography IV	4
☐	Program Requirement	RAD-2580 Image Production and Image Equipment II	3
☐	Social Science*	PSY-1010 General Psychology	3
	Total		**13**
	4th Semester		
☐	Program Requirement	RAD-2420 Radiographic Procedures IV	3
☐	Program Requirement	RAD-2540 Clinical Radiography IV***	4
☐	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.*

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

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 301-546-0733 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; phone 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).

Graduates of the Respiratory Therapy A.A.S. 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.*

Asterisk (*) denotes a general education course.   Double asterisk (**) denotes a course that is an institutional requirement.

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		
☐	Institutional Requirement	PAS-1000 Planning for Academic Success: First-Year Experience	1
☐	English Composition I*	EGL-1010 Expository Writing	3
☐	Math*	General Education Math, MAT-1120 or higher, MAT-1350 recommended	3
☐	Program Requirement[1]	BIO-2050 Human Anatomy and Physiology I	4
	Total		**11**
	1st Semester		
☐	English Composition II*	EGL-1320, EGL-1340, or EGL-1100 recommended	3
☐	Program Requirement	RST-1531 Principles and Practice of Respiratory Therapy	4
☐	Program Requirement	RST-1570 Principles of Cardiopulmonary Physiology	4
☐	Program Requirement	BIO-2060 Human Anatomy and Physiology II	4
	Total		**15**
	2nd Semester		
☐	Program Requirement	RST-1600 Principles of Ventilatory Diseases	3
☐	Program Requirement	RST-1631 Clinical Practice in Respiratory Therapy I	2
☐	Program Requirement	RST-1741 Principles of Mechanical Ventilation and Introduction to Critical Care	6
☐	Program Requirement	HIM-1800 Introduction to Medical Terms for Health Professionals	1
	Total		**12**
	Summer Semester		
☐	Program Requirement	RST-1730 Clinical Practice in Respiratory Therapy II	2
	Total		**2**
	3rd Semester		
☐	Program Requirement	RST-2490 Neonatal and Pediatric Respiratory Care	3
☐	Program Requirement	RST-2500 Pharmacology for Respiratory Therapy	3
☐	Program Requirement	RST-2530 Clinical Practice in Critical Care I	4
☐	Science*	CHM-1010 General Chemistry	4
	Total		**14**
	4th Semester		
☐	Humanities*	SPH-1090 Interpersonal Communication	3
☐	Social Science*	PSY-1010 General Psychology	3
☐	Program Requirement	RST-2620 Trends in Respiratory Therapy	2
☐	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.*

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

Surgical Technology Associate of Applied Science | Career Program
Visit Center for Health Studies, Room 1402 or call 301-546-0733 for your faculty advisor

PROGRAM DESCRIPTION
The Surgical Technology Program is dedicated to preparing students for success as employees in the operating room setting. 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).

Graduates of the Surgical Technology A.A.S. 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**
BIO-2060 Human Anatomy and Physiology II
HIM-1530 Medical Terminology
SGT-1010 Introduction to Surgical Technology
SGT-1030 Surgical Procedures I
SGT-2010 Surgical Technology Clinical I

SGT-2050 Surgical Procedures II
SGT-2070 Surgical Procedures III
SGT-2100 Surgical Technology Clinical II
SGT-2200 Surgical Technology Clinical III
SGT-2300 Professional Success Preparation

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.

Asterisk (*) denotes a general education course.   Double asterisk (**) denotes a course that is an institutional requirement.

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		
☐	Science*	BIO-2050 Human Anatomy and Physiology I	4
☐	Program Requirement	SGT-1010 Introduction to Surgical Technology	3
☐	Math*	MAT-1120 Finite Mathematics or higher	3
☐	Program Requirement	HIM-1530 Medical Terminology	4
☐	Institutional Requirement	PAS-1000 Planning for Academic Success: First-Year Experience	1
	Total		**15**
	2nd Semester, Spring		
☐	Program Requirement	SGT-1030 Surgical Procedures I	3
☐	English Composition I*	EGL-1010 Expository Writing	3
☐	Humanities*	SPH-1090 Interpersonal Communication	3
☐	Program Requirement	BIO-2060 Human Anatomy and Physiology II	4
	Total		**13**
	Summer Semester		
☐	Program Requirement	SGT-2010 Surgical Technology Clinical I	5
	Total		**13**
	3rd Semester, Fall		
☐	Program Requirement	SGT-2050 Surgical Procedures II	3
☐	Program Requirement	SGT-2100 Surgical Technology Clinical II	4
☐	Program Requirement	BIO-2010 Microbiology	4
☐	English Composition II*	EGL-1340 or EGL-1100 recommended	3
	Total		**14**
	4th Semester, Spring		
☐	Program Requirement	SGT-2070 Surgical Procedures III	3
☐	Program Requirement	SGT-2200 Surgical Technology Clinical III	4
☐	Program Requirement	SGT-2300 Professional Success Preparation	3
☐	Social Science*	PSY-1010 General Psychology	3
	Total		**13**
	Program Total		**60**

Triple 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 301-546-0966 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
- Explain the significance of art within historical, cultural, social, and economic contexts
- Evaluate works of art doing formal analysis

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-1510 Two-Dimensional Design
ART-1530 Drawing I
ART-1540 Painting I
ART-2520 Color Theory and Application
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.*

Asterisk (*) denotes a general education course.   Double asterisk (**) denotes a course that is an institutional requirement.

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		
☐	English Composition I*	EGL-1010 Expository Writing	3
☐	Program Requirement	ART-1510 Two-Dimensional Design	3
☐	Institutional Requirement	PAS-1000 Planning for Academic Success: First-Year Experience	1
☐	Math*	MAT-1120 or higher	3
☐	Computer Literacy*	INT-1010 Introduction to Information Technology	3
	Total		**13**
	2nd Semester		
☐	Program Requirement	ART-2520 Color Theory and Application	3
☐	Program Elective	Choose from "Program Electives"	3
☐	Humanities*	General Education Speech course	3
☐	Program Requirement	ART-1530 Drawing I	3
☐	English Composition II*	EGL-1020 Writing About Literature recommended	3
	Total		**15**
	3rd Semester		
☐	Program Requirement	ART-1540 Painting I	3
☐	Program Elective[1]	Choose from "Program Electives"	3
☐	Social Science*[1]	General Education Social Sciences course other than History	3
☐	Science with Lab*	General Education Lab Science course	4
☐	Program Requirement*	ART-2700 Art Survey I	3
	Total		**16**
	4th Semester		
☐	Science*	General Education Science course	3
☐	Social Science*[1]	General Education History course	3
☐	Program Elective	2000-level course from "Program Electives"	3
☐	Program Elective	2000-level course from "Program Electives"	3
☐	Humanities*	ART-2710 Art Survey II	3
☐	Elective	1-credit course (if necessary to reach a minimum of 60 credits)	1
	Total		**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.*

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

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 301-546-0966 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 A.A.S. 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

PAS-1000 Planning for Academic Success: FYE**
ART-1510 Two-Dimensional 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 Modern 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-credit course

NEED HELP?

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

Asterisk (*) denotes a general education course.   Double asterisk (**) denotes a course that is an institutional requirement.

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		
☐	Institutional Requirement	PAS-1000 Planning for Academic Success: First-Year Experience	1
☐	English Composition I*	EGL-1010 Expository Writing	3
☐	Math*	General Education Math course	3
☐	Program Requirement	ART-1510 Two-Dimensional Design	3
☐	Program Requirement	ART-1570 Introduction to Computer Graphics	3
☐	Program Requirement	ART-1530 Drawing I	3
	Total		**16**
	2nd Semester		
☐	English Composition II*	EGL-1340 Writing About Technical Topics recommended	3
☐	Program Requirement	ART-2620 Digital Illustration	3
☐	Program Requirement	ART-2650 or 2670	3
☐	Program Requirement	ART-2700, 2710, 2720, or 2740	3
☐	Humanities*	General Education Speech course	3
	Total		**15**
	3rd Semester		
☐	Program Requirement	ART-2410 Graphic Design I	3
☐	Program Requirement	ART-2730 Integrated Arts	3
☐	Program Requirement	ART-1620 Digital Publication Design	3
☐	Program Requirement	ART-2520 Color Theory and Application	3
☐	Science*	General Education Science course	3
	Total		**15**
	4th Semester		
☐	Program Requirement	ART-2900 Portfolio Development for Visual Art***	1
☐	Program Requirement	ART-2610 Graphic Design II	3
☐	Program Requirement	ART-2570 Lettering, Typography, and Layout	3
☐	Program Elective	Any art studio course	3
☐	Social Science*	General Education Social Sciences course	3
☐	Elective	Any course	1
	Total		**14**
	Program Total		**60**

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

Animation and Screen-Based Design Certificate | ARTS.ANIM2.CT

www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442465116

Visit Marlboro Hall, Room 1034 or call 301-546-0966 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	
☐	EGL-1010	Composition I: Expository Writing	3
☐	ART-1510	Two-Dimensional Design	3
☐	ART-1530	Drawing I	3
☐	ART-1570	Introduction to Computer Graphics	3
☐	ART-2700, 2710, 2720, or 2740	Art Survey I, Art Survey II, African American Art, or Modern Art	3
	Total		**15**
		2nd Semester	
☐	ART-2650	Animation and Multimedia I	3
☐	ART-2410	Graphic Design I	3
☐	ART-2670	3-D Digital Modeling and Animation	3
☐	INT-1800	Internet and Web Technology	3
☐	ART-2900	Portfolio Development for Visual Art	1
☐	ART-2730 or Elective	Integrated Arts or Art Studio Elective	3
	Total		**16**
	Program Total		**31**

Asterisk (*) denotes a general education course.   Double asterisk (**) denotes a course that is an institutional requirement.

Graphic Design Certificate | ARTS.GRAPHD.CT

www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442462311

Visit Marlboro Hall, Room 1034 or call 301-546-0966 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	
☐	EGL-1010	Composition I: Expository Writing	3
☐	ART-1510	Two-Dimensional Design	3
☐	ART-1570	Introduction to Computer Graphics	3
☐	ART-1530	Drawing I	3
☐	Art History course	ART-2700, 2710, 2720, or 2740	3
		Total	**15**
		2nd Semester	
☐	ART-2650 or 2670	Animation and Multimedia I or 3-D Digital Modeling and Animation	3
☐	ART-2570	Lettering, Typography, and Layout	3
☐	ART-1620	Digital Publication Design	3
☐	ART-2410	Graphic Design I	3
		Total	**12**
		3rd Semester	
☐	ART-2610 or 2620	Graphic Design II or Digital Illustration	3
☐	ART-2900	Portfolio Development for Visual Art	1
		Total	**4**
	Program Total		**31**

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

Asterisk (∗) denotes a general education course.   Double asterisk (∗∗) denotes a course that is an institutional requirement.

Illustration Certificate | ARTS.ILLUS.CT

www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442462312

Visit Marlboro Hall, Room 1034 or call 301-546-0966 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	
☐	EGL-1010	Composition I: Expository Writing	3
☐	ART-1510	Two-Dimensional Design	3
☐	ART-1530	Drawing I	3
☐	ART-1570	Introduction to Computer Graphics	3
☐	ART-2700, 2710, 2720, or 2740	Art Survey I, Art Survey II, African American Art, or Modern Art	3
		Total	**15**
		2nd Semester	
☐	ART-1540 or 1590 or Elective	Painting I or Watercolor or Art Studio Elective	3
☐	ART-2410 or 2620 or 2640	Graphic Design I or Digital Illustration or Computer Painting	3
☐	ART-1630	Commercial Illustration I	3
☐	ART-1780 or 2660	Digital Photography I or Digital Imaging	3
		Total	**12**
		3rd Semester	
☐	ART-2900	Portfolio Development for Visual Art	1
☐	ART-2630 or 2530	Commercial Illustration II or Drawing II	3
		Total	**4**
		Program Total	**31**

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

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 301-546-1587 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 Communication/Public Relations and Journalism Option 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

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.

LIBERAL ARTS

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		
☐	English Composition I*	EGL-1010 Expository Writing	3
☐	Science*	General Education Science course	3
☐	Computer Literacy*	INT-1010 Introduction to Information Technology	3
☐	Institutional Requirement	PAS-1000 Planning for Academic Success: First-Year Experience	1
☐	Humanities*	SPH-1010 Public Speaking	3
	Total		**13**
	2nd Semester		
☐	English Composition II*	EGL-1020: Writing About Literature recommended	3
☐	Science with Lab*	General Education Lab Science course	4
☐	Program Requirement	PRJ-1210 Public Relations Techniques	3
☐	Math*	MAT-1120 or higher	3
☐	Humanities*	General Education Humanities course	3
	Total		**16**
	3rd Semester		
☐	Program Requirement	PRJ-2210 Introduction to Communication Theory	3
☐	Program Requirement	2000-level elective (any course except PED-1000 or PED-1030)	3
☐	Program Requirement	SPH-1120 Interviewing	3
☐	Social Science*	General Education History course	3
☐	Program Requirement	TRF-1310 Introduction to Mass Communication	3
	Total		**15**
	4th Semester		
☐	Program Requirement	PRJ-2000 News Writing for Public Relations	3
☐	Program Requirement	EGL-2270: Applied Grammar	3
☐	Social Science*	General Education Social Sciences course other than History	3
☐	Program Requirement	SPH-2230 Intercultural Communication	3
☐	Program Requirement	2000-level elective (any course except PED-1000 or PED-1030)	3
☐	Program Requirement	1-credit course (if necessary to reach a minimum of 60 credits)	1
	Total		**16**
	Program Total		**60**

COMMUNICATION/PR & JOURNALISM OPTION

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

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 301-546-1587 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 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.

Asterisk (*) denotes a general education course.   Double asterisk (**) denotes a course that is an institutional requirement.

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		
☐	Institutional Requirement	PAS-1000 Planning for Academic Success: First-Year Experience	1
☐	English Composition I*	EGL-1010 Expository Writing	3
☐	Science*	General Education Science course	3
☐	Computer Literacy*	INT-1010 Introduction to Information Technology	3
☐	Humanities*	SPH-1090 Interpersonal Communication	3
	Total		**13**
	2nd Semester		
☐	English Composition II	EGL-1020 Writing About Literature	3
☐	Math*	MAT-1120 or higher	3
☐	Program Requirement	TRF-1310 Introduction to Mass Communication	3
☐	Program Requirement	TRF-2310 Introduction to Film	3
☐	Science with Lab*	General Education Lab Science course	4
	Total		**16**
	3rd Semester		
☐	Program Requirement	TRF-1330 Television Production I	3
☐	Program Requirement	THE-1150 or TRF-1410	3
☐	Program Requirement	EGL-1040 Media Writing	3
☐	Program Requirement	SPH-2070 Voice and Diction	3
☐	Social Science*	2000-level General Education History course	3
	Total		**15**
	4th Semester		
☐	Program Requirement	TRF-2330 Television Production II	3
☐	Social Science*	General Education Social Sciences course other than History	3
☐	Program Requirement	SPH-1130 Interviewing	3
☐	Program Requirement	SPH-2230 Intercultural Communication	3
☐	Humanities*	2000-level General Education Humanities course other than Speech	3
☐	Program Requirement	1-credit course (if necessary to reach a minimum of 60 credits)	1
	Total		**16**
	Program Total		**60**

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

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 301-546-0561 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		
☐	Institutional Requirement	PAS-1000 Planning for Academic Success: First-Year Experience	1
☐	English Composition I*	EGL-1010 Expository Writing	3
☐	Science*	General Education Science course	3
☐	Computer Literacy*	INT-1010 Introduction to Information Technology	3
☐	Humanities*	General Education Speech course	3
	Total		**13**
	2nd Semester		
☐	Math*	MAT-1120 or higher	3
☐	English Composition II*	EGL-1020 Writing About Literature	3
☐	Science with Lab*	General Education Lab Science course	4
☐	Social Science*[1]	General Education History course that complements first literature survey	3
☐	Humanities*	General Education Humanities course other than Speech	3
	Total		**16**
	3rd Semester		
☐	Program Requirement	EGL-2270 Applied Grammar	3
☐	Program Requirement	First literature survey (see choices previous page)	3
☐	Program Requirement	History course that complements literature survey (see choices previous page)	3
☐	Program Requirement	Second literature survey (see choices previous page)	3
☐	Elective	Any credit course except PED-1000 or PED-1030	3
	Total		**15**
	4th Semester		
☐	Social Science*	General Education Social Science course other than History	3
☐	Program Requirement	Third literature survey (see choices previous page)	3
☐	Program Requirement	EGL-2090, 2110, or 2140	3
☐	Elective	2000-level course	3
☐	Elective	Any credit courses except PED-1010 or PED-1030	3
☐	Elective	1-credit course (if necessary to reach a minimum of 60 credits)	1
	Total		**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.

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

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 301-546-1587 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		
☐	TRF-1310	Introduction to Mass Communication Film	3
☐	TRF-1330	Television Production I	3
☐	ART-1570	Introduction to Computer Graphics	3
	Total		**9**
	2nd Semester		
☐	TRF-2040	Introduction to Broadcast News	3
☐	THE-2040	Event and Conference Multimedia Production	3
☐	ART-2650	Animation and Multimedia I	3
	Total		**9**
	3rd Semester		
☐	TRF-2310	Introduction to Film	3
☐	THE-2120	Film and Studio Mechanics	3
☐	ART-2750	Animation and Multimedia II	3
	Total		**9**
	4th Semester		
☐	TRF-2330	Television Production II	3
☐	TRF-2340	Digital Video Editing	3
	Total		**6**
	Program Total		**33**

Asterisk (*) denotes a general education course.   Double asterisk (**) denotes a course that is an institutional requirement.

Music Option, General Studies Associate of Arts | MUSI.AA | Transfer Program

academic.pgcc.edu/music

Visit Marlboro Hall, Room 1068 or call 301-546-0955 for your faculty advisor

PROGRAM DESCRIPTION

The Music Option 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 Introduction to Music Technology
NOTE: MUS-1500 fulfills the computer literacy requirement in the Music Option

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.*

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

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	
☐	Program Requirement	PAS-1000 Preparing for Academic Success: First-Year Experience	1
☐	Program Requirement	Applied Music (see choices previous page)	2
☐	Program Requirement	MUS-1150 Theory I	3
☐	Program Requirement	MUS-1210 Class Piano I or 1230 Class Voice I	1
☐	English Composition I*	EGL-1010 Expository Writing	3
☐	Math*	General Education Math course	3
	Total		**13**
		2nd Semester	
☐	Program Requirement	Applied Music (see choices previous page)	2
☐	Program Requirement	MUS-1160 Theory II	3
☐	Program Requirement	MUS-1030 Concert Choir or MUS-1110 Jazz Ensemble	1
☐	Program Requirement	MUS-1250 Sight Singing and Ear Training	1
☐	Program Requirement	MUS-1500 Introduction to Music Technology (fulfills Computer Literacy requirement)	3
☐	English Composition II*	EGL-1020, 1100, 1320 or 1340	3
☐	Humanities*	General Education Speech course	3
	Total		**16**
		3rd Semester	
☐	Program Requirement	Applied Music (see choices previous page)	2
☐	Program Requirement	MUS-2150 Theory III	3
☐	Program Requirement	MUS-1030 Concert Choir or MUS-1110 Jazz Ensemble	1
☐	Program Requirement	MUS-2510, 2520, or 2600	3
☐	Science*	General Education Science course	3
☐	Social Science*[1]	General Education History course	3
	Total		**15**
		4th Semester	
☐	Program Requirement	Applied Music (see choices previous page)	2
☐	Program Requirement	MUS-2160 Theory IV	3
☐	Program Requirement	MUS-1030 Concert Choir or MUS-1110 Jazz Ensemble	1
☐	Humanities*	MUS-2050 Survey of Music Literature	3
☐	Science with Lab*	General Education Lab Science course	4
☐	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.*

Asterisk (*) denotes a general education course.   Double asterisk (**) denotes a course that is an institutional requirement.

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 301-546-0966 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-1090 Introduction to Logic

PHL-1330 Ethics

PHL-2190 Philosophic Ideas in Imaginative Literature

PHL-2270 Thinking about Religion

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 English 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

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

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		
☐	Institutional Requirement	PAS-1000 Planning for Academic Success: First-Year Experience	1
☐	English Composition I*	EGL-1010 Expository Writing	3
☐	Math*	General Education, MAT-1120 or higher	3
☐	Computer Literacy*	INT-1010 Introduction to Information Technology	3
☐	Humanities*	PHL-1010 Introduction to Philosophy: The Art of Questioning	3
	Total		**13**
	2nd Semester		
☐	Science with Lab*	General Education Lab Science course	4
☐	English Composition II*	EGL-1020 Writing About Literature recommended	3
☐	Social Science*	General Education History, HST-1310, 1320, or 1370 recommended	3
☐	Program Requirement	PHL-1090 Introduction to Logic	3
☐	Social Science*	General Education Social Science course other than History	3
	Total		**16**
	3rd Semester		
☐	Humanities*	General Education Speech course (SPH-1030 recommended)	3
☐	Program Requirement	PHL-1330 Ethics	3
☐	Elective	Any course	3
☐	Elective	2000-level course (EGL-2370 or 2390 recommended)	3
☐	Elective	2000-level course (EGL-2600 or 2320 recommended)	3
	Total		**15**
	4th Semester		
☐	Program Requirement	PHL-2190 Philosophic Ideas in Imaginative Literature	3
☐	Elective	2000-level course (EGL-2600 or 2320 recommended)	3
☐	Elective	2000-level course	3
☐	Science*	General Education Science course	3
☐	Program Requirement	PHL-2270 Thinking about Religion	3
☐	Program Requirement	1-credit course (if necessary to reach a minimum of 60 credits)	1
	Total		**16**
	Program Total		**60**

Asterisk (*) denotes a general education course.   Double asterisk (**) denotes a course that is an institutional requirement.

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 301-546-1587 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 call 301-546-0926.

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			
☐	THE-1040 or 1150	Introduction to Event Staging or Technical Theatre	3–4
☐	THE-1080	Lighting for the Stage	4
☐	THE-1100	Concert and Stage Sound Reinforcement	4
☐	THE-1060	Theatrical Rigging	4
	Total		**15–16**
2nd Semester			
☐	THE-2040	Event and Conference Multimedia Production	3
☐	THE-2060	Theatre Computer Automation and Control	3
☐	THE-2080	Stage Scenery Construction	4
☐	THE-2100	Concert and Stage Special Effects	3
☐	THE-2120	Film and Studio Mechanics	3
	Total		**16**
	Program Total		**31–32**

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

SCIENCE AND ENGINEERING

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 301-546-0422 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.

Asterisk (*) denotes a general education course.   Double asterisk (**) denotes a course that is an institutional requirement.

SEQUENCE OF STUDY—BIOLOGY 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			
☐	Program Requirement	BIO-1130 Principles of Biology: Evolution, Ecology, and Behavior	4
☐	Science with Lab*	CHM-1010 General Chemistry I	4
☐	English Composition I*	EGL-1010 Expository Writing	3
☐	Computer Literacy*	INT-1010 Introduction to Information Technology	3
☐	Institutional Requirement	PAS-1000 Planning for Academic Success: First-Year Experience	1
	Total		**15**
2nd Semester			
☐	Program Requirement	BIO-1140 Principles of Biology: Cellular and Molecular Biology	4
☐	Science*	CHM-1020 General Chemistry II	3
☐	Program Requirement	CHM-1030 General Chemistry II Laboratory	2
☐	English Composition II*	EGL-1340 Writing About Technical Topics recommended	3
☐	Social Science*	General Education History course	3
	Total		**15**
3rd Semester			
☐	Program Elective [1, 2, 3]	Choose from "Program Electives"	4
☐	Humanities*	General Education Speech course	3
☐	Math*	MAT-1360 or higher	3
☐	Program Requirement	CHM-2010 Organic Chemistry I	4
☐	Elective	1-credit course (if necessary to reach a minimum of 60 credits)	1
	Total		**15**
4th Semester			
☐	Program Elective [1, 2, 3]	Choose from "Program Electives"	4
☐	Program Requirement	CHM-2020 Organic Chemistry II	3
☐	Program Requirement	CHM-2040 Organic Chemistry II Lab	2
☐	Humanities*	2000-level General Education Humanities course other than Speech	3
☐	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.

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

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 301-546-3023 for your faculty advisor

PROGRAM DESCRIPTION

This is a recommended program of study for students planning to pursue a bachelor's degree in chemistry.

Graduates of the Chemistry Option 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.

Asterisk (*) denotes a general education course.   Double asterisk (**) denotes a course that is an institutional requirement.

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		
☐	Science*	CHM-1010 General Chemistry I	4
☐	Math*	MAT-2410 Calculus I	4
☐	English Composition I*	EGL-1010 Expository Writing	3
☐	Computer Literacy*	INT-1010 Introduction to Information Technology	3
☐	Institutional Requirement	PAS-1000 Planning for Academic Success: First-Year Experience	1
	Total		**15**
	2nd Semester		
☐	Program Requirement	CHM-1020 General Chemistry II	3
☐	Program Requirement	CHM-1030 General Chemistry II Laboratory	2
☐	Program Requirement	MAT-2420 Calculus II	4
☐	English Composition II*	EGL-1340 Writing about Technical Topics recommended	3
☐	Science with Lab*	BIO-1140 Principles of Biology: Cellular and Molecular Biology	4
	Total		**16**
	3rd Semester		
☐	Program Requirement	CHM-2010 Organic Chemistry I	4
☐	Program Requirement[1]	BIO-1130, 2010, 2030, 2050, or 2090, or PHY-1010	4
☐	Social Science*	General Education History course	3
☐	Social Science*	General Education Social Sciences course other than History	3
	Total		**14**
	4th Semester		
☐	Program Requirement	CHM-2020 Organic Chemistry II	3
☐	Program Requirement	CHM-2040 Organic Chemistry II Laboratory	2
☐	Humanities	General Education Humanities course other than Speech	3
☐	Humanities*	General Education Speech course	3
☐	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 301-546-3023 for your faculty advisor

PROGRAM DESCRIPTION

Engineers need to think logically, communicate effectively, and be well-grounded in science and mathematics. The Engineering 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 A.S. 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

PAS-1000 Planning for Academic Success: FYE**

CHM-2000 General Engineering for Chemistry

EGR-1010 Introductory Engineering

EGR-1140 Computer Programming for
  Engineers and Scientists

EGR-2050 Signals and Systems:
  Modeling, Computation, and Analysis

MAT-2410 Calculus I

MAT-2420 Calculus II

MAT-2460 Differential Equations

PHY-2030 General Physics II

PHY-2040 General Physics III

Program Electives—select nine credits from the following:

EGR-2210 Advanced Engineering Mechanics

EGR-2220 Solid Mechanics (summer only)

EGR-2030 Circuit Analysis

EGR-2060 Thermodynamics (summer only)

EGR-2300 Materials Science for Engineers and Scientists

EGR-2440 Digital Logic Design

EGR-2450 Electronic and Digital Circuit Laboratory

EGR-1210 Computer Science I

EGR-1220 Computer Science II

CHM-2010 (for Chemical Engineering discipline only)

CHM-2020 (for Chemical Engineering discipline only)

CHM-2040 (for Chemical Engineering discipline only)

MUS-1150 and 1160 (for Music Engineering discipline only)

BIO-1140 and 2050 (for Bioengineering discipline only)

Mathematics elective can only be calculus-based classes (like MAT-2430, MAT-2450, or MAT-2500) not already required in the program (consult with engineering advisor on which to take for your discipline)

Notes: *For Engineering electives:* Two 3 credits courses are the same as a 4 credit and 2 credit course *Substitutions:* CHM-1010, 1020, and 1030 may be substituted for CHM-2000 *Load reduction:* Semester V and Summer Sessions can include EGR-1140, Chemistry, and most general educational courses to reduce the load above. Some courses can be taken during intersession (winter) as well. Note some of the engineering courses are only offered during the summer. *Extra courses:* Any student may take more than the required credits to their benefit.

Asterisk (*) denotes a general education course.   Double asterisk (**) denotes a course that is an institutional 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— 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		
☐	Institutional Requirement	PAS-1000 Planning for Academic Success: First-Year Experience	1
☐	Program Requirement	EGR-1010 Introductory Engineering	3
☐	Program Requirement	EGR-1140 Computer Programming for Engineers and Scientists	3
☐	Math*	MAT-2410 Calculus I	4
☐	English Composition I*	EGL-1010 Expository Writing	3
	Total		**14**
	2nd Semester		
☐	Science*	PHY-1030 General Physics I	3
☐	Program Requirement	MAT-2420 Calculus II	4
☐	Science with Lab*	CHM-2000 General Engineering for Chemistry	4
☐	Humanities*	PHL-1090 Introduction to Logic	3
☐	Humanities*	SPH-1090 Interpersonal Communication	3
	Total		**17**
	3rd Semester		
☐	Program Elective	Choose from "Program Electives" (dependent on discipline)	3
☐	Program Elective	Choose from "Program Electives" (dependent on discipline)	3
☐	Program Requirement	PHY-2040 General Physics II	4
☐	Program Requirement	MAT-2460 Differential Equations	4
☐	Social Science*	POS-1000 Introduction to Politics	3
	Total		**17**
	4th Semester		
☐	Program Elective	Choose from "Program Electives" (dependent on discipline)	3
☐	Program Requirement	EGR-2050 Signals and Systems: Modeling, Computation, and Analysis	4
☐	Program Requirement	PHY-2040 General Physics II	4
☐	Program Requirement	Mathematics Elective (dependent on discipline)	3
☐	Social Science*	ECN-2040 Principles of Microeconomics	3
	Total		**17**
	Program Total		**65**

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

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 301-546-0422 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. This 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 A.S. 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

Asterisk (*) denotes a general education course.   Double asterisk (**) denotes a course that is an institutional requirement.

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		
☐	Program Requirement	BIO-1130 Principles of Biology: Evolution, Ecology, and Behavior	4
☐	Science with Lab*	CHM-1010 General Chemistry I	4
☐	English Composition I*	EGL-1010 Expository Writing	3
☐	Computer Literacy*	INT-1010 Introduction to Information Technology	3
☐	Institutional Requirement	PAS-1000 Planning for Academic Success: First-Year Experience	1
	Total		**15**
	2nd Semester		
☐	Program Requirement	BIO-1140 Principles of Biology: Cellular and Molecular Biology	4
☐	Science*	CHM-1020 General Chemistry II	3
☐	Social Science*	ECN-1030 Principles of Macroeconomics	3
☐	English Composition II*	EGL-1340 Writing About Technical Topics recommended	3
☐	Humanities*	General Education Speech course	3
	Total		**16**
	3rd Semester		
☐	Program Requirement	BIO-1110 Environmental Biology	3
☐	Program Requirement	CHM-2010 Organic Chemistry I	4
☐	Math*[1]	MAT-1350 or higher	3
☐	Elective	1-credit course (if necessary to reach a minimum of 60 credits)	1
☐	Social Science*	GEO-1010 Physical Geography	3
☐	Program Requirement	GEO-1020 Physical Geography Laboratory	1
	Total		**15**
	4th Semester		
☐	Program Requirement	BIO-2010 Microbiology	4
☐	Program Requirement	BIO-2330 Fundamentals of Soil Science	4
☐	Humanities*	2000-level General Education Humanities course other than Speech	3
☐	Program Requirement	BIO-2300 or POS-1400	3
	Total		**14**
	Program Total		**60**

[1] *Students eligible for calculus should take MAT-2410.*

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

SCIENCE AND ENGINEERING

Environmental Studies Certificate | ENVR.STUD.CT

www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442465760

Visit Chesapeake Hall, Room 100H or call 301-546-0422 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		
☐	BIO-1110	Environmental Biology	3
☐	BIO-1130	Principles of Biology: Evolution, Ecology, and Behavior	4
☐	CHM-1010	General Chemistry I	4
☐	Math	MAT-1350 or higher	3–4
	Total		**14–15**

	2nd Semester		
☐	BIO-1140	Principles of Biology: Cellular and Molecular Biology	4
☐	POS-1400 or BIO-2300	Introduction to Environmental Policy or Introduction to Environmental Health	3
☐	BIO-2330	Fundamentals of Soil Science	4
☐	Elective	Choose from "Program Electives"	3–4
	Total		**14–15**

Program Total			**28–30**

Asterisk (∗) denotes a general education course.   Double asterisk (∗∗) denotes a course that is an institutional requirement.

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

SOCIAL SCIENCES

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 301-546-0553 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 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

PAS-1000 Planning for Academic Success: FYE**

CJT-2510 Criminal Law

CJT-2530 Criminal Investigation

CJT-2540 Criminal Evidence and Procedure

CJT-2560 Terrorism and Biosecurity

CJT-2580 Juvenile Delinquency

CJT-2800 Professional Ethics in Criminal Justice

CJT-2900 Capstone Seminar in Criminal Justice***

COR-1510 Introduction to Corrections

COR-2510 Probation, Parole, and
 Community-based Corrections

COR-2570 Corrections Management

PSY-1010 General Psychology

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.

Asterisk (*) denotes a general education course.   Double asterisk (**) denotes a course that is an institutional requirement.

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		
☐	Institutional Requirement	PAS-1000 Planning for Academic Success: First-Year Experience	1
☐	Program Requirement	COR-1510 Introduction to Corrections	3
☐	English Composition I*	EGL-1010 Expository Writing	3
☐	Elective	Any course	2
☐	Computer Literacy*	INT-1010 Introduction to Information Technology	3
☐	Math*	MAT-1120 or higher	3
	Total		**15**
	2nd Semester		
☐	Science*	General Education Science course	3
☐	Program Requirement	CJT-2510 Criminal Law	3
☐	English Composition II*	EGL-1320 Writing for Business	3
☐	Program Requirement	PSY-1010 General Psychology	3
☐	Program Requirement	CJT-2800 Professional Ethics in Criminal Justice	3
	Total		**15**
	3rd Semester		
☐	Program Requirement	CJT-2580 Juvenile Delinquency	3
☐	Program Requirement	COR-2570 Corrections Management	3
☐	Social Science*	SOC-1010 Introduction to Sociology	3
☐	Humanities*	SPH-1010 Introduction to Speech Communication	3
☐	Program Requirement	CJT-2530 Criminal Investigation	3
	Total		**15**
	4th Semester		
☐	Program Requirement	SOC-2010 Social Problems or SOC-2030 Criminology	3
☐	Program Requirement	CJT-2540 Criminal Evidence and Procedure	3
☐	Program Requirement	CJT-2560 Terrorism and Biosecurity	3
☐	Program Requirement	COR-2510 Probation, Parole, and Community-based Corrections	3
☐	Program Requirement	CJT-2900 Capstone Seminar in Criminal Justice***	3
	Total		**15**
	Program Total		**60**

Triple 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 301-546-0553 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 A.A.S. 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

PAS-1000 Planning for Academic Success: FYE**
CJT-1510 Introduction to Criminal Justice
CJT-1520 Police Operations
CJT-1530 Community Policing
CJT-2510 Criminal Law
CJT-2530 Criminal Investigation

CJT-2540 Criminal Evidence and Procedure
CJT-2580 Juvenile Delinquency
CJT-2800 Professional Ethics in Criminal Justice
CJT-2900 Capstone Seminar in Criminal Justice***
PSY-1010 General Psychology

Choose one of the following: SOC-2010 Social Problems *or* SOC-2030 Criminology *or* POS-1020 State and Local Government

Electives: Take two credits of elective

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

Asterisk (*) denotes a general education course.   Double asterisk (**) denotes a course that is an institutional requirement.

• 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		
☐	Institutional Requirement	PAS-1000 Planning for Academic Success: First-Year Experience	1
☐	Computer Literacy*	INT-1010 Introduction to Information Technology	3
☐	Program Requirement	CJT-1510 Introduction to Criminal Justice	3
☐	Elective	Any course	2
☐	English Composition I*	EGL-1010 Expository Writing	3
☐	Math*	MAT-1120 or higher	3
	Total		**15**
	2nd Semester		
☐	Program Requirement	CJT-1520 Police Operations	3
☐	Program Requirement	CJT-2510 Criminal Law	3
☐	English Composition II*	EGL-1320 Writing for Business	3
☐	Program Requirement	CJT-1530 Community Policing	3
☐	Humanities*	SPH-1010 Introduction to Speech Communication	3
	Total		**15**
	3rd Semester		
☐	Program Requirement	CJT-2580 Juvenile Delinquency	3
☐	Science*	General Education Science course	3
☐	Program Requirement	PSY-1010 General Psychology	3
☐	Social Science*	SOC-1010 Introduction to Sociology	3
☐	Program Requirement	CJT-2800 Professional Ethics in Criminal Justice	3
	Total		**15**
	4th Semester		
☐	Program Requirement	CJT-2530 Criminal Investigation	3
☐	Program Requirement	CJT-2540 Criminal Evidence and Procedure	3
☐	Program Requirement	SOC-2010, 2030, or POS-1020	3
☐	Program Elective	Choose from "Program Electives"	3
☐	Program Requirement	CJT-2900 Capstone Seminar in Criminal Justice***	3
	Total		**15**
	Program Total		**60**

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

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 301-546-0553 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 of the Criminal Justice Transfer Option 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.*

Asterisk (*) denotes a general education course.   Double asterisk (**) denotes a course that is an institutional requirement.

SOCIAL SCIENCES

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		
☐	Institutional Requirement	PAS-1000 Planning for Academic Success: First-Year Experience	1
☐	Humanities*	SPH-1010 Introduction to Speech Communication	3
☐	Computer Literacy*	INT-1010 Introduction to Information Technology	3
☐	English Composition I*	EGL-1010 Expository Writing	3
☐	Math*	General Education, MAT-1140 or 1190	3
	Total		**13**
	2nd Semester		
☐	Social Science*	General Education History course	3
☐	Science with Lab*	General Education Lab Science course	4
☐	English Composition II*	EGL-1320 Writing for Business	3
☐	Humanities*	2000-level General Education Humanities course other than Speech	3
☐	Social Science*	PSY-1010 General Psychology	3
	Total		**16**
	3rd Semester		
☐	Program Requirement	CJT-1510 Introduction to Criminal Justice	3
☐	Program Requirement	CJT-1530 Community Policing	3
☐	Program Requirement	POS-1010 or POS-1020	3
☐	Science*	General Education Science course	3
☐	Program Requirement	SOC-1010 Introduction to Sociology	3
	Total		**15**
	4th Semester		
☐	Program Requirement	CJT-2510 Criminal Law	3
☐	Program Requirement	CJT-2800 Professional Ethics in Criminal Justice	3
☐	Program Elective	Choose from "Program Electives"	3
☐	Program Requirement	SOC-2010 or PSY-2130	3
☐	Program Requirement	SOC-2030 Criminology	3
☐	Program Requirement	1-credit course (if necessary to reach a minimum of 60 credits)	1
	Total		**16**
	Program Total		**60**

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

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 301-546-0553 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 Option 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

PAS-1000 Planning for Academic Success: FYE**

BMT-2860 Cyber Law

CJT-1510 Introduction to Criminal Justice

CJT-2510 Criminal Law

CJT-2530 Criminal Investigation

CJT-2900 Capstone Seminar in Criminal Justice***

FOS-2500 Forensic Science

FOS-2600 Computer Forensics I

FOS-2610 Computer Forensics II

INT-1620 Computer Security: Security+ Preparation

INT-1700 Understanding Operating Systems

PSY-1010 General Psychology

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.*
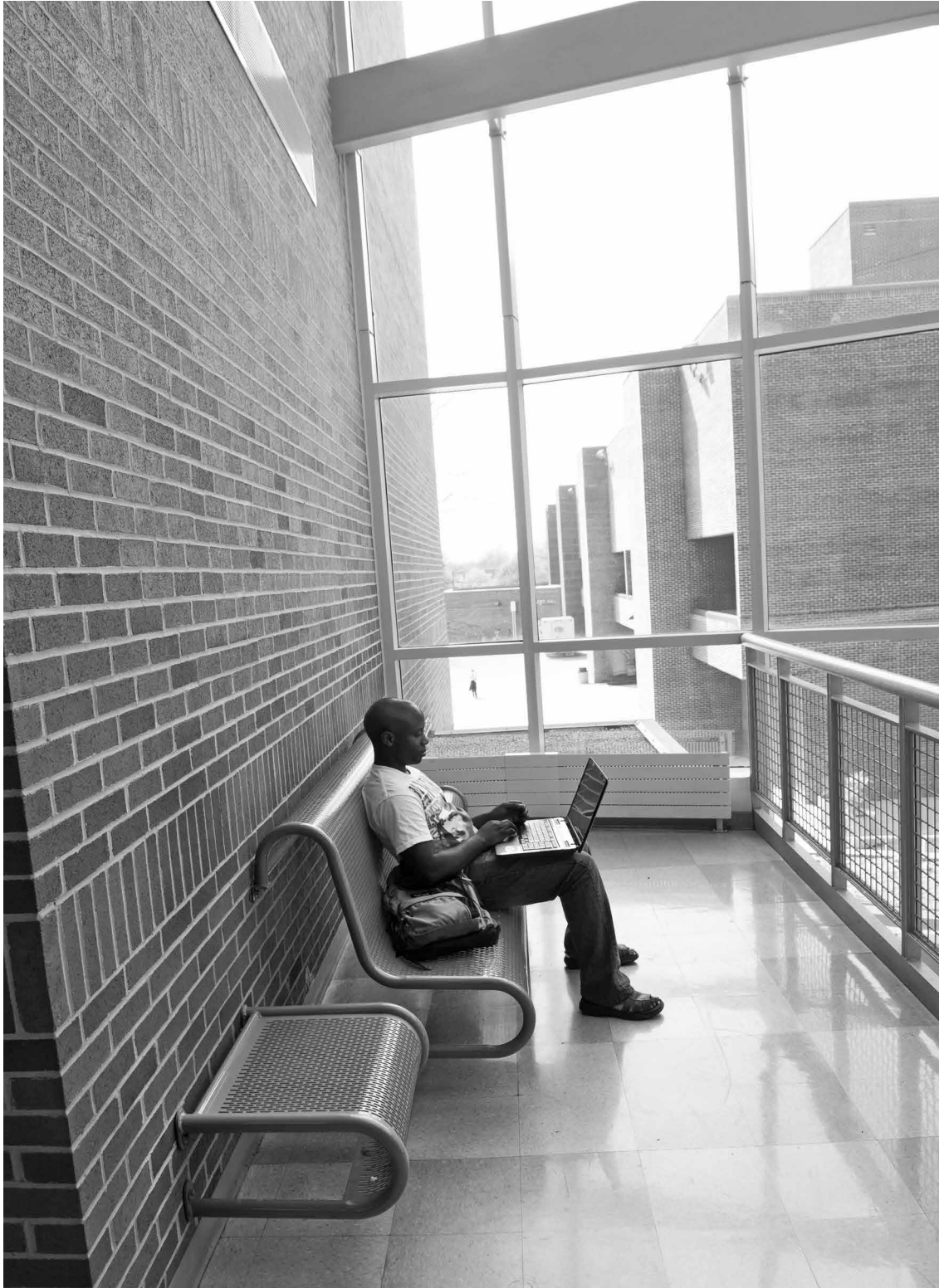
Asterisk (*) denotes a general education course.   Double asterisk (**) denotes a course that is an institutional requirement.

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		
☐	Institutional Requirement	PAS-1000 Planning for Academic Success: First-Year Experience	1
☐	Computer Literacy*	INT-1010 Introduction to Information Technology	3
☐	Program Requirement	CJT-1510 Introduction to Criminal Justice	3
☐	English Composition I*	EGL-1010 Expository Writing	3
☐	Elective	Any course	2
☐	Math*	MAT-1120 or higher	3
	Total		**15**
	2nd Semester		
☐	Program Requirement	INT-1700 Understanding Operating Systems	3
☐	Program Requirement	CJT-2510 Criminal Law	3
☐	English Composition II*	EGL-1320 Writing for Business recommended	3
☐	Program Requirement	FOS-2500 Forensic Science	3
☐	Program Requirement	FOS-2600 Computer Forensics I Computer-Related Crime	3
	Total		**15**
	3rd Semester		
☐	Program Requirement	INT-1620 Computer Security: Security+ Preparation	3
☐	Program Requirement	CJT-2530 Criminal Investigation	3
☐	Program Requirement	FOS-2610 Computer Forensics II Computer-Related Crime	3
☐	Social Science*	SOC-1010 Introduction to Sociology	3
☐	Humanities*	SPH-1010 Introduction to Speech Communication	3
	Total		**15**
	4th Semester		
☐	Program Requirement	BMT-2860 Cyber Law	3
☐	Science*	General Education Science course	3
☐	Program Requirement	PSY-1010 General Psychology	3
☐	Program Requirement	CJT-2900 Capstone Seminar in Criminal Justice***	3
☐	Program Requirement	SOC-2010, 2030, or POS-1020	3
	Total		**15**
	Program Total		**60**

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

Cybercrime Investigation Certificate | CRJU.CYBER.CT

www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442462364
Visit Bladen Hall, Room 208F or call 301-546-0553 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 degree in a related field who plan to pursue entry level careers in the field of computer forensics. Graduates of the Cybercrime Investigation Certificate 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		
☐	INT-1010	Introduction to Information Technology	3
☐	CJT-2510	Criminal Law	3
☐	FOS-2500	Forensic Science	3
	Total		**9**
	2nd Semester		
☐	INT-1700	Understanding Operating Systems	3
☐	CJT-2540	Criminal Evidence and Procedure	3
☐	FOS-2600	Computer Forensics I Computer-Related Crime	3
	Total		**9**
	3rd Semester		
☐	BMT-2860	Cyber Law	3
☐	INT-1620	Computer Security: Security+ Preparation	3
☐	FOS-2610	Computer Forensics II Computer-Related Crime	3
	Total		**9**
	Program Total		**27**

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

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 301-546-0080 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 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**   ECN-1030 Principles of Macroeconomics
ACC-2001 Principles of Accounting I   ECN-2040 Principles of Microeconomics
BMT-1010 Introduction to Business   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.*

Asterisk (*) denotes a general education course.   Double asterisk (**) denotes a course that is an institutional requirement.

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		
☐	Institutional Requirement	PAS-1000 Planning for Academic Success: First-Year Experience	1
☐	Program Requirement	ACC-2001 Principles of Accounting I	3
☐	English Composition I*	EGL-1010 Expository Writing	3
☐	Math*	MAT-1350 College Algebra and Trigonometry I	3
☐	Humanities*	General Education Speech course	3
☐	Computer Literacy*	INT-1010 Introduction to Information Technology	3
	Total		**16**
	2nd Semester		
☐	Elective	2000-level course	3
☐	Program Requirement	BMT-1010 Introduction to Business	3
☐	Humanities*	General Education Humanities course other than Speech	3
☐	English Composition II*	EGL-1020 Writing About Literature recommended	3
☐	Social Science*	General Education Social Sciences course other than History	3
	Total		**15**
	3rd Semester		
☐	Program Requirement	ECN-1030 Principles of Macroeconomics	3
☐	Science with Lab*	General Education Lab Science course	4
☐	Social Science*	General Education History course	3
☐	Elective	Any course but PED-1000 or 1030	3
☐	Program Requirement	MAT-2160 or MAT-2410	4
	Total		**17**
	4th Semester		
☐	Program Requirement	ECN-2040 Principles of Microeconomics	3
☐	Science*	General Education Science course	3
☐	Program Requirement	MAT-2210 Statistics	3
☐	Elective	2000-level course	3
	Total		**12**
	Program Total		**60**

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

SOCIAL SCIENCES

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 301-546-0553 for your faculty advisor

PROGRAM DESCRIPTION

The Fire Science 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 A.A.S. 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

PAS-1000 Planning for Academic Success: FYE**
FSC-1010 Firefighter I
FSC-1020 Emergency Medical Technician Basic
FSC-1030 Hazardous Materials Operations
FSC-1040 NIMS Incident Command System…Fire Service
FSC-2070 Engine Company Fireground Operations
FSC-1300 Emergency Vehicle Operator
FSC-2010 Firefighter II
FSC-2020 Truck Company Fireground Operations

FSC-2060 Firefighter Survival and Rescue
FOS-2500 Forensic Science
FOS-2530 Fire and Arson Investigation
FSC-2930 Cooperative Education/Internship***
CJT-2530 Criminal Investigation

Choose one of the following:
BMT-1010 Introduction to Business
BMT-1900 Introduction to Public Administration

Electives: Five 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.*

Asterisk (*) denotes a general education course.   Double asterisk (**) denotes a course that is an institutional requirement.

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 the Maryland Fire and Rescue Institute and must be completed before graduation; see previous page*)		
☐	Program Requirement	FSC-1010 Firefighter I	3
☐	Program Requirement	FSC-1020 Emergency Medical Technician Basic	6
☐	Program Requirement	FSC-1030 Hazardous Materials Operations	1
☐	Program Requirement	FSC-1040 NIMS Incident Command System for the Fire Service	1
☐	Program Requirement	FSC-2070 Engine Company Fireground Operations	1
☐	Program Requirement	FSC-1300 Emergency Vehicle Operator	2
☐	Program Requirement	FSC-2010 Firefighter II	2
☐	Program Requirement	FSC-2020 Truck Company Fireground Operations	1
☐	Program Requirement	FSC-2060 Firefighter Survival and Rescue	1
	Total		**18**
	2nd Semester		
☐	Institutional Requirement	PAS-1000 Planning for Academic Success: First-Year Experience	1
☐	Math*	MAT-1120 or higher	3
☐	Computer Literacy*	INT-1010 Introduction to Information Technology	3
☐	English Composition I*	EGL-1010 Expository Writing	3
☐	Program Requirement	FOS-2500 Forensic Science	3
	Total		**13**
	3rd Semester		
☐	Program Requirement	BMT-1010 or 1900	3
☐	Program Requirement	FOS-2530 Fire and Arson Investigation	3
☐	English Composition II*	EGL-1340 Writing about Technical Topics	3
☐	Social Science*	General Education Social Science course	3
☐	Humanities*	General Education Speech course	3
	Total		**15**
	4th Semester		
☐	Science*	General Education Science course	3
☐	Program Requirement	FSC-2930 Cooperative Education/Internship***	3
☐	Program Requirement	CJT-2530 Criminal Investigation	3
☐	Elective	2000-level course	3
☐	Elective	Any course except for PED-1000 or PED-1030	2
	Total		**14**
	Program Total		**60**

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

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 301-546-0553 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 A.S. 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**
BIO-2010 Microbiology
CHM-1020 General Chemistry II
CHM-1030 General Chemistry II Lab
CJT-1510 Introduction to Criminal Justice

CJT-2510 Criminal Law
FOS-2500 Forensic Science
FOS-2550 Photography in the Forensic Sciences
FOS-2590 Crime Scene Investigation

Program Electives—choose one of the following:

PSY-2130 Forensic Psychology
FOS-2510 Forensic Aspects of Death Investigation
FOS-2520 Forensic Aspects of Drug Identification and Abuse
FOS-2530 Fire and Arson Investigation
FOS-2540 Physical Identifiers (Fingerprinting Techniques)

FOS-2570 Firearms and Tool Marks Identification
FOS-2580 Basic Accident Investigation
FOS-2600 Computer Forensics I
FOS-2910–2930 Cooperative 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.*

Asterisk (*) denotes a general education course.   Double asterisk (**) denotes a course that is an institutional requirement.

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		
☐	Institutional Requirement	PAS-1000 Planning for Academic Success: First-Year Experience	1
☐	Computer Literacy*	INT-1010 Introduction to Information Technology	3
☐	English Composition I*	EGL-1010 Expository Writing	3
☐	Program Requirement	FOS-2500 Forensic Science	3
☐	Math*	MAT-1350 College Algebra and Trigonometry I	3
	Total		**13**
	2nd Semester		
☐	Science*	CHM-1010 General Chemistry I	4
☐	English Composition II*	EGL-1340 Writing About Technical Topics	3
☐	Program Requirement	FOS-2550 Photography in the Forensic Sciences	3
☐	Program Requirement	FOS-2590 Crime Scene Investigation	3
☐	Social Science*	PSY-1010 General Psychology	3
	Total		**16**
	3rd Semester		
☐	Science with Lab*	BIO-1140 Principles of Biology: Cellular and Molecular Biology	4
☐	Program Requirement	CHM-1020 General Chemistry II	3
☐	Program Requirement	CHM-1030 General Chemistry II Laboratory	2
☐	Social Science*	SOC-1010 Introduction to Sociology	3
☐	Humanities*	SPH-1010 Introduction to Speech Communication	3
	Total		**15**
	4th Semester		
☐	Program Requirement	CJT-1510 Introduction to Criminal Justice	3
☐	Program Requirement	BIO-2010 Microbiology	4
☐	Program Requirement	CJT-2510 Criminal Law	3
☐	Humanities*	PHL-1010 Introduction to Philosophy: The Art of Questioning	3
☐	Program Elective	Choose from "Program Electives"	3
	Total		**16**
	Program Total		**60**

Triple 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 301-546-0526 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 A.A.S. 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-1010 Introduction to Human Services

HUS-1020 Professional Ethics in Human Services

HUS-2010 Counseling, Assessment,
    and Behavior Modification Techniques

HUS-2020 Group and Family Counseling Skills

HUS-2200 Developmental Disabilities

HUS-2400 Therapeutic Recreation

HUS-2810 Human Services Internship I

HUS-2300 Chemical Dependency Counseling

HUS-2820 Human Services Internship II

PSY-2070 Human Growth and Development

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

Asterisk (*) denotes a general education course.   Double asterisk (**) denotes a course that is an institutional requirement.

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			
☐	Institutional Requirement	PAS-1000 Planning for Academic Success: First-Year Experience	1
☐	English Composition I*	EGL-1010 Expository Writing	3
☐	Computer Literacy*	INT-1010 Introduction to Information Technology	3
☐	Math*	MAT-1140 or MAT-1160	3
☐	Program Requirement	HUS-1010 Introduction to Human Services	3
☐	Program Requirement	HUS-1020 Professional Ethics in Human Services	1
	Total		**14**
2nd Semester			
☐	Program Requirement	HUS-2010 Counseling, Assessment, and Behavior Modification Techniques	3
☐	Program Requirement	HUS-2020 Group and Family Counseling Skills	3
☐	Science*	BIO-1010 General Biology	4
☐	Social Science*	PSY-1010 General Psychology	3
☐	English Composition II*	EGL-1020 Writing About Literature	3
	Total		**16**
3rd Semester			
☐	Program Requirement	HUS-2200 Developmental Disabilities	3
☐	Elective	Any course	3
☐	Humanities*	SPH-1090 Interpersonal Communication	3
☐	Program Requirement	HUS-2810 Human Services Internship I	3
☐	Program Requirement	HUS-2300 Chemical Dependency Counseling	3
	Total		**15**
4th Semester			
☐	Program Requirement	PSY-2070 Human Growth and Development	3
☐	Program Requirement	PSY-2080 Abnormal Psychology	3
☐	Program Requirement	HUS-2400 Therapeutic Recreation	3
☐	Program Requirement	SOC-1010 Introduction to Sociology	3
☐	Program Requirement	HUS-2820 Human Services Internship II**	3
	Total		**15**
Program Total			**60**

HUMAN SERVICES

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 301-546-0553 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 A.A.S. 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

PAS-1000 Planning for Academic Success: FYE**	PAR-2540 Contracts
CJT-2510 Criminal Law	PAR-2610 Legal Ethics
CJT-2540 Criminal Evidence and Procedure	PAR-2650 Civil Litigation***
PAR-1510 Introduction to Law for the Paralegal	***Choose one of the following:***
PAR-2450 Techniques of Legal Research	POS-1010 American National Government
PAR-2510 Legal Writing	POS-1020 State and Local Government
PAR-2530 Torts	

Program Electives—choose one of the following:

BUS-2220	FOS-2500	PAR-2580 (Offered fall only)	PAR-2910–2930 Cooperative Education/Internship***
BUS-2240	PAR-2550		
CAP-1050	PAR-2560	PAR-2590 (Offered spring only)	PSY-2010
CAP-1310	PAR-2570 (Offered spring only)		SPN-1010
Any CJT or COR			

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.*

Asterisk (*) denotes a general education course.   Double asterisk (**) denotes a course that is an institutional requirement.

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		
☐	Institutional Requirement	PAS-1000 Planning for Academic Success: First-Year Experience	1
☐	Elective	Any course	2
☐	English Composition I*	EGL-1010 Expository Writing	3
☐	Program Requirement	PAR-1510 Introduction to Law for the Paralegal	3
☐	Math*	MAT-1120 or higher	3
☐	Computer Literacy*	INT-1010 Introduction to Information Technology	3
	Total		**15**
	2nd Semester		
☐	Program Requirement	CJT-2510 Criminal Law	3
☐	English Composition II**	EGL-1320 Writing for Business recommended	3
☐	Science*	General Education Science course	3
☐	Program Requirement	PAR-2450 Techniques of Legal Research	3
☐	Program Requirement	PAR-2530 Torts	3
	Total		**15**
	3rd Semester		
☐	Program Requirement	CJT-2540 Criminal Evidence and Procedure	3
☐	Program Requirement	PAR-2510 Legal Writing	3
☐	Program Requirement	PAR-2540 Contracts	3
☐	Humanities*	PHL-1010 Introduction to Philosophy or PHL-1090 Introduction to Logic	3
☐	Social Science*	SOC-1010 Introduction to Sociology	3
	Total		**15**
	4th Semester		
☐	Program Elective	Choose from "Program Electives"	3
☐	Program Requirement	PAR-2610 Legal Ethics	3
☐	Program Requirement	PAR-2650 Civil Litigation***	3
☐	Humanities*	SPH-1010 Introduction to Speech Communication	3
☐	Program Requirement	POS-1010 or POS-1020	3
	Total		**15**
	Program Total		**60**

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

Paralegal/Legal Assistant Certificate | PARA.CT

www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442462432

Visit Bladen Hall, Room 208F or call 301-546-0553 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	
☐	CJT-2510	Criminal Law	3
☐	EGL-1010	Composition I: Expository Writing	3
☐	PAR-1510	Introduction to Law for the Paralegal	3
☐	PAR-2450	Techniques of Legal Research	3
☐	PAR-2540	Contracts	3
		Total	**15**
		2nd Semester	
☐	PAR-2510	Legal Writing	3
☐	PAR-2530	Torts	3
☐	PAR-2650	Civil Litigation	3
☐	POS-1010	American National Government	3
☐	Program Elective	Choose from "Program Electives"	3
		Total	**15**
		Program Total	**30**

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

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 301-546-0553 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 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		
☐	Institutional Requirement	PAS-1000 Planning for Academic Success: First-Year Experience	1
☐	Humanities*	SPH-1010 Introduction to Speech Communication	3
☐	English Composition I*	EGL-1010 Expository Writing	3
☐	Computer Literacy*	INT-1010 Introduction to Information Technology	3
☐	Math*	General Education, MAT-1140 or 1190	3
	Total		**13**
	2nd Semester		
☐	English Composition II*	EGL-1320 Writing for Business	3
☐	Social Science*	HST-1410 History of the United States I	3
☐	Science with Lab*	General Education Lab Science course	4
☐	Humanities*	PHL-1010 Introduction to Philosophy: The Art of Questioning	3
☐	Social Science*	PSY-1010 General Psychology	3
	Total		**16**
	3rd Semester		
☐	Program Elective	Choose from "Program Electives"	3
☐	Program Elective	Choose from "Program Electives"	3
☐	Program Requirement	HST-1430 History of the United States II	3
☐	Program Requirement	POS-1010 American National Government	3
☐	Science*	General Education Science course	3
	Total		**15**
	4th Semester		
☐	Program Elective	Choose from "Program Electives"	3
☐	Program Elective	Choose from "Program Electives"	3
☐	Program Elective	Choose from "Program Electives"	3
☐	Program Requirement	POS-1020 State and Local Government	3
☐	Elective	Any 2000-level course	3
☐	Program Requirement	1-credit course (if necessary to reach a minimum of 60 credits)	1
	Total		**16**
	Program Total		**60**

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

SOCIAL SCIENCES

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 301-546-0526 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 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 *or* PSY-2210 Introduction to Health Psychology

Choose one of the following:

PSY-2030 Child Psychology *or* PSY-2040 Adolescent Psychology

Choose one of the following:

PSY-2110 Psychology and African Americans *or* 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.

Asterisk (*) denotes a general education course.   Double asterisk (**) denotes a course that is an institutional requirement.

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			
☐	Institutional Requirement	PAS-1000 Planning for Academic Success: First-Year Experience	1
☐	English Composition I*	EGL-1010 Expository Writing	3
☐	Computer Literacy*	INT-1010 Introduction to Information Technology	3
☐	Social Science*	PSY-1010 General Psychology	3
☐	Science with Lab*	General Education Science with Lab	4
	Total		**14**
2nd Semester			
☐	Program Requirement	PSY-2010 Personality and Adjustment	3
☐	Math*	MAT-1140 or 1190	3
☐	Program Requirement	PSY-2030 or 2040	3
☐	Humanities*	SPH-1010 Introduction to Speech Communication	3
☐	English Composition II*	EGL-1100 Writing About Issues and Ideas recommended	3
	Total		**15**
3rd Semester			
☐	Program Requirement	SOC-1010 Introduction to Sociology	3
☐	Science*	General Education Science course	3
☐	Program Requirement	PSY-2110 or PSY-2100	3
☐	Program Requirement	PSY-2190 Social Psychology	3
☐	Social Science*	General Education History course	3
	Total		**15**
4th Semester			
☐	Humanities*	General Education Humanities course other than Speech	3
☐	Program Requirement	PSY-2080 Abnormal Psychology	3
☐	Program Requirement	PSY-2020 or 2210	3
☐	Elective	Any course	3
☐	Elective	Any course	3
☐	Elective	1-credit course (if necessary to reach a minimum of 60 credits)	1
	Total		**16**
Program Total			**60**

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

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 301-546-0526 for your faculty advisor

PROGRAM DESCRIPTION

The Sociology Option of the General Studies associate of art degree program is a recommended program of study for students interested in pursuing a bachelor's degree in sociology.

Graduates of the Sociology Option 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 Introduction 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.

Asterisk (*) denotes a general education course.   Double asterisk (**) denotes a course that is an institutional requirement.

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		
☐	Institutional Requirement	PAS-1000 Planning for Academic Success: First-Year Experience	1
☐	Computer Literacy*	INT-1010 Introduction to Information Technology	3
☐	English Composition I*	EGL-1010 Expository Writing	3
☐	Program Requirement	SOC-1010 Introduction to Sociology	3
☐	Math*	MAT-1140, 1190, or 1350	3
	Total		**13**
	2nd Semester		
☐	Program Requirement	SOC-2020 Marriage and Family	3
☐	Science with Lab*	BIO-1010 General Biology	4
☐	Program Requirement	SOC-2010 Social Problems	3
☐	English Composition II*	EGL-1020, 1100, 1320, or 1340	3
☐	Social Science*	General Education History	3
	Total		**16**
	3rd Semester		
☐	Program Requirement	SOC-2030 Criminology	3
☐	Social Science*	PSY-1010 Introduction to Psychology	3
☐	Humanities*	General Education Speech course	3
☐	Humanities*	PHL-1010 Introduction to Philosophy	3
☐	Elective	Any course	3
	Total		**15**
	4th Semester		
☐	Program Requirement	SOC-2040 or SOC-2400	3
☐	Program Requirement	SOC-2090 Sociology of Minorities	3
☐	Elective	Any course	3
☐	Science*	General Education Science course	3
☐	Elective	2000-level course	3
☐	Elective	Any course (if necessary to reach a minimum of 60 credits)	1
	Total		**16**
	Program Total		**60**

SOCIOLOGY OPTION

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

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 301-546-5250 for your faculty advisor

PROGRAM DESCRIPTION

The Early Childhood Education Associate of Applied Science (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 A.A.S. 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 higher.

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	TED-2400	Any foreign
ART-1010	GEO-1010	MAT-1060	PSC-1210	TED-2115	language course
ART-2730	HLE-1150, HLE-	MAT-1160	PSY-2030	TED-2355	
BIO-1010	2150, HLE-2300,	MUS-1010	PSY-2060	TED-2510	
BMT-1010	or NTR-1010	PHL-1010	TED-1980	TED-2515	
BMT-1570		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

Asterisk (*) denotes a general education course.   Double asterisk (**) denotes a course that is an institutional requirement.

• 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		
☐	Institutional Requirement	PAS-1000 Planning for Academic Success: First-Year Experience	1
☐	Program Requirement	TED-1100 Principles and Practices in Early Childhood Education	3
☐	Program Requirement	TED-1200 Child Growth and Development	3
☐	Math*	General Education Math course, MAT-1050 recommended	3
☐	English Composition I*	EGL-1010 Expository Writing	3
☐	Program Requirement	TED-1110 Professional Dispositions and Behaviors for Educational Settings	2
	Total		**15**
	2nd Semester		
☐	Computer Literacy*	INT-1010 Introduction to Information Technology	3
☐	Program Requirement	TED-1300 Methods and Materials in Early Childhood Education	3
☐	Program Requirement	TED-1400 Introduction to Multicultural Education	3
☐	Science*	General Education Science course, BIO-1010 recommended	3
☐	English Composition II*	EGL-1020 Writing About Literature	3
	Total		**15**
	3rd Semester		
☐	Program Requirement	TED-2110 Infant and Toddler Curriculum and Teaching	3
☐	Program Requirement	TED-2200 Guiding Behavior in Educational Settings Education	3
☐	Program Requirement	TED-2350 Early Childhood Special Education	3
☐	Social Science*	PSY-1010 General Psychology	3
☐	Program Elective	Choose from "Program Electives"	3
	Total		**15**
	4th Semester		
☐	Humanities*	SPH-1010 or 1090	3
☐	Program Requirement	TED-2650 Child Care Center Administration and Management	3
☐	Program Requirement	TED-2400 or 2100	3
☐	Program Requirement	TED-2750*** or 2751***	3
☐	Program Elective	Choose from "Program Electives"	3
	Total		**15**
	Program Total		**60**

Triple 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 301-546-5250 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 higher.

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		
☐	TED-1100	Principles and Practices in Early Childhood Education	3
☐	TED-1110	Professional Dispositions and Behaviors for Educational Settings	2
	Total		**5**
	2nd Semester		
☐	TED-1200	Child Growth and Development	3
☐	TED-1300	Methods and Materials in Early Childhood Education	3
	Total		**6**
	Program Total		**11**

Asterisk (*) denotes a general education course.   Double asterisk (**) denotes a course that is an institutional requirement.

Mastery in Administration of Child Care Programs

Certificate | TCHR.ADMIN.CHILDCARE.CT

Visit Marlboro Hall, Room 2011 or call 301-546-5250 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 301-546-5250. 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 higher.

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	
☐	TED-1110	Professional Dispositions and Behaviors for Educational Settings	2
☐	TED-1200	Child Growth and Development	3
	Total		**5**
		2nd Semester	
☐	TED-1400	Introduction to Multicultural Education	3
☐	BMT-1010	Introduction to Business	3
☐	ACC-1000	Fundamentals of Accounting	3
	Total		**9**
		3rd Semester	
☐	TED-2650	Child Care Center Administration and Management	3
☐	BMT-1570	Small Business Management	3
☐	SPH-1010 or 1090	Introduction to Speech Communication or Interpersonal Communication	3
	Total		**9**
	Program Total		**23**

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

EARLY CHILDHOOD EDUCATION

MASTERY IN ADMIN. OF CHILD CARE PROGRAMS

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 301-546-5250 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 higher.

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	
☐	TED-1110	Professional Dispositions and Behaviors for Educational Settings	2
☐	TED-1100	Principles and Practices in Early Childhood Education	3
☐	TED-1200	Child Growth and Development	3
	Total		**8**
		2nd Semester	
☐	TED-1300	Methods and Materials in Early Childhood Education	3
☐	TED-1400	Introduction to Multicultural Education	3
	Total		**6**
		3rd Semester	
☐	TED-2100 or 2400	Processes of Acquisition of Reading or Language Arts in ECE	3
☐	TED-2110	Infant and Toddler Curriculum and Teaching	3
☐	TED-2200	Guiding Behavior in Educational Settings Education	3
☐	TED-2350	Early Childhood Special Education	3
	Total		**12**
	Program Total		**26**

Asterisk (*) denotes a general education course.   Double asterisk (**) denotes a course that is an institutional requirement.

Proficiency in Diverse Student Populations Certificate | TCHR.DIVERSE.POPS.CT

Visit Marlboro Hall, Room 2011 or call 301-546-5250 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 Proficiency in Diverse Student Populations 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 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 higher.

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

MASTERY IN EARLY CHILDHOOD EDUCATION

PROFICIENCY IN DIVERSE STUDENT POPULATIONS

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

TEACHER EDUCATION

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		
☐	TED-1110	Professional Dispositions and Behaviors for Educational Settings	2
☐	TED-Concentration	One Growth and Development course from 'Concentrations' on previous page	3
	Total		**5**
	2nd Semester		
☐	TED-Concentration	Choose Methods course from 'Concentrations' on previous page	3
☐	TED-1400	Introduction to Multicultural Education	3
	Total		**6**
	3rd Semester		
☐	TED-2300 or 2350	Introduction to Special Education or Early Childhood Special Education	3
☐	TED-2510	Classroom Strategies for English Language Learners	3
	Total		**6**
	4th Semester		
☐	TED-2355	Inclusive Practices for Classrooms	3
	Total		**3**
	Program Total		**20**

Asterisk (*) denotes a general education course.   Double asterisk (**) denotes a course that is an institutional requirement.

Early Childhood Education: Mathematics and Science

Certificate | TCHR.ECE.MATHSCI.CT

Visit Marlboro Hall, Room 2011 or call 301-546-5250 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. Graduates 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 higher.

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		
☐	TED-1110	Professional Dispositions and Behaviors for Educational Settings	2
☐	TED-1200	Child Growth and Development	3
	Total		**5**
	2nd Semester		
☐	TED-1300	Methods and Materials in Early Childhood Education	3
☐	MAT-1050*	Elements of Mathematics	4
	Total		**7**
	3rd Semester		
☐	TED-2515	Mathematics and Science Strategies for Young Children	3
☐	Gen Ed Science course	BIO-1010 recommended	3–4
☐	Gen Ed Math or Science course		3–4
	Total		**9–11**
	Program Total		**21–23**

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

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 301-546-5250 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 Early Childhood Special 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
- 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 higher.

Asterisk (*) denotes a general education course.   Double asterisk (**) denotes a course that is an institutional requirement.

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		
☐	TED-1110	Professional Dispositions and Behaviors for Educational Settings	2
☐	TED-1200	Child Growth and Development	3
	Total		**5**
	2nd Semester		
☐	TED-1300	Methods and Materials in Early Childhood Education	3
☐	TED-1400	Introduction to Multicultural Education	3
	Total		**6**
	3rd Semester		
☐	TED-2200	Guiding Behavior in Educational Settings Education	3
☐	TED-2350	Early Childhood Special Education	3
	Total		**6**
	4th Semester		
☐	TED-2751	Field Work in Early Childhood Special Education	3
	Total		**3**
	Program Total		**20**

EARLY CHILDHOOD SPECIAL EDUCATION

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

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 301-546-5250 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 Proficiency in Infant/Toddler Development Certificate 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 higher.

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	
☐	TED-1100	Principles and Practices in Early Childhood Education	3
☐	TED-1110	Professional Dispositions and Behaviors for Educational Settings	2
☐	TED-1200	Child Growth and Development	3
	Total		**8**
		2nd Semester	
☐	TED-1300	Methods and Materials in Early Childhood Education	3
☐	HLE-2150, NTR-1200, or NTR-1010		3
	Total		**6**
		3rd Semester	
☐	TED-2110	Infant and Toddler Teaching and Curriculum	3
☐	TED-2400	Language Arts in Early Childhood Education	3
	Total		**6**
	Program Total		**20**

Asterisk (*) denotes a general education course.   Double asterisk (**) denotes a course that is an institutional requirement.

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 301-546-5250 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 Proficiency in School Age Care/Management Certificate 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 higher.

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	
☐	TED-1110	Professional Dispositions and Behaviors for Educational Settings	2
☐	TED-1200	Child Growth and Development	3
	Total		**5**
		2nd Semester	
☐	TED-1300	Methods and Materials in Early Childhood Education	3
☐	TED-1400	Introduction to Multicultural Education	3
	Total		**6**
		3rd Semester	
☐	TED-2115	School-Age Child Care: Curriculum And Teaching	3
☐	TED-2200	Guiding Behavior in Educational Settings Education	3
☐	TED-2650	Child Care Center Administration and Management	3
	Total		**9**
	Program Total		**20**

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

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 301-546-5250 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/Early Childhood Special Education A.A.T. 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 higher.

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.

Asterisk (*) denotes a general education course.   Double asterisk (**) denotes a course that is an institutional requirement.

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	
☐	Program Requirement	TED-1100 Principles and Practices in Early Childhood Education	3
☐	Program Requirement	TED-1200 Child Growth and Development	3
☐	English Composition I*	EGL-1010 Expository Writing	3
☐	Math*	MAT-1050 Elements of Mathematics	4
☐	Social Science*	PSY-1010 General Psychology	3
	Total		**16**
		2nd Semester	
☐	Program Requirement	TED-1300 Methods and Materials in Early Childhood Education	3
☐	Program Requirement	TED-1400 Introduction to Multicultural Education	3
☐	English Composition II*	EGL-1020 Writing About Literature	3
☐	Math*	MAT-1060 Elements of Geometry and Logic	4
☐	Science*	BIO-1010 General Biology	4
	Total		**17**
		3rd Semester	
☐	Program Requirement	TED-2100 Processes and Acquisition of Reading	3
☐	Program Requirement	TED-2350 Early Childhood Special Education	3
☐	Program Requirement	EGL-2230 Children's Literature	3
☐	Math*	MAT-1160 Elements of Probability and Statistics	4
☐	Science*	PSC-1200 Exploring Chemistry and Physics Concepts	4
	Total		**17**
		4th Semester	
☐	Program Requirement	TED-2750 or 2751	3
☐	Social Science*	HST-1410 History of the United States I	3
☐	Science*	GEO-1010 Physical Geography	3
☐	Humanities*	ART-2730 Integrated Arts	3
☐	Science*	PSC-1210 Exploring Earth and Space Science Concepts	4
	Total		**16**
	Program Total		**66**

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

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 A.A.T. 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 educations 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 higher.

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.

Asterisk (∗) denotes a general education course.   Double asterisk (∗∗) denotes a course that is an institutional requirement.

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		
☐	Program Requirement	TED-1200 Child Growth and Development	3
☐	Program Requirement	TED-2000 Foundations of Education	3
☐	Program Requirement	TED-2001 Field Experience for Foundations of Education	1
☐	English Composition I*	EGL-1010 Expository Writing	3
☐	Math*	MAT-1050 Elements of Mathematics	4
☐	Social Science*	PSY-1010 General Psychology	3
	Total		**17**
	2nd Semester		
☐	Program Requirement	TED-2300 Introduction to Special Education	3
☐	Program Requirement	TED-2301 Field Experience for Introduction to Special Education	1
☐	English Composition II*	EGL-1020 Writing About Literature	3
☐	Math*	MAT-1060 Elements of Geometry and Logic	4
☐	Science*	BIO-1010 General Biology	4
	Total		**15**
	3rd Semester		
☐	Program Requirement	PSY-2060 Educational Psychology	3
☐	Program Requirement	TED-2061 Field Experience for Educational Psychology	1
☐	Humanities*	ART-2730 Integrated Arts	3
☐	Humanities*	SPH-1090 Interpersonal Communication	3
☐	Math*	MAT-1160 Elements of Probability and Statistics	4
☐	Science*	PSC-1200 Exploring Chemistry and Physics Concepts	4
	Total		**18**
	4th Semester		
☐	Program Requirement	TED-2100 Processes and Acquisition of Reading	3
☐	Health/Physical Education*	HLE-2300 Integrated Health and Physical Education	3
☐	Social Science*	POS-1010 American National Government	3
☐	Social Science*	HST-1410 History of the United States I	3
☐	Science*	PSC-1210 Exploring Earth and Space Science Concepts	4
	Total		**16**
	Program Total		**66**

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

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 301-546-5250 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 higher.

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.

Asterisk (*) denotes a general education course.   Double asterisk (**) denotes a course that is an institutional requirement.

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		
☐	English Composition I*	EGL-1010 Expository Writing	3
☐	Science*	CHM-1010 General Chemistry I	4
☐	Program Requirement	TED-2000 Foundations of Education	3
☐	Program Requirement	TED-2001 Field Experience for Foundations of Education	1
☐	Math*	MAT-2410 Calculus I	4
☐	Social Science*	PSY-1010 General Psychology	3
	Total		**18**
	2nd Semester		
☐	Program Requirement	TED-2300 Introduction to Special Education	3
☐	Program Requirement	TED-2301 Field Experience for Introduction to Special Education	1
☐	Program Requirement	MAT-2420 Calculus II	4
☐	English Composition II*	EGL-1020 Writing about Literature	3
☐	Science*	CHM-1020 General Chemistry II	3
☐	Science*	CHM-1030 General Chemistry II Laboratory	2
	Total		**16**
	3rd Semester		
☐	Program Requirement	PSY-2060 Educational Psychology	3
☐	Program Requirement	TED-2061 Field Experience for Educational Psychology	1
☐	Humanities*	ART-2730 Integrated Arts	3
☐	Program Requirement	CHM-2010 Organic Chemistry I	4
☐	Program Requirement	PHY-1030 or 1010 (see 'Program Sequences' on previous page)	3–4
	Total		**14–15**
	4th Semester		
☐	Program Requirement	PSY-2040 Adolescent Psychology	3
☐	Program Requirement	CHM-2020 Organic Chemistry II	3
☐	Program Requirement	CHM-2040 Organic Chemistry II Laboratory	2
☐	Humanities*	SPH-1090 Interpersonal Communication	3
☐	Program Requirement	PHY-1020 or 2030 (see 'Program Sequences' on previous page)	3
	Total		**14**
	Program Total		**62–63**

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

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 301-546-5250 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 higher.

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		
☐	Science with Lab*	General Education Lab Science course	4
☐	Program Requirement	TED-2000 Foundations of Education	3
☐	Program Requirement	TED-2001 Field Experience for Foundations of Education	1
☐	English Composition I*	EGL-1010 Expository Writing	3
☐	Social Science*	PSY-1010 General Psychology	3
	Total		**14**
	2nd Semester		
☐	Program Requirement	TED-2300 Introduction to Special Education	3
☐	Program Requirement	TED-2301 Field Experience for Introduction to Special Education	1
☐	Humanities*	SPH-1090 Interpersonal Communication	3
☐	English Composition II*	EGL-1020 Writing About Literature	3
☐	Science*	General Education Science course	3
☐	Math*	General Education, MAT-1120 or higher	3
	Total		**16**
	3rd Semester		
☐	Program Requirement	PSY-2060 Educational Psychology	3
☐	Program Requirement	TED-2061 Field Experience for Educational Psychology	1
☐	Program Requirement	EGL-2270 Applied Grammar	3
☐	Social Science*	General Education Social Sciences course	3
☐	Program Requirement	History (must complement EGL survey taken)	3
☐	Program Requirement	British Literature (see program concentration on previous page)	3
	Total		**16**
	4th Semester		
☐	Program Requirement	PSY-2040 Adolescent Psychology	3
☐	Humanities*	ART-2730 Integrated Arts	3
☐	Program Requirement	American Literature (see program concentration on previous page)	3
☐	Program Requirement	History (must complement EGL survey taken)	3
☐	Program Requirement	World Literature or Mythology (see program concentration on previous page)	3
	Total		**15**
	Program Total		**61**

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

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 301-546-5250 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 higher.

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*

Asterisk (*) denotes a general education course.   Double asterisk (**) denotes a course that is an institutional requirement.

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		
☐	Program Requirement	TED-2000 Foundations of Education	3
☐	Program Requirement	TED-2001 Field Experience for Foundations of Education	1
☐	Math*	MAT-2410 Calculus I	4
☐	Social Science*	PSY-1010 General Psychology	3
☐	Program Requirement	See Program Sequences—choose a course based on transfer	4
	Total		**15**
	2nd Semester		
☐	Program Requirement	TED-2300 Introduction to Special Education	3
☐	Program Requirement	TED-2301 Field Experience for Introduction to Special Education	1
☐	Program Requirement	MAT-2420 Calculus II	4
☐	English Composition I*	EGL-1010 Expository Writing	3
☐	Program Requirement	See Program Sequences—choose a course based on transfer	3–4
	Total		**14–15**
	3rd Semester		
☐	Program Requirement	PSY-2060 Educational Psychology	3
☐	Program Requirement	TED-2061 Field Experience for Educational Psychology	1
☐	Program Requirement	MAT-2430 Calculus III	4
☐	English Composition II*	EGL-1020 Writing About Literature	3
☐	Humanities*	ART-2730 Integrated Arts	3
☐	Social Science*	General Education History course	3
	Total		**17**
	4th Semester		
☐	Program Requirement	PSY-2040 Adolescent Psychology	3
☐	Social Science*	General Education Social Sciences course other than History	3
☐	Program Requirement	MAT-2450 Linear Algebra	4
☐	Humanities*	Any Gen Ed Humanities course, PHL-1010, 1090 recommended	3
☐	Humanities*	SPH-1090 Interpersonal Communication	3
	Total		**16**
	Program Total		**62–63**

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

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 301-546-5250 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 higher.

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.

Asterisk (*) denotes a general education course.   Double asterisk (**) denotes a course that is an institutional requirement.

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			
☐	Science*	CHM-1010 General Chemistry I	4
☐	Program Requirement	TED-2000 Foundations of Education	3
☐	Program Requirement	TED-2001 Field Experience for Foundations of Education	1
☐	Math*	MAT-2410 Calculus I	4
☐	Social Science*	PSY-1010 General Psychology	3
	Total		**15**
2nd Semester			
☐	English Composition I*	EGL-1010 Expository Writing	3
☐	Program Requirement	TED-2300 Introduction to Special Education	3
☐	Program Requirement	TED-2301 Field Experience for Introduction to Special Education	1
☐	Program Requirement	MAT-2420 Calculus II	4
☐	Program Requirement	PHY-1030 General Physics I	3
☐	Science*	BIO-1010 General Biology	4
	Total		**18**
3rd Semester			
☐	Program Requirement	PSY-2060 Educational Psychology	3
☐	Program Requirement	TED-2061 Field Experience for Educational Psychology	1
☐	Program Requirement	MAT-2460 Differential Equations	4
☐	English Composition II*	EGL-1020 Writing About Literature	3
☐	Program Requirement	PHY-2030 General Physics II	4
☐	Social Science*	General Education History course	3
	Total		**18**
4th Semester			
☐	Program Requirement	PSY-2040 Adolescent Psychology	3
☐	Social Science*	General Education Social Sciences course	3
☐	Program Requirement	PHY-2040 General Physics III	4
☐	Humanities*	ART-2730 Integrated Arts	3
☐	Humanities*	SPH-1090 Interpersonal Communication	3
	Total		**16**
Program Total			**67**

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

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 301-546-5250 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 higher.

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		
☐	Program Requirement	TED-2000 Foundations of Education	3
☐	Math*	MAT-1120 or higher	3–4
☐	English Composition I*	EGL-1010 Expository Writing	3
☐	Program Requirement	TED-2001 Field Experience for Foundations of Education	1
☐	Program Requirement	SPN-1020 Spanish for Advanced Beginners	3
☐	Social Science*	PSY-1010 General Psychology	3
	Total		**16–17**
	2nd Semester		
☐	Program Requirement	TED-2300 Introduction to Special Education	3
☐	Program Requirement	TED-2301 Field Experience for Introduction to Special Education	1
☐	Program Requirement	SPN-2010 Intermediate Spanish I	3
☐	Social Science*	General Education History course	3
☐	Science with Lab*	General Education Lab Science course	4
	Total		**14**
	3rd Semester		
☐	Program Requirement	PSY-2060 Educational Psychology	3
☐	Program Requirement	TED-2061 Field Experience for Educational Psychology	1
☐	Program Requirement	SPN-2020 Intermediate Spanish II	3
☐	English Composition II*	EGL-1020 Writing About Literature	3
☐	Humanities*	General Education Humanities course	3
☐	Science*	General Education Science course	3
	Total		**16**
	4th Semester		
☐	Program Requirement	PSY-2040 Adolescent Psychology	3
☐	Social Science*	General Education Social Sciences course	3
☐	Program Requirement	SPN-2040 Advanced Conversation	3
☐	Humanities*	ART-2730 Integrated Arts	3
☐	Humanities*	SPH-1090 Interpersonal Communication	3
	Total		**15**
	Program Total		**61–62**

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

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. Fifty percent of the required Professional Development Education courses must be taken at the same institution.

3. Content Area Coursework: Each area of certification requires 30 credit hours of course work in, or related to, the certification area, in addition to the Professional Development Education courses discussed above. These requirements generally include 12 credits of math and 12 credits of science for early childhood and elementary certification. Academic Subjects (N-12), Middle School, and Secondary certifications all generally require 30 credits within the content area for certification with a minimum of 12 credits of these 30 credits required at the upper levels. MSDE will determine what courses may still be needed as part of the MSDE evaluation discussed above. Fifty percent of this content area's coursework must be taken at the same institution.

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)

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

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 a general education course.   Double asterisk (**) denotes a course that is an institutional requirement.

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 301-546-0752 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 301-546-0751. Graduates of the Computer-Aided Drafting Certificate 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 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	
☐	INT-1010	Introduction to Information Technology	3
☐	ENT-1600	Introduction to CAD with AutoCAD	3
☐		Any INT, ENT, ART, or other course approved by the program coordinator	3
	Total		**9**
		2nd Semester	
☐	ENT-1680	Revit Architecture and BIM	3
☐	ENT-2680	CAD Portfolio Development	3
☐		Any INT, ENT, ART, or other course approved by the program coordinator	3
	Total		**9**
	Program Total		**18**

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

TECHNOLOGY

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 301-546-0752 for your faculty advisor

PROGRAM DESCRIPTION

The Computer Engineering Technology Program prepares 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 Capital Technology University. 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 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 A.A.S. 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

PAS-1000 Planning for Academic Success: FYE**

ENT-1710 Circuits and Measurement Techniques

ENT-1720 Circuit Analysis and Design

ENT-1770 Introduction to Computing for Technology

ENT-1850 Circuit Evaluation and Repair

ENT-2740 Digital Circuits

ENT-2810 CPU Architecture

ENT-2900 Systems Analysis Project***

INT-1540 Computer Hardware I: A+ Preparation

INT-1550 Introduction to Networks: Network+ Preparation

INT-1700 Understanding Operating Systems

INT-2540 Computer Hardware II: A+ Preparation

Program Elective—Any 4-credit, 2000-level INT or ENT course

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.

	1st Semester		
☐	Institutional Requirement	PAS-1000 Planning for Academic Success: First-Year Experience	1
☐	Program Requirement	ENT-1710 Circuits and Measurement Techniques	3
☐	Computer Literacy*	INT-1010 Introduction to Information Technology	3
☐	Program Requirement	ENT-1770 Introduction to Computing for Technology	3
☐	Program Requirement	INT-1540 Computer Hardware I: A+ Preparation	3
☐	Math*	MAT-1340 Trigonometry with Applications to Technology	3
	Total		**16**
	2nd Semester		
☐	English Composition I*	EGL-1010 Expository Writing	3
☐	Program Requirement	INT-2540 Computer Hardware II: A+ Preparation	4
☐	Program Requirement	ENT-2740 Digital Circuits	4
☐	Science*	PHY-1570 Technical Physics for Engineering Technology	4
☐	Humanities*	SPH-1010 Introduction to Speech Communication	3
	Total		**18**
	3rd Semester		
☐	English Composition II*	EGL-1020, 1100, 1320, or 1340	3
☐	Program Requirement	INT-1700 Understanding Operating Systems	3
☐	Program Requirement	INT-1550 Introduction to Networks: Network+ Preparation	3
☐	Program Requirement	ENT-1720 Circuit Analysis and Design	3
☐	Program Requirement	ENT-2810 CPU Architecture	4
	Total		**16**
	4th Semester		
☐	Program Requirement	ENT-1850 Circuit Evaluation and Repair	2
☐	Program Elective	Any 4-credit, 2000-level INT or ENT course	4
☐	Program Requirement	ENT-2900 Systems Analysis Project***	3
☐	Social Science*	General Education Social Science	3
	Total		**12**
	Program Total		**62**

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

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 301-546-0752 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	
☐	INT-1010	Introduction to Information Technology	3
☐	INT-1540	Computer Hardware I: A+ Preparation	3
	Total		**6**
		2nd Semester	
☐	INT-2540	Computer Hardware II: A+ Preparation	4
☐	INT-1700	Understanding Operating Systems	3
	Total		**7**
	Program Total		**13**

Asterisk (∗) denotes a general education course.   Double asterisk (∗∗) denotes a course that is an institutional requirement.

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 301-546-0752 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 Cybersecurity 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		
☐	INT-1450	CCNA 1: Introduction to Cisco Networking	4
☐	INT-1460	CCNA 2: Routing and Switching Essentials	4
	Total		**8**
	2nd Semester		
☐	INT-2450	CCNA 3: Scaling Networks	4
☐	INT-2460	CCNA 4: Connecting Networks	4
	Total		**8**
	Program Total		**16**

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

Asterisk (∗) denotes a general education course.   Double asterisk (∗∗) denotes a course that is an institutional requirement.

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 301-546-0752 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, 1680, 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	
☐	INT-1010	Introduction to Information Technology	3
☐	INT-1540	Computer Hardware I: A+ Preparation	3
	Total		**6**
		2nd Semester	
☐	INT-2540	Computer Hardware II: A+ Preparation	4
☐	INT-1550	Introduction to Networks: Network+ Preparation	3
☐	INT-1700	Understanding Operating Systems	3
	Total		**10**
		3rd Semester	
☐	INT-1620	Computer Security: Security and Preparation	3
☐	Program Electives	Choose from "Program Electives"	5–6
	Total		**8–9**
	Program Total		**24–25**

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

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 301-546-0752 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 A.S. 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

PAS-1000 Planning for Academic Success: FYE**

INT-1111 Programming Logic and Design. *NOTE:*
  See chair to waive INT-1010 prerequisite for
  INT-1111 Programming Logic and Design

MAT-2420 or higher

MAT-2430 or higher

INT-2210 Computer Science I

INT-2220 Computer Science II

Any 2000 level English literature course

Program Elective: INT course (INT-2200 or INT-2721 recommended)

Electives: 4–5 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.

Asterisk (*) denotes a general education course.   Double asterisk (**) denotes a course that is an institutional requirement.

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		
☐	Institutional Requirement	PAS-1000 Planning for Academic Success: First-Year Experience	1
☐	Program Requirement	INT-1111 Programming Logic and Design	3
☐	English Composition I*	EGL-1010 Expository Writing	3
☐	Science*	General Education Science course	3
☐	Math*	MAT-2410 Calculus I for Science and Engineering (or higher)	4
☐	Social Science*[1]	General Education Social Sciences course	3
	Total		**14**
	2nd Semester		
☐	Program Elective	INT-2200 or 2721 recommended	4
☐	Program Requirement	MAT-2420 Calculus II for Science and Engineering (or higher)	4
☐	English Composition II*	EGL-1340 Writing About Technical Topics recommended	3
☐	Humanities*	SPH-1010 Introduction to Speech Communication	3
	Total		**14**
	3rd Semester		
☐	Program Requirement	INT-2210 Computer Science I	4
☐	Program Requirement	MAT-2430 or higher	4
☐	Humanities*	General Education Humanities course other than Speech	3
☐	Program Requirement	Any 2000-level literature course	3
	Total		**17**
	4th Semester		
☐	Program Requirement	INT-2220 Computer Science II	4
☐	Electives	Any credit courses (a maximum of 2 credits of PED-1000 or 1030 allowed)	4
☐	Science with Lab*	General Education Lab Science course	4
☐	Social Science*[1]	General Education Social Sciences course	3
	Total		**15**
	Program Total		**60**

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

TECHNOLOGY

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 301-546-0752 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

PAS-1000 Planning for Academic Success: FYE**   INT-2130 Programming in C++

INT-1111 Programming Logic and Design   INT-2840 Systems Analysis and Project Management

Program Electives: Six credits of INT, MGT, or ACC courses (see academic advisor to ensure transferability)

Electives: Three 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.

Asterisk (*) denotes a general education course.   Double asterisk (**) denotes a course that is an institutional requirement.

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		
☐	Computer Literacy*	INT-1010 Introduction to Information Technology	3
☐	Math*[1]	MAT-1350 College Algebra and Trigonometry I	3
☐	English Composition I*	EGL-1010 Expository Writing	3
☐	Science*	General Education Science course	3
☐	Social Science*[3]	General Education Social Sciences course	3
☐	Institutional Requirement	PAS-1000 Planning for Academic Success: First-Year Experience	1
	Total		**16**
	2nd Semester		
☐	Program Requirement	INT-1111 Programming Logic and Design	3
☐	Program Requirement[1]	MAT-1360 Trigonometry and Analytic Geometry	4
☐	English Composition II*	EGL-1340 Writing About Technical Topics recommended	3
☐	Humanities*	SPH-1010 Introduction to Speech Communication	3
☐	Social Science*[3]	General Education Social Sciences course	3
	Total		**16**
	3rd Semester		
☐	Program Requirement	INT-2130 Programming in C++	4
☐	Program Requirement[1]	MAT-2410 Calculus I for Science and Engineering	4
☐	Program Elective[2]	2000-level INT, MGT, or ACC course	3
☐	Humanities*	General Education Humanities course other than Speech	3
	Total		**14**
	4th Semester		
☐	Program Requirement	INT-2840 System Analysis and Project Management	4
☐	Program Elective[2]	2000-level INT, MGT, or ACC Elective	3
☐	Electives	Any credit courses (a maximum of 2 credits of PED-1000 or 1030 allowed)	3
☐	Science with Lab*	General Education Lab Science course	4
	Total		**14**
	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 2450

[2] *See academic advisor to ensure transferability.*

[3] *The two Social Science general education courses must be from different disciplines.*

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

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 301-546-0752 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 admin- istrators. 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 institu- tions should work closely with the IET Department chair and Advising in order to meet the requirements of the transfer institution. Graduates of the Cybersecurity A.A.S. 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

PAS-1000 Planning for Academic Success: FYE**
INT-1450 CCNA 1: Introduction to Cisco Networking
INT-1460 CCNA 2: Routing and Switching Essentials
INT-1620 Computer Security: Security+ Preparation
INT-1680 Ethical Hacking and Network Defense I
INT-1700 Understanding Operating Systems

INT-2310 Windows Server Administration
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.
INT-2860 Ethical Hacking and Network Defense II

Program Electives—choose one from the following:

BMT-2860 Cyber Law
BMT-2880 Emergency Management
FOS-2600 Computer Forensics I
FOS-2610 Computer Forensics II
INT-2300 Windows Client Desktop
INT-2450 CCNA 3: Scaling Networks

INT-2460 CCNA 4: Connecting Networks
INT-2470 CCNA Security
INT-2690 CISSP Preparation
INT-2721 Linux Operating Systems I
INT-2761 Linux Operating Systems 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.*

Asterisk (*) denotes a general education course.   Double asterisk (**) denotes a course that is an institutional requirement.

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.

CYBERSECURITY

	1st Semester		
☐	Institutional Requirement	PAS-1000 Planning for Academic Success: First-Year Experience	1
☐	Computer Literacy*	INT-1010 Introduction to Information Technology	3
☐	Program Requirement	INT-1700 Understanding Operating Systems	3
☐	English Composition I*	EGL-1010 Expository Writing	3
☐	Math*	General Education, MAT-1120 or higher	3
☐	Science*	General Education Science course	3
	Total		**16**
	2nd Semester		
☐	Program Requirement	INT-1620 Computer Security: Security+ Preparation	3
☐	Program Requirement	INT-1450 CCNA 1: Introduction to Cisco Networking (1st half semester)	4
☐	Program Requirement	INT-1460 CCNA 2: Routing and Switching Essentials (2nd half semester)	4
☐	English Composition II*	EGL-1340 Writing about Technical Topics recommended	3
	Total		**14**
	3rd Semester		
☐	Program Elective	Choose from "Program Electives"	3
☐	Program Elective	Choose from "Program Electives"	3
☐	Program Requirement	INT-1680 Ethical Hacking and Network Defense I	3
☐	Social Science*	General Education Social Sciences course	3
☐	Elective (see note below)	Any credit course	2
	Total		**14**
	4th Semester		
☐	Program Requirement	INT-2680 Ethical Hacking and Network Defense II	3
☐	Program Requirement	INT-2310 Windows Server Administration	3
☐	Program Requirement	INT-2840 Systems Analysis and Project Management***	4
☐	Program Elective[1]	Choose from "Program Electives"	3
☐	Humanities*	General Education Humanities course	3
	Total		**16**
	Program Total		**60**

[1] *If two four-credit program electives are selected, two credits of elective courses 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 301-546-0752 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

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		
☐	INT-1010	Introduction to Information Technology	3
	Total		**3**
	2nd Semester		
☐	INT-1700	Understanding Operating Systems	3
☐	INT-1620	Computer Security: Security+ Preparation	3
☐	INT-1680	1680 Ethical Hacking and Network Defense	3
	Total		**9**
	3rd Semester		
☐	Program Elective	Choose from "Program Electives"	3
☐	INT-2680	Ethical Hacking and Network Defense II	3
	Total		**6**
	Program Total		**18**

TECHNOLOGY

Asterisk (∗) denotes a general education course.   Double asterisk (∗∗) denotes a course that is an institutional requirement.

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 301-546-0752 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. Graduates of the Cybersecurity Management Certificate will be able to:

- Apply fundamental information technology concepts in order to manage files and effectively use a variety of information technology tools
- 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	
☐	INT-1010	Introduction to Information Technology	3
☐	INT-1700	Understanding Operating Systems	3
☐	BMT-2860 or 2880		3
		Total	**9**
		2nd Semester	
☐	INT-1620	Computer Security: Security+ Preparation	3
☐	INT-2840[1]	System Analysis and Project Management	4
		Total	**7**
	Program Total		**16**

[1] *Students will need to see the IET department chair in order to register for INT-2840.*

CYBERSECURITY

CYBERSECURITY MANAGEMENT

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 301-546-0752 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 Technological University, Old Dominion University, or the University of Maryland Eastern Shore. Additionally, graduates of this technology program can transfer into the engineering program at Capitol Technological University 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 A.A.S. 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

PAS-1000 Planning for Academic Success: FYE**

ENT-1710 Circuits and Measurement Techniques

ENT-1720 Circuit Analysis and Design

ENT-1770 Introduction to Computing for Technology*

ENT-1850 Circuit Evaluation and Repair

ENT-2710 Analog Circuits

ENT-2740 Digital Circuits

ENT-2810 CPU Architecture

ENT-2900 Systems Analysis Project***

MAT-1360 Trigonometry and Analytic Geometry

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.

Asterisk (*) denotes a general education course.   Double asterisk (**) denotes a course that is an institutional requirement.

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		
☐	Institutional Requirement	PAS-1000 Planning for Academic Success: First-Year Experience	1
☐	Program Requirement	ENT-1710 Circuits and Measurement Techniques	3
☐	Program Requirement	ENT-1770 Introduction to Computing for Technology	3
☐	Program Requirement	PHY-1570 Technical Physics for Engineering Technology	4
☐	Math*	MAT-1350 College Algebra and Trigonometry I	3
☐	English Composition I*	EGL-1010 Expository Writing	3
	Total		**17**
	2nd Semester		
☐	Program Requirement	ENT-1720 Circuit Analysis and Design	3
☐	Program Requirement	ENT-2710 Analog Circuits	4
☐	Program Requirement	ENT-2740 Digital Circuits	4
☐	Program Requirement	MAT-1360 Trigonometry and Analytic Geometry	4
	Total		**15**
	3rd Semester		
☐	Program Requirement	ENT-2810 CPU Architecture	4
☐	English Composition II*	EGL-1020, 1100, 1320, or 1340	3
☐	Program Requirement	MAT-2410 Calculus I for Science and Engineering	4
☐	Program Elective	2000-level Engineering Technology course (consult with faculty)	3
	Total		**14**
	4th Semester		
☐	Program Requirement	ENT-2900 Systems Analysis Project***	3
☐	Program Requirement	ENT-1850 Circuit Evaluation and Repair	2
☐	Social Science*	General Education Social Sciences course	3
☐	Science with Lab*	General Education Lab Science course	4
☐	Humanities*	SPH-1010 Introduction to Speech Communication	3
	Total		**15**
	Program Total		**61**

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

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 301-546-0752 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 will 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		
☐	ENT-1710	Circuits and Measurement Techniques	3
☐	ENT-2200	High Reliability Soldering and Fabrication	2
☐	MAT-1340	Trigonometry with Applications to Technology	4
	Total		**9**
	2nd Semester		
☐	ENT-1720	Circuit Analysis and Design	3
☐	ENT-2710	Analog Circuits	4
☐	ENT-2740	Digital Circuits	4
☐	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 301-546-3023 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 Technical University, 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 Technical University. Graduates of the Engineering Technology A.A.S. 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

PAS-1000 Planning for Academic Success: FYE**
ENT-1710 Circuits and Measurement Techniques
ENT-1770 Introduction to Computing for Technology
ENT-1850 Circuit Evaluation and Repair
ENT-2740 Digital Circuits
ENT-2900 Systems Analysis Project***

INT-1540 Computer Hardware I: A+ Preparation
INT-1550 Introduction to Networks: Network+ Preparation
INT-2530 Telecommunications
INT-2540 Computer Hardware II: A+ Preparation
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-1620, INT-1700, INT-2721
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

SEQUENCE OF STUDY

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

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		
☐	Institutional Requirement	PAS-1000 Planning for Academic Success: First-Year Experience	1
☐	Program Requirement	ENT-1710 Circuits and Measurement Techniques	3
☐	Program Requirement	ENT-1770 Introduction to Computing for Technology	3
☐	Program Requirement	INT-1540 Computer Hardware I: A+ Preparation	3
☐	Math*	MAT-1340 Trigonometry with Applications to Technology	3
☐	English Composition I*	EGL-1010 Expository Writing	3
	Total		**16**
	2nd Semester		
☐	Program Requirement	INT-2540 Computer Hardware II: A+ Preparation	4
☐	Program Requirement	ENT-2740 Digital Circuits	4
☐	Science*	PHY-1570 Technical Physics for Engineering Technology	4
☐	English Composition II*	EGL-1020, 1100, 1320, or 1340	3
	Total		**15**
	3rd Semester		
☐	Program Requirement	INT-1550 Introduction to Networks: Network+ Preparation	3
☐	Program Requirement	INT-2530 Telecommunications	3
☐	Program Elective	Choose from "Program Electives"	3
☐	Program Elective	Choose from "Program Electives"	3
☐	Humanities*	SPH-1010 Introduction to Speech Communication	3
	Total		**15**
	4th Semester		
☐	Program Requirement	ENT-2900 Systems Analysis Project***	3
☐	Program Requirement	ENT-1850 Circuit Evaluation and Repair	2
☐	Program Elective	2000-level ENT or INT course (see "Program Electives")	4
☐	Social Science*	General Education Social Sciences course	3
☐	Program Requirement	General Education Science course	3
	Total		**15**
	Program Total		**61**

Asterisk (*) denotes a general education course.   Double asterisk (**) denotes a course that is an institutional requirement.

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=6442465117
Visit Center for Advanced Technology, Room 129 or call 301-546-0752 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 of the Information Technology A.A.S. will be able to:

- Apply fundamental information technology concepts in order to manage files and effectively use a variety of information technology tools
- 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

PAS-1000 Planning for Academic Success: FYE**
INT-1111 Programming Logic and Design
INT-2840 Systems Analysis and Project Management***

Choose one of the following:
INT-2140 Problem Solving with Spreadsheets
INT-2150 Introduction to Database Management Systems

NOTE: It is recommended that students take INT-2840 after completing most of their program requirements. See course description for specific requirements.

Elective: Two 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-1620, ART-2620, ART-2650, ART-2660, ART-2670, BMT-1650, BMT-2860, BMT-2880, FOS-2600 (prerequisite waived for INT majors), FOS-2610

SEQUENCE OF STUDY ON NEXT PAGE

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

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		
☐	Institutional Requirement	PAS-1000 Planning for Academic Success: First-Year Experience	1
☐	Computer Literacy*	INT-1010 Introduction to Information Technology	3
☐	Math*	MAT-1120 Finite Mathematics	3
☐	English Composition I*	EGL-1010 Expository Writing	3
☐	Humanities*	SPH-1010 Introduction to Speech Communication	3
☐	Science*	General Education Science course	3
	Total		**16**
	2nd Semester		
☐	Program Requirement	INT-2140 or INT-2150	3
☐	Program Requirement	INT-1111 Programming Logic and Design	3
☐	Program Elective	Choose from "Program Electives"	3
☐	English Composition II*	EGL-1340 Writing About Technical Topics recommended	3
☐	Social Science*	General Education Social Sciences course	3
	Total		**15**
	3rd Semester		
☐	Program Elective	Choose from "Program Electives"	4
☐	Program Elective	Choose from "Program Electives"	3
☐	Program Elective	Choose from "Program Electives"	3
☐	Program Elective	2000-level course from "Program Electives"	3
	Total		**13**
	4th Semester		
☐	Program Requirement	INT-2840 Systems Analysis and Project Management***	4
☐	Program Elective	2000-level course from "Program Electives"	4
☐	Program Elective	2000-level course from "Program Electives"	3
☐	Program Elective	2000-level course from "Program Electives"	3
☐	Elective	Any credit course, though only 2 credits of PED-1000 or 1030 allowed	2
	Total		**16**
	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.

Asterisk (*) denotes a general education course.   Double asterisk (**) denotes a course that is an institutional requirement.

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 301-546-0752 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:

- Apply fundamental information technology concepts in order to manage files and effectively use a variety of information technology tools
- 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		
☐	INT-1010*	Introduction to Information Technology	3
	Total		**3**
	2nd Semester		
☐	INT-1800	Internet and Web Technology	3
☐	ART-1510	Basic Design	3
☐	ART-1570	Introduction to Computer Graphics	3
	Total		**9**
	3rd Semester		
☐	INT-1850	Client-Side Web Development	3
☐	ART-1620, 2650, or 2660		3
	Total		**6**
	Program Total		**18**

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

Computer Programming and Database Systems Certificate | COMP.PROGDB.CT

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.

Graduates of the Computer Programming and Database Systems 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		
☐	INT-1010	Introduction to Information Technology	3
☐	INT-1111	Programming Logic and Design[1]	3
	Total		**6**
	2nd Semester, Fall		
☐	INT-2150	Database Management Systems: MS Access	4
☐	Program Elective	(see program elective choices above)	3
	Total		**7**
	3rd Semester, Spring		
☐	Program Elective	(see program elective choices above)	4
☐	Program Elective	(see program elective choices above)	4
	Total		**8**
	Program Total		**21**

[1] *See department chair to take INT-1010 and INT-1111 concurrently.*

Asterisk (*) denotes a general education course.   Double asterisk (**) denotes a course that is an institutional requirement.

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 301-546-0752 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:

- 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
- 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		
☐	INT-1010	Introduction to Information Technology	3
	Total		**3**
	2nd Semester		
☐	INT-1111	Programming Logic and Design	3
☐	INT-1550	Introduction to Networks: Network+ Preparation	3
☐	INT-1700	Understanding Operating Systems	3
	Total		**9**
	3rd Semester		
☐	INT-2300	Windows Desktop Client	3
☐	INT-2310	Windows Server Administration	3
☐	Program Elective	Choose from "Program Electives"	3–4
	Total		**9–10**
	Program Total		**21–22**

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

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 301-546-0752 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 Specialist Certificate will be able to:

- Apply fundamental information technology concepts in order to manage files and effectively use a variety of information technology tools
- 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 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.

	1st Semester		
☐	INT-1010	Introduction to Information Technology	3
☐	INT-1700	Understanding Operating Systems	3
☐	INT-1370	Introduction to Help Desk Tools and Procedures	3
☐	INT-1540	Computer Hardware I: A+ Preparation	3
	Total		**12**
	2nd Semester		
☐	INT-2140 or INT-2150	Problem Solving with Spreadsheets or Intro to Database Management Systems	4
☐	BMT-1650	Customer Service	3
☐	INT-2540	Computer Hardware II: A+ Preparation	3
	Total		**10**
	Program Total		**22**

Asterisk (*) denotes a general education course.   Double asterisk (**) denotes a course that is an institutional requirement.

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 301-546-0752 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:

- Apply fundamental information technology concepts in order to manage files and effectively use a variety of information technology tools
- 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		
☐	Institutional Requirement	PAS-1000 Planning for Academic Success: First-Year Experience	1
☐	INT-1010	Introduction to Information Technology	3
	Total		**3**
	2nd Semester		
☐	INT-1111	Programming Logic and Design	3
☐	INT-1800	Internet and Web Technology	3
☐	INT-1901	Emerging Technologies I	1
	Total		**7**
	3rd Semester		
☐	INT-1850	Client-Side Web Development	3
☐	INT-2860	Server-side Web Development	3
☐	INT-2200 or 2721	Programming in Java or Linux Operating System I	3
	Total		**9**
	Program Total		**19**

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

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)

Criminal Justice Technology (2013–2014)

Database Systems (2013–2014)

Dietetics (2014–2015)

Disaster Recovery and Risk Management (2014–2015)

Electrical Construction Technology (2013–2014)

Emergency Medical Technician
 Intermediate–Paramedic (2014–2015)

Entrepreneurship Management (2013–2014)

General Management (2011–2012)

Health Care Management (2014–2015)

International Management (2013–2014)

Nuclear Medicine Technology (2014–2015)

Public Administration (2014–2015)

Quality Assurance (2010–2011)

Sports Management (2014–2015)

Supervisory Management (2014–2015)

Technology Core Concepts (2013–2014)

LETTERS OF RECOGNITION (LOR)

Construction Management (2013–2014)

Developing a Professional Image (2011–2012)

Disaster Recovery and Risk Management (2014–2015)

Entrepreneurship Management (2013–2014)

International Management (2013–2014)

Health Care Management (2014–2015)

Ornamental Horticulture (2013–2014)

Public Administration (2014–2015)

Supervisory Management (2014–2015)

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. In every academic department, faculty select key courses to be assessed in any given semester. The degree to which students grasp the intended learning outcomes is evaluated in every course assessed 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, which provides the necessary foundation to enable a student to succeed in a higher level course. This "scaffolding approach" helps ensure that courses provide the building blocks of 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. MOs are fully defined statements that 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.

ASSESSMENT

Student Core Competencies	Measurable Outcome	Measurable Outcome Definition
 Communication	MO1.1: Write in standard English at the college level	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.
	MO1.2: Speak in standard English at the college level	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.
	MO 1.3: Read and comprehend college-level materials	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.
	MO 1.4: Read and analyze college-level materials	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.

Student Core Competencies	Measurable Outcome	Measurable Outcome Definition
 Scientific and Quantitative Reasoning	MO 2.1: Comprehend mathematical concepts and methods	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.
	MO 2.2: Engage in qualitative and quantitative reasoning to interpret, analyze, and solve problems	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.
	MO 2.3: Explain natural processes and analyze issues using appropriate evidence, employing the principles of the biological, physical, and/or behavioral sciences	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.
	MO 2.4: Apply the principles of the social sciences	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).

Student Core Competencies	Measurable Outcome	Measurable Outcome Definition
\n\nCritical Reasoning	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
\n\nInformation Literacy	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
\n\nCulture	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
Ethics	MO 6.1: Evaluate ethical principles	Students will identify and evaluate ethical concepts, issues, and cases in the context of their particular disciplines.
	MO 6.2: Apply ethical principles in professional and personal decision-making	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.

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 ensures that students are offered the best possible learning environment and 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 offered in this chapter.

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 | 301-546-0713

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.

ACC-1020   PRINCIPLES OF ACCOUNTING II. 4 CREDITS
Course has been re-numbered. See ACC-2002.

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 higher 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, 301-546-0136, for more complete information.

AFRICAN-AMERICAN STUDIES (AFA)

History, Political Science, Geography, and Anthropology Department | Marlboro Hall, Room 2018 | 301-546-0527

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 | 301-546-0527

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 | 301-546-0946

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 | 301-546-0966

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. Students must have access to a 35mm film camera. 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.

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.

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.

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 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 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. Students must have access to a 35mm film camera. 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.

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. 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. 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 MODERN ART. 3 CREDITS
Art 2740 is an introduction of art and architecture from the late 19th century to Postmodernism. Visual arts from traditional works to conceptual, installation, video, and performance art are analyzed in terms of style, iconography, and technique as well as political, social, and economic significance. The history and philosophy of the various movements and their relationship to contemporary thought and culture are explored. Prerequisite: Reading Proficiency. 3 class hours.

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 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 and 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 higher 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, 301-546-0136, for more complete information.

BIOLOGY (BIO)

Biological Sciences Department
Chesapeake Hall, Room 100 | 301-546-0420

BIO-1010   GENERAL BIOLOGY. 4 CREDITS   SC
An introduction to biology for non-science majors with both
lecture and laboratory components. Surveys ecology, chem-
istry 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. Pre-
requisite: 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 biol-
ogy, 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 genet-
ics, 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 environ-
ment including communication, leadership, environmental
sustainability, systems and processes, and organizational
knowledge. Of particular relevance to those interested in
Environmental Services, Building Services, Waste Manage-
ment, 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 1140 or
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 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, 301-546-0136, 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 | 301-546-0553

BUS-1220   BUSINESS LAW I. 3 CREDITS
Course has been re-numbered. See BUS-2220.

BUS-1240   BUSINESS LAW II. 3 CREDITS
Course has been renumbered. See BUS-2240.

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 | 301-546-0080

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 my 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 higher 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-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, 301-546-0136, 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 | 301-546-0080

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, 301-546-0136, for more complete information.

BUSINESS PROPERTY MANAGEMENT (BPM)
Business Studies Department
Bladen Hall, Room 210 | 301-546-0080

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 higher 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, 301-546-0136, for more complete information.

BUSINESS REAL ESTATE (BRE)

Business Studies Department
Bladen Hall, Room 210 | 301-546-0080

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, 301-546-0136, for more complete information.

CAREER ASSESSMENT AND PLANNING (CAP)

Career Services | Marlboro Hall, Room 2102 | 301-546-0136

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 | 301-546-0420

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
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-2000   CHEMISTRY FOR ENGINEERS. 4 CREDITS
Calculus-based class designed for students who wish to have a highly technical understanding of chemistry for application design. In CHM-2000, students will be provided with the essential application-based background to understand materials, fluids, and gases working from atomic models up to the macroscopic level. This course will develop and broaden your understanding of the matter, energy, and physical properties. Traditional general chemistry topics will be covered in a technically detailed fashion. Additional topics will include bonding reactions, changes of states, equilibrium, thermodynamics, electrochemistry, kinetics, and nuclear chemistry. Practical skills will be developed such that students will be able to predict and describe in appropriate technical detail the properties of a chemical system along with modern materials such as polymers and semiconductors and with modern devices such as fuel cells and batteries. Prerequisite: MAT-2410 and EGR-1010 with grade of C or higher. 3 class/3 lab/1 rec 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, 301-546-0136, 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 | 301-546-0946

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 | 301-546-0752

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.

CSM-1480 CONSTRUCTION ESTIMATING. 3 CREDITS
Course has been re-numbered. See CSM-2480.

CSM-1500 CONSTRUCTION SURVEYING. 3 CREDITS
Course has been re-numbered. See CSM-2500.

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. 2 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.

CL=Computer Literacy Req. **E**=English Req. **H**=Humanities Req. **M**=Math Req. **Sc**=Science Req. **SS**=Social Science Req.

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 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 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, 1460, 2470, 2480, and 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 higher 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, 301-546-0136, for more complete information.

CORRECTIONAL SERVICES (COR)

Public Safety and Law Department
Bladen Hall, Room 208 | 301-546-0553

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.

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 | 301-546-0553

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, 1520, 1530, 2510, 2530, 2540, 2580, and 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, 301-546-0136, for more complete information.

CULINARY ARTS (CUL)

Hospitality, Tourism, and Culinary Arts Department
Chesapeake Hall, Room 100 | 301-546-3090

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. 1 CREDITS
Students will complete a 30-hour work-based experience and prepare pre- and post-experience reports. It may be paid or unpaid and should match the students' professional aspirations. Prerequisite: CUL-2150 and permission of the program coordinator.

DEVELOPMENTAL ENGLISH (DVE)

Developmental English and Reading Department
Marlboro Hall, Room 2118 | 301-546-0495
DVE courses meet for 3 class hours and 2 open-lab hours per week or equivalent.

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.

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**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 | 301-546-0495

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 | 301-546-0495
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, was redesigned in the fall 2012 semester. These newly formatted classes are very different from traditional mathematics classes. They are scheduled in modern computer classrooms featuring 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 is assigned to each class and provides 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 Developmental Math sequence 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 | 301-546-0495

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 | 301-546-0525

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.

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, 301-546-0136, for more complete information.

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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 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 2530. Corequisites: EMT-2580 and 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 2520 with grades of C or higher. Corequisites: EMT-2540 and 2560. 3 class/2 lab hours.

ENGINEERING (EGR)

Physical Sciences and Engineering Department
Chesapeake Hall, Room 100 | 301-546-0420
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
This course 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 num-
ber of engineering and software skills. Teamwork along with
communication skills (oral, written, and graphical) is exercised
throughout the course. Prerequisite: EGR-1140 or 1210 with
grade of C or higher. MAT-1360 or 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.** 3 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 with a primary
emphasis on one of these languages. The results will be to
ensure that from the primary languages a student can easily
master the other languages. Along with the aforementioned
languages, a number of engineering specific languages such
as LABView, Spice, and VHDL will be introduced and
practiced in laboratory. Prerequisite: MAT-1360 completed
or concurrent with grade of C or higher.

EGR-1210   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,
use of matrices. Object Oriented Programming introduced.
Structured programming and Object Design stressed. Java
based. Prerequisite: MAT-2410 completed or concurrent;
INT-1030 or 1200 or 2130 recommended. 3 class/3 lab hrs.

EGR-1220   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. Objected 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. Prerequisite: EGR-1210 and MAT-2420
completed or concurrent. 3 class/3 lab hrs.

EGR-2030   CIRCUIT ANALYSIS. 4 CREDITS

This course will introduce 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. 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. will be examined. Other topics will include transient analysis of first- and second-order circuits, frequency response, polyphase circuits, two-port networks, diodes, transistors, amplifiers, and digital logic. Different tools to aid in the solution of circuits will be performed such as Laplace transforms, 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. This introduction will serve as a primer for more advanced courses in the junior and senior year of college. Some design of circuit boards and testing will also be required in this course. Since circuit analysis is a general concept in engineering, this course will examine throughout the course circuit elements (resistors, capacitors, inductors, sources, etc.) and their underlying concepts extending circuit analysis to all the different scientific and engineering fields. Teamwork along with communication skills (oral, written, and graphical) is exercised throughout the course. Prerequisites: MAT-2430, EGR-1010, and PHY-1030 with grades of C or higher; MAT-2460 completed or concurrent.

EGR-2050   SIGNALS AND SYSTEMS: MODELING, COMPUTATION, AND ANALYSIS. 3 CREDITS

Solving high-level applications in engineering, physics, chemistry, and biology require an understanding of modeling at a system level. To fully prepare a student, this course emphasizes system analysis. Crucial to modeling in the modern world is an understanding of the computational modeling as well as the mathematical formulation, therefore a variety of numerical/computational methods will be reviewed in the first part of the course and extended for the purpose of understanding the computational methods required to do modeling in a modern setting. Subjects to be studied include error analysis, roots of non-linear equations, solving systems of linear equations, eigenvalues, eigenvectors, and eigenfunctions, 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. It will be assumed that the student is at least partially familiar with these concepts from previous

mathematics class. Extra study may be required for a student lacking these skills. These concepts will be extended into computational methods that are useful in analyzing signals and systems. Topics will include representation of systems and signals, transfer functions, and filters. The relationship between linear systems and both discrete time and continuous time signals and sampling will be explored and used to better understand real world applications. Practical issues of representation and sampling of signals will be explored with particular emphasis to best case solutions. This will be extended into the study and use of a number of filters, in particular digital filters. Topics will include OTFs, DFTs, Laplace transforms, Z-transforms, Radon transforms, and convolutions. Lastly, there will be extensive surveys of a number of advanced subjects including 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/Octave, C/gcc/g++, or Fortran/gfortran. This course, recognizing the fact that all engineers and scientists need the aforementioned topics, will emphasize a number of case studies in such areas as mechanical, civil, environmental, electrical, aerospace, chemical, and biological engineering, as well as in the sciences. Teamwork along with communication skills (oral, written, and graphical) is exercised throughout the course. Prerequisites: EGR-1010, EGR-1140, and MAT-2420

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. This course extends the thermodynamic properties found in chemistry courses. These concepts universally are those in the ideal gas region which are then completed going from the ideal gas region, to the saturated region, the superheated region, and the compressed liquid region. The course is approached from the engineering point of view (as opposed to a physics point of view), making extensive use of thermodynamic tables. Many of the systems analyzed evolve from one region into another (saturated to super heated, etc,). This course prepares the student for the more complex courses in higher-level civil, mechanical, and aerospace engineering courses. Students will become familiar with the several methods of analyzing various systems undergoing heat transfer processes. Students will be able to analyze systems using the proper mathematical tools and physical laws such as The First Law of Thermodynamics, The First Law for

Control Volumes, The Second Law of Thermodynamics, and The Second Law for Control Volumes. All problems require university-level reading skills, the ability to abstract, analyze systems mathematically, and graphically. Introduces the foundations of the chemistry and physics of materials used in engineering applications. Prerequisites: EGR-1010, MAT-2410, PHY-1030, and CHM-102.

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. 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. 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 general theorems for systems of particles and the inertia tensor. Prerequisites: EGR-1010 and EGR-2200 with grades of C or higher.

EGR-2220 SOLID MECHANICS. 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. Prerequisites: EGR-101 and 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 or 2000.

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. Teamwork along with communication skills (oral, written, and graphical) is exercised throughout the course. 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-1010 and 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, 301-546-0136, 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 | 301-546-0751

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/2 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/2 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/2 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.

ENT-1800   DIGITAL CIRCUITS. 4 CREDITS

Course has been re-numbered. See ENT-2740.

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/2 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/ 2 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 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 1890 or 2810 or 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 higher 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, 301-546-0136, for more complete information.

ENGLISH (EGL)

English Department
Marlboro Hall, Room 3078 | 301-546-0561

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.)

 Students must enroll in EGL-1010 within the first 18 credits of their credit-bearing load.

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, 1320, or 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, 1320, or 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, 1100, or 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, 1100, or 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 1100 or 1320 or 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 1100 or 1320 or 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 1100 or 1320 or 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 1100 or 1320 or 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 1100 or 1320 or 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 1100 or 1320 or 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 1100 or 1320 or 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 1100 or 1320 or 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 1100 or 1320 or 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 1100 or 1320 or 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 1100 or 1320 or 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 1100 or 1320 or 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 1100 or 1320 or 1340.

CL=Computer Literacy Req.   **E**=English Req.   **H**=Humanities Req.   **M**=Math Req.   **Sc**=Science Req.   **SS**=Social Science Req.

EGL-2250   YOUNG ADULT LITERATURE. 3 CREDITS   **H**
Study of themes in literature marketed to adolescents (12-18) with focus on social and historical context. Prerequisite: EGL-1020 or 1100 or 1320 or 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, 1100, 1320, or 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 1100 or 1320 or 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 1100 or 1320 or 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 1100 or 1320 or 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 1100 or 1320 or 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 1100 or 1320 or 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 1100 or 1320 or 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 1100 or 1320 or 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 1100 or 1320 or 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 1100 or 1320 or 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, 301-546-0136, for more complete information.

ENGLISH AS A SECOND LANGUAGE (ESL)

Language Studies Department
Bladen Hall, Room 309 | 301-546-0946

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-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 | 301-546-0553

NOTE: **Fire Science courses are restricted to employees and volunteers of the Fire/EMS Department.***

Fire Science courses are taught by the Maryland Fire and Rescue Institute (MFRI) at various locations within the state of Maryland. 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. **See FSC note, page 302.*

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. **See FSC note, page 302.*

FSC-1030   HAZARDOUS MATERIALS OPERATIONS. 1 CREDIT
Provides the student with the knowledge and skills to perform hazardous materials first response. **See FSC note, page 302.*

**FSC-1040   NIMS INCIDENT COMMAND SYSTEM
FOR THE FIRE SERVICE.** 1 CREDIT
Provides students with an understanding of the Incident Command System (ICS) and its application to both emergency and non-emergency situations. **See FSC note, page 302.*

**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. **See FSC note, page 302.*

**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. **See FSC note, page 302.*

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. **See FSC note, page 302.*

FSC-2010   FIREFIGHTER II. 2 CREDITS
Provides students with the knowledge and skills needed to become a firefighter. Prerequisite: FSC-1010. **See FSC note, page 302.*

FSC-2020   TRUCK COMPANY FIREGROUND OPERATIONS.
1 CREDIT
Provides students with the knowledge and skills needed to demonstrate forcible entry, search and rescue, ventilation, salvage, overhaul and ladders. **See FSC note, page 302.* 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 at structural fires. **See FSC note, page 302.* Prerequisite: FSC-1010.

FSC-2070   ENGINE COMPANY FIREGROUND OPERATIONS.
1 CREDIT
Provides students with the fundamental principles of engine company operations and how they can be integrated during fireground operations. **See FSC note, page 302.* Prerequisite: FSC-1010.

FSC-2910–2930   FIRE SCIENCE INTERNSHIPS. 1–3 CREDITS
*See FSC note, page 302.
The internship is a practicum with measurable learning objectives designed to broaden the educational experience. 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, 301-546-0136, for more complete information.

FORENSIC SCIENCE (FOS)

Public Safety and Law Department
Bladen Hall, Room 208 | 301-546-0553

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 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.

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.

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.

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, 301-546-0136, for more complete information.

CL=Computer Literacy Req.   **E**=English Req.   **H**=Humanities Req.   **M**=Math Req.   **Sc**=Science Req.   **SS**=Social Science Req.

FRENCH (FRN)

Language Studies Department
Bladen Hall, Room 309 | 301-546-0946
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. *Note: Not for native speakers.*

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. *Note: Not for native speakers.*

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. *Note: Native/heritage speakers welcome.*

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. *Note: Native/heritage speakers welcome.*

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. *Note: Native/heritage speakers welcome.*

GEOGRAPHY (GEO)

History, Political Science, Geography, and Anthropology Department | Marlboro Hall, Room 2018 | 301-546-0527

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 | 301-546-0504

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 sexual-
ity, 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 disciplin-
ary 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 | 301-546-0733
NOTE: *Courses in the HIM program must be taken
in a prescribed sequence.*
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   INTRODUCTION TO HEALTH INFORMATION
            AND HEALTH CARE SYSTEMS.** 4 CREDITS
(Formerly Fundamentals of Health Information) An
introduction to the health information departments, health
care systems, and professional associations of the health
information and informatics. Various aspects of information
storage and retrieval systems, regulatory standards, the
electronic health record, legal aspects, privacy requirements,
and documentation requirements will be examined. Students
will learn important skills that include presenting data as
information, writing policies, and preparing professional
reports. Prerequisites to program admission: BIO-2050,
EGL-1010, INT-1010, and MAT-1120 or higher with a
grade of C or higher. 3 class/3 lab hours. (Offered fall only.)

HIM-1505   HEALTH CARE DELIVERY SYSTEMS. 2 CREDITS
This course is designed to introduce the student to health
information requirements in settings other than acute
care. Content will include accreditation, regulations, and
reimbursement mechanisms as they relate to facilities such
as hospice, home health, skilled and intermediate care, am-
bulatory care, mental health centers, dialysis, rehabilitation,
managed care, correctional, dental, veterinary, and consult-
ing. (Formerly offered as HIM-2550 Health Information in
Alternative Care. Students may not receive credit for both
HIM-2550 and HIM-1505.) Prerequisites: HIM-1500 and
1520 with a grade of C or higher. (Offered spring only.)
See HIM note, page 305.

HIM-1510   STATISTICS FOR HEALTH PROFESSIONALS.
            2 CREDITS
This course focuses on health data and vital statistics report-
ing. Prerequisite: Completion of HIM-1500 and 1530 with
a grade of C or higher; HIM-1505, 1540, 1550, and 1581
concurrent or permission of program director. *See HIM
note, page 305.*

HIM-1530 MEDICAL TERMINOLOGY. 3 CREDITS

This course is an introduction to the language of medicine through usage, pronunciation, spelling, and plural formation as they relate to body systems with emphasis on the study of word roots, prefixes, suffixes, eponyms, standard abbreviations, and medical case studies. The use of medical terms in context and terminology related to cancer medicine, nuclear medicine, and pharmacology will be included.

HIM-1540 HEALTH INFORMATION PRACTICUM I. 1 CREDIT

(Formerly Directed Clinical Practice I) This is the first clinical affiliation in the Health Information Management Program. The course is a supervised student practice in a simulated laboratory and clinical practice settings; emphasis on storage and retrieval systems, MPI, incomplete documentation policies and procedures, release of protected health information (PHR), and the associated computer application. Prerequisite: HIM-1500 and 1530 with a grade of C or higher. 4 clinical hours. (Offered spring only.) *See HIM note, page 305.*

HIM-1550 HUMAN DISEASE PROCESSES AND PHARMACOLOGY FOR HEALTH CARE PROFESSIONALS. 4 CREDITS

(Formerly Disease Processes) Basic concepts of health and disease: causes, etiology, incidence and treatment of illnesses. Includes pharmacology as it relates to disease processes. Prerequisites: HIM-1500 and 1530 with a grade of C or higher. (Offered spring only.) *See HIM note, page 305.*

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 and 1530 with a grade of C or higher. 3 class/ 3 lab hours. (Offered spring only.) *See HIM note, page 305.*

HIM-1600 PRINCIPLES AND APPLICATIONS OF CPT. 2 CREDITS

This course is designed to introduce the student to the HCPCS/CPT coding systems. Special emphasis is on the application of the ambulatory care environment and the physician's office for data retrieval and reimbursement.

Prerequisites: HIM-1505, 1510, 1550, and 1581 with a grade of C or higher. 2 class/1 lab hours. (Offered summer only.) *See HIM note, page 305.*

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-2511 HEALTH CARE QUALITY IMPROVEMENT AND DATA ANALYSIS. 3 CREDITS

A study of the basic knowledge of the principles of quality assessment and improvement. Study provides a basis for developing skills in collecting and analyzing data. Topics include health care evaluation systems as well as the role of medical record professionals in quality assessment and improvement, clinical critical pathways and case management, utilization management, risk. Students will also be introduced to a study of database theory, analysis, and design. Prerequisites: HIM-1600 with a grade of C or higher; HIM-2600 and 2520 concurrent. *See HIM note, page 305.*

HIM-2520 PRINCIPLES AND APPLICATIONS OF ICD CODING II. 3 CREDITS

Provides students with advance training in medical coding with emphasis on inpatient and ambulatory coding in various health care facilities. Students will utilize coding technology and resources to audit and review data collected. Prerequisites: HIM-1600 with grade of C or higher; HIM-2600 and 2511 concurrent. *See HIM note, page 305.*

HIM-2530   HEALTH INFORMATION MANAGEMENT. 4 CREDITS
Focuses on the management of a health information department and information technology. Prerequisites: HIM-2600, 2511, 2520, and 2560 with a grade of C or higher. 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 higher is also required. *See HIM note, page 305.*

HIM-2560   HEALTH INFORMATION PRACTICUM II. 1 CREDIT
(Formerly Directed Clinical Practice II) 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. Prerequisite: HIM-1600 with grade of C or higher. 12 clinical hours. (Offered fall only.) *See HIM note, page 305.*

HIM-2580   HEALTH INFORMATION PRACTICUM III. 1 CREDIT
(Formerly Directed Clinical Practice III) Supervised student professional practice in a clinical or virtual practice setting; emphasis on data access, data analysis, data presentation, quality performance improvement, and specialized care facilities. Prerequisites: HIM-2510 and 2560; HIM-2530 and 2550 concurrent. 8 clinical hours. (Offered spring only.)

HIM-2590   RHIT EXAM PREP. 1 CREDIT
Provides students with preparation for the Registered Health Information Technician (RHIT) exam. Students will register for the exam during this course. Prerequisites: HIM-2600, 2511, and 2560 with a grade of C or higher; HIM-2530 and 2580 concurrent.

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. Prerequisite: HIM-1600 with a grade of C or higher. 3 class/1 lab hours. (Offered fall only.) *See HIM note, page 305.*

HISTORY (HST)

History, Political Science, Geography, and Anthropology Department | Marlboro Hall, Room 2018 | 301-546-0527

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 1430, HST-1510 or 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, 301-546-0136, for more complete information.

HONORS

Honors Program | Marlboro Hall, Room 1087 | 301-546-0433

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 | 301-546-0420

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 | 301-546-3090

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 expositions. 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.
3 CREDITS
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.

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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-1900   INTRODUCTION TO MUSEUM STUDIES. 3 CREDITS
This course will cover the general history of museums and explore the range of museum types. It will examine the role of museums within cultural tourism and their impact on local economies. Career opportunities as well as the challenges that museums face will be discussed. Prerequisite: Reading proficiency.

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 higher 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, 301-546-0136, for more complete information.

HUMAN SERVICES (HUS)

Psychological and Sociological Studies Department
Marlboro Hall, Room 2054 | 301-546-0525

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 benefitting 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 | 301-546-0561

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 | 301-546-0752
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; sav-
ing, opening and modifying files using secondary storage me-
dia. (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 rel-
evance to individuals and society. The societal issues stressed
include: privacy, security, ergonomics, accessibility, intel-
lectual 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 man-
agement 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.)

Students must enroll in INT-1010 within the first 18
credits of college-level courses unless their program of study
is exempted from the INT requirement.

*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 screen-
ing 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.

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INT-1150   INTRODUCTION TO DATABASE MANAGEMENT SYSTEMS. 4 CREDITS
Course has been re-numbered. See INT-2150.

INT-1210   COMPUTER SCIENCE I. 4 CREDITS
Course has been re-numbered. See INT-2210.

INT-1220   COMPUTER SCIENCE II. 4 CREDITS
Course has been re-numbered. See INT-2220.

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-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-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 completed or concurrent 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.

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-2140   PROBLEM SOLVING WITH SPREADSHEETS.
3 CREDITS
Comprehensive course in use of electronic spreadsheet software to solve problems, analyze financial and other data, set up and evaluate scenarios, and effectively present data from spreadsheets in charts. Prerequisite: INT-1010 with a grade of C or higher. 2 class/2 lab hours.

**INT-2150   DATABASE MANAGEMENT SYSTEMS:
MS ACCESS.** 3 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. 2 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.) Prerequisite: INT-1010 with a grade of C or higher. Recommended: INT-2300 or familiarity with the Windows Desktop Client. 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-2470 CCNA SECURITY. 4 CREDITS

Configuration, troubleshooting, and monitoring of network devices to maintain the integrity, confidentiality, and availability of data and devices. Authentication/Authorization/Accounting (AAA), firewalls, encryption, Intrusion prevention systems (IPS), Virtual Private Networks (VPNs). Prerequisite: INT-1460. 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.) Prerequisites: INT-1010, 1111; 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 higher 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 coordi-
nator or the instructor. (Formerly offered as CIS-2890H.
Students may not receive credit for both CIS-2890H and
INT-2890H.) Prerequisite: Reading proficiency and permis-
sion 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,
301-546-0136, for more complete information.

MATHEMATICS (MAT)

Mathematics Department
Marlboro Hall, Room 3046 | 301-546-0421

Students must enroll in a general education math course
appropriate for their program of study within their first 18
hours of credit-bearing courses.

A grade of C or higher is required for any course used
to satisfy a prerequisite for any other math course. All math-
ematics 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 prereq-
uisites. 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 empha-
sis on linear and non-linear expressions, functions, equations
and inequalities. ("Non-linear" includes absolute value, poly-
nomial, rational, radical, exponential and logarithmic.) Oth-
er 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 ir-
rational 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, probabili-
ty, 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 em-
phasis 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 ap-
plications. 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 2410 with grades of C or higher. 3 class/1 recitation hours.

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, 301-546-0136, for more complete information.

MEDICAL ASSISTING (MAS)

Allied Health and Nursing Department
Center for Health Studies, Room 1402 | 301-546-0733

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, 2020, and 2030 with grades of C or higher and eligibility for EGL-1010 and MAT-1120. Corequisites: MAS-2050 and 2060.

MAS-2050   CLINICAL PROCEDURES II. 4 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: BIO-2050 and 2060, HIM-1530, and MAS-1060 with grades of C or higher. 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, 2020, and 2030 with grades of C or higher. Corequisites: MAS-2040 and 2050. 20 clinical hours/week.

MULTI-DISCIPLINARY ENGLISH/HISTORY (MLD)

History, Political Science, Geography, and Anthropology Department | Marlboro Hall, Room 3078 | 301-546-0561

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 | 301-546-0955

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.

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 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.

MUS-1520   DIGITAL AUDIO. 3 CREDITS

Course has been re-numbered. See MUS-2520.

MUS-1600   MIDI SEQUENCING I. 3 CREDITS

Course has been re-numbered. See MUS-2600.

MUS-2050   SURVEY OF MUSIC LITERATURE. 3 CREDITS   H

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 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 or INT-1010 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 or INT-1010 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, 301-546-0136, for more complete information.

NUCLEAR MEDICINE TECHNOLOGY (NUM)

Allied Health and Nursing Department
Center for Health Studies, Room 1402 | 301-546-0733
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, and CHM-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)

Nursing Department

Center for Health Studies, Room 1402 | 301-546-0731

RN Nursing Program prerequisites: EGL-1010, NUR-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. All 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-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-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 a health care setting 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, and neonatal intensive care. Prerequisites: NUR-1020, 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 a long-term care or acute care setting 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, 1020, 1030, 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. 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 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   **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. 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 care or 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-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 s supervised healthcare setting or community site. Prerequisites: NUR-1030 and 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 supervised health care settings. Prerequisites: NUR-1030 and 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 2020; NUR-2032 and 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 specialized acute care settings. Prerequisites: NUR-2010 and 2020; NUR-2031 and 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 2020; NUR-2031 and 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 | 301-546-0504

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.

PARALEGAL (PAR)

Public Safety and Law Department
Bladen Hall, Room 208 | 301-546-0553

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.

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-2450.

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, 2450, 2510, 2530, and 2540, or departmental permission. Capstone Course: A cumulative GPA of 2.00 or higher 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, 301-546-0136, for more complete information.

PARAMEDIC (PMD) Note: All courses incorporate Statewide Protocols for Paramedic as applicable.

Allied Health Department
Center for Health Studies, Room 1402 | 301-546-0733

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, 1020, 1030, and 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, 1010, 1030, and 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, 1010, 1020, and 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, 1010, 1020, and 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, 1010, 1020, 1030, and 1100. Corequisites: PMD-2010, 2020, 2030, and 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, 1010, 1020, 1030, and 1100. Corequisites: PMD-2000, 2020, 2030, and 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, 1010, 1020, 1030, and 1100. Corequisites: PMD-2000, 2010, 2030, and 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, 1010, 1020, and 1100. Corequisites: PMD-2010, 2020, and 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, 1010, 1030, and 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, 2010, 2020, and 2030. 8 clinical hours.

PLANNING FOR ACADEMIC SUCCESS (PAS)

Academic Enrichment Department
Marlboro Hall, Room 2118 | 301-546-0495

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 | 301-546-0946
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.

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.

PHL-1270   THINKING ABOUT RELIGION. 3 CREDITS
Course has been re-numbered. See PHL-2270.

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.

CL=Computer Literacy Req.   **E**=English Req.   **H**=Humanities Req.   **M**=Math Req.   **Sc**=Science Req.   **SS**=Social Science Req.

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.

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 | 301-546-0504

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-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, 301-546-0136, for more complete information.

PHYSICAL SCIENCE (PSC)
Physical Sciences and Engineering Department
Chesapeake Hall, Room 100 | 301-546-0420

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.

CL=Computer Literacy Req.   **E**=English Req.   **H**=Humanities Req.   **M**=Math Req.   **Sc**=Science Req.   **SS**=Social Science Req.

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-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, 301-546-0136, for more complete information.

PHYSICS (PHY)
Physical Sciences and Engineering Department
Chesapeake Hall, Room 100 | 301-546-0420

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
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, 301-546-0136, for more complete information.

POLITICAL SCIENCE (POS)
History, Political Science, Geography, and Anthropology Department | Marlboro Hall, Room 2018 | 301-546-0527

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, 301-546-0136, for more complete information.

PSYCHOLOGY (PSY)

Psychological and Sociological Sciences Department
Marlboro Hall, Room 2054 | 301-546-0525

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 sensa-
tion, 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, includ-
ing implications of euthanasia and suicide. Prerequisite:
Reading proficiency.

PSY-2010   PERSONALITY AND ADJUSTMENT. 3 CREDITS   SS
Theories of personality and personality development, per-
sonal 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 disci-
pline is to maximize both employee well-being and organiza-
tional 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, ecologi-
cal, 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 Afro-
centric, historical, behavioral, developmental, and humanis-
tic 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 psychopharma-
cology, as well as its historical context. Treatment, law en-
forcement, 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, 301-546-0136, for more complete information.

PUBLIC RELATIONS AND JOURNALISM (PRJ)

Communication and Theatre Department
Queen Anne Fine Arts, Room 113 | 301-546-0926

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 ESL-0106 (formerly ESL-1060) with a grade 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 ESL-0106 (formerly ESL-1060) with a grade 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 ESL-0106 (formerly ESL-1060) with a grade of C or higher.

RADIOGRAPHY (RAD)

Allied Health Department

Center for Health Studies, Room 1402 | 301-546-0733

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 for program admission: EGL-1010, MAT-1120, and BIO-2050; RAD-1510 and 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, 1510, and 1530; RAD-1500 and 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.

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, 1510, and 1530; RAD-1420 and 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 for program admission: 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 for program admission: MAT-1120, EGL-1010, and BIO-2050; RAD-1410 and 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, 1510, 1530; RAD-1420 and 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, 1540, and 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.

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 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 in-clude 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 prepara-tion 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, 2530, and 2580; RAD-2440 and 2540 concurrent. 2 lecture/3 lab hours. (Offered spring only.)

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, 2530 and 2580; RAD-2420 and 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 pedi-atric 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 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, 2530, and 2580; RAD-2420 and 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 2530 concurrent. (Offered fall only.)

RAD-2950   CROSS SECTIONAL ANATOMY. 3 CREDITS
This course is a comprehensive review of all anatomical body systems in cross section as it relates to sectional imaging modalities such as computed tomography and magnetic resonance imaging. Course content includes a review of anatomical landmarks, a comparison of normal versus abnormal anatomy, and pathological processes. Prerequisite: Certification or eligibility in appropriate supporting discipline or permission of the Radiography Program director.

RAD-2960   COMPUTED TOMOGRAPHY. 3 CREDITS
Advanced modality course providing students with knowledge in patient care, radiation safety and dosimetry, general and special imaging procedures, physics and instrumentation, and quality assurance as they prepare for the American Registry of Radiologic Technologists (ARRT) certification exam in Computed Tomography. Prerequisites: ARRT certification in the appropriate supporting discipline; RAD-2950 within past two years with a grade of C or higher or permission of the Radiography Program director. (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 some of the competency requirements for the ARRT post-primary examination. Students are required to submit to a criminal background check and drug screen and provide documentation of current health assessment and CPR certification prior to clinical placement. Students must possess current ARRT or NMTCB certification/registration and Maryland Licensure in an appropriate supporting discipline prior to beginning clinical education. Students will be required to complete mandatory clinical site safety and infection control training prior to beginning clinical education. Students will be required to purchase a subscription for a web-based clinical record documentation platform. Prerequisites: RAD-2950 within past two years with a grade of C or higher or permission of the Radiography Program director and RAD-2960 within the past two years with grade of C or higher.

RAD-2980   MAGNETIC RESONANCE IMAGING. 3 CREDITS
Advanced modality course providing students with knowledge in patient care, radiation safety and dosimetry, general and special imaging procedures, physics and instrumentation, and quality assurances as they prepare the American Registry of Radiologic Technologists (ARRT) certification exam in MRI. Prerequisites: ARRT certification in the appropriate supporting discipline; RAD-2950 within the past two years with a grade of C or higher or permission of Radiography Program director. (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 drug screen and to provide documentation of current health assessment and CPR certification prior to clinical placement. Students will be required to complete mandatory clinical site safety and infection control training prior to beginning clinical education. Students will be required to purchase a subscription for a web-based clinical record documentation platform. Prerequisite: RAD-2950 or permission of Radiography Program director and RAD-2980 within the past two years with grade of C or higher.

RESPIRATORY THERAPY (RST)

Allied Health Department
Center for Health Studies, Room 1402 | 301-546-0733

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. 3 class/3 lab hours. (Offered fall only.)

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 RST-1531 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 1570 with grades of C or higher; RST-1631 and 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 1570; RST-1600 and 1741 concurrent. 8 clinical hours. (Offered spring only.)

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, 1631, and 1741 with grades of C or higher. 16 clinical hours per week. (Offered summer only.)

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 and 1570; Corequisites: RST-1600 and 1631. 4 class/6 lab hours. (Offered spring only.)

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 2530 concurrent. 2 lecture/3 lab hours. (Offered fall only.)

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 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 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, 2490, and 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, 2530, and 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 | 301-546-0713

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 | 301-546-0525

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.

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
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, 301-546-0136, for more complete information.

SPANISH (SPN)

Language Studies Department
Bladen Hall, Room 309 | 301-546-0946
Spanish courses meet for 3 class hours and 1 additional lab hour per week or equivalent.

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. *Note: Not for native speakers.*

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. *Note: Not for native speakers.*

SPN-1030   ACCELERATED SPANISH FOR BEGINNERS.
4 CREDITS

Intensive review course that includes the material from the regular paced first semester (Spanish for Beginners) and second semester (Spanish for Advanced Beginners) classes and focuses on skills development in listening, speaking, reading, and writing Spanish, along with cultural elements from the Spanish-speaking world. Prerequisite: Two years of high school Spanish or equivalent, or permission of the department. *Note: Not for native speakers.*

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. *Note: Native/heritage speakers welcome.*

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. *Note: Native/heritage speakers welcome.*

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. *Note: Native/heritage speakers welcome.*

SPEECH COMMUNICATION (SPH)

Communication and Theatre Department
Queen Anne Fine Arts, Room 113 | 301-546-0926

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 ESL-0106 (formerly ESL-1060) with a grade of C or higher. (Honors version available.)

SPH-1030   ARGUMENTATION AND DEBATE. 3 CREDITS
Course has been re-numbered. See SPH-2030.

SPH-1030H   HONORS ARGUMENTATION AND DEBATE.
3 CREDITS
Course has been re-numbered. See SPH-2030H.

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 ESL-0106 (formerly ESL-1060) with a grade of C or higher.

SPH-1070   VOICE AND DICTION. 3 CREDITS
Course has been re-numbered. See SPH-2070.

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 ESL-0106 (formerly ESL-1060) with a grade 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 ESL-0106 (formerly ESL-1060) with a grade 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 ESL-0106 (formerly ESL-1060) with a grade of C or higher.

SPH-1200   GENDER AND COMMUNICATION. 3 CREDITS
Course has been re-numbered. See SPH-2200.

SPH-1230   INTERCULTURAL COMMUNICATION. 3 CREDITS
Course has been re-numbered. See SPH-2230.

SPH-2030   ARGUMENTATION AND DEBATE. 3 CREDITS
Principles, preparation, and practice of oral argumentation and debate. Prerequisite: SPH-1010, 1050, 1090 or 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, 1050, 1090, or 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, 1050, 1090, or 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, 1050, 1090, or 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, 1050, 1090, or 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, 301-546-0136, for more complete information.

SURGICAL TECHNOLOGY (SGT)

Allied Health and Nursing Department
Center for Health Studies, Room 1402 | 301-546-0733
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 | 301-546-0780 or 301-546-5250

**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 1110 must be taken concurrently. TED-1100 and 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 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.

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. Stu-
dents will attend a seminar at Prince George's Community
College every other week. Prerequisite: Reading proficiency.
It is recommended that students take TED-2001 concur-
rently 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. Prereq-
uisite: 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 read-
ers. 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 appropri-
ate 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 developmen-
tally 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 educa-
tional 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: his-
torical, 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.

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 students in the 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 TECHNOLOGIES IN TEACHING AND LEARNING 3 CREDITS

(Formerly Using New Literacies in the Classroom) 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 PGCC Largo campus. 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, departmental permission is required.

**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. 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 | 301-546-0926

TRF-1310   INTRODUCTION TO MASS COMMUNICATION.
3 CREDITS

Mass media systems: their history, regulation, aesthetics and contemporary impact. Prerequisites: Reading and oral proficiencies or ESL-0106 (formerly ESL-1060) with a grade 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 ESL-0106 (formerly ESL-1060) with a grade 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 ESL-0106 (formerly ESL-1060) with a grade 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 ESL-0106 (formerly ESL-1060) with a grade 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 ESL-0106 (formerly ESL-1060) with a grade 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, 301-546-0136, for more complete information.

THEATRE (THE)

Communication and Theatre Department
Queen Anne Fine Arts, Room 119 | 301-546-0920

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 ESL-0106 (formerly ESL-1060) with a grade 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 ESL-0106 (formerly ESL-1060) with a grade 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 ESL-0106 (formerly ESL-1060) with a grade 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 ESL-0106 (formerly ESL-1060) with a grade 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 ESL-0106 (formerly ESL-1060) with a grade 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 ESL-0106 (formerly ESL-1060) with a grade 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 ESL-0106 (formerly 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 ESL-0106 (formerly ESL-1060) with a grade 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 ESL-0106 (formerly ESL-1060) with a grade 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 ESL-0106 (formerly ESL-1060) with a grade of C or higher.

THE-2010   PRINCIPLES OF ACTING I. 3 CREDITS
Course has been re-numbered. See THE-1020.

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 ESL-0106 with a grade 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 ESL-0106 (formerly ESL-1060) with a grade 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 ESL-0106 (formerly ESL-1060) with a grade 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 ESL-0106 (formerly ESL-1060) with a grade 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 ESL-0106 (formerly ESL-1060) with a grade 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, 301-546-0136, for more complete information.

WOMEN'S STUDIES (WMS)
History, Political Science, Geography, and Anthropology Department | Marlboro Hall, Room 2018 | 301-546-0527

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.

Many students who attend Prince George's Community College 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 301-546-0151 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
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, Liberal Studies, and Elementary Education
Excelsior College	• Bachelor degrees in various programs
Georgetown University	• Bachelor of Arts degree in Liberal Studies
Goucher College	• Bachelor degree programs (open to Honors Academy graduates)
Howard University	• Bachelor degree programs (open to Honors Academy graduates and qualified PGCC graduates)
Johns Hopkins University School of Continuing Studies	• Bachelor degree in Business and Management

TRANSFER INSTITUTION	TRANSFER FOCUS
Kaplan University	• Bachelor degree programs
Salisbury University	• Bachelor degree in Fine Arts
St. Mary's College of Maryland	• Bachelor degree programs (open to Honors Program and Honors Academy graduates)
Stevenson University	• Bachelor degree in Nursing (pending)
Strayer University	• Bachelor degree programs
The Catholic University of America	• Bachelor degree programs (open to Honors Academy graduates) • Bachelor degree programs in General Studies, Business, and Engineering
Towson University	• Bachelor of Technical and Professional Studies in Allied Health/Nursing • Bachelor of Technical and Professional Studies in Information Technology • Bachelor degree programs, Honors College (open to Honors Academy graduates)
University of Baltimore	• Bachelor degree in Applied Information Technology • Bachelor degree in Forensic Studies
University of Maryland, Baltimore County	• Bachelor degree programs, Transfer Student Alliance
University of Maryland, College Park	• Bachelor degree programs (open to Honors Academy graduates and qualified PGCC graduates)
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, Information Technology, Criminal Justice, English, Forensic Science, Paralegal Studies, Psychology, and Sociology.
University of Pittsburgh	• Bachelor of Science in Information Science
Wilmington University	• Bachelor degree in Computer and Network Security

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.*

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.*

ACADEMIC SUPPORT SERVICES AND PROGRAMS

AFRICAN-AMERICAN STUDIES INSTITUTE

Marlboro Hall, Room 2028 | 301-546-0535

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.
- 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** | businesscollegian@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.cedu | 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 | 301-546-0713 | 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
  301-546-0999

- **Center for Advanced Technology Open Lab**
  Rooms 101 and 201
  301-546-0990, extension 9091

- **Health Sciences Computer Lab**
  Center for Health Studies, Room 1202
  301-546-0733

- **Mathematics Learning Center**
  Marlboro Hall, Room 3104
  301-546-5257

DEVELOPMENTAL STUDIES PROGRAM

Learning Foundations Division | Marlboro Hall, Room 2118 | 301-546-0495

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

Center for Health Studies, Room 1209 | 301-546-0750 | internationalcenter@pgcc.edu | www.pgcc.edu/go/internationalcenter

The International Education Center, located off the first floor lobby of the Center for Health Studies, 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 four times a semester 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 301-546-0750. 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
  301-546-0815

- **Academic Advising**
  Bladen Hall, Room 124
  301-546-0151
  advising@pgcc.edu

- **ESL (Language Studies) Department/Courses**
  Bladen Hall, Room 318
  301-546-0946

- **Speech (Communication and Theatre) Department/Courses**
  Queen Anne Fine Arts, Room 113
  301-546-0926

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 | 301-546-0476 (research information) | 301-546-0475 (circulation) | 301-546-0462 (administration)

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. Research and circulation services are available in addition to photocopy, scanning, and photo ID services. Individual study rooms and group study rooms with computer access are also available.

The library collection consists of approximately 45,000 print titles, 170,000 E-books, 50 electronic databases, 40,000 streaming videos, and DVDs. 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 media materials are accessed through the website at library.pgcc.edu.

MARLBORO LEARNING LAB

Marlboro Hall, Room 2129 | 301-546-0503

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 tutors work with students 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 301-546-0503.

MENTORING PROGRAM

Marlboro Hall, Room 2038 | 301-546-7587

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 | 301-546-0713 | 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 | 301-546-0748

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 (301-546-0748) 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 | 301-546-0748

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. Tutoring is available at Largo (301-546-0748), University Town Center (301-546-8000), and Laurel College Center (443-518-4162). 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 | 301-546-0858

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 Main Campus | Largo Student Center, First Floor | 301-546-0912 | www.pgccbookstore.com
University Town Center | Lower Floor | 301-546-8150 | www.pgccbookstore.com

The PGCC Bookstore is an independently-run bookstore servicing the Prince George's Community College community offering textbooks for rent or for purchase, as well as a wide selection of school supplies, electronics, collegiate merchandise, drinks, snacks, and more. Textbooks also can be rented or purchased online at www.pgccbookstore.com and can be picked up in store, shipped via FedEx or USPS, or sent via PGCC campus courier to University Town Center or Laurel College Center. The PGCC Bookstore accepts cash, check, Visa, MasterCard, Discover, and American Express. Financial Aid is also accepted during a limited time period at the beginning of each semester. PGCC Bookstore hours are subject to change and may be extended at the beginning and end of each semester. Current store hours are posted in-store and online.

CAMPUS ACTIVITIES BOARD

College Life Services | Largo Student Center, Room 242 | 301-546-0853

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, Room 149| 301-546-0853

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 | 301-546-0904

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 | 301-546-0920

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, Room 111 | 301-546-0518

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 (SGA)

College Life Services Office | Largo Student Center, Room 242 | 301-546-0888

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, Room 245 | 301-546-0853

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 | 301-546-0676

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 | 301-546-7530 | 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

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.

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:

- Study with outstanding faculty
- Have an Honors Academy advisor
- 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 above MAT-0104
- Be interested in transferring to a partnering institution

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
- Be interested in transferring to a partnering institution

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 | 301-546-7530 | 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 engaging 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, 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 office in Marlboro Hall, Room 1089. 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 arrangements. Credit may not be received for a course on a contract if an honors version of the course is offered. All arrangements for contract credit are handled by the Honors Program coordinator.

CITATION IN HONORS

The Citation in Honors is a significant accomplishment that demonstrates students have made a commitment to a rigorous course of study in the Honors Program. 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 GPA 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 1089| 301-546-7530

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 1089 | 301-546-7530

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 completed 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 | 301-546-0547

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 GPA 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 | 301-546-0700 | 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 plus a textbook scholarship of $500
- 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 | 301-546-0151 | 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 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, 301-546-0778; 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, Student Planning.

Student Planning

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. The My Progress feature of Student Planning combines several tools to check a student's progress by looking at four areas: program requirements, completed coursework, in-progress coursework, and planned coursework.

Accessing Student Planning

On the Owl Link Students Menu, credit students can access Student Planning from the My Credit Academic Records section to accomplish the following:

- View program of study, GPA, and current schedule of classes in calendar format.
- Review My Progress to see program of study requirements and student progress. My Progress personalizes program requirements with the student's completed, in-progress, and planned coursework and also provides a thorough report of progress.
- Engage in educational planning, which is completed directly from My Progress. Course status is updated at the time of registration and again after course completion.
- Use the Plan & Schedule feature to view the educational plan by semester and register for classes.
- View test scores.
- View assigned advisor and advisor contact information.

AIR FORCE ROTC

Advising and Transfer Services | Bladen Hall, Room 124 | 301-546-0151 | 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 | 301-546-0136 | CareerServices@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 fairs (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 | 301-546-0691

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 | 301-546-0149 | 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 (DSS)

Bladen Hall, Room 124 | 301-546-0838 V/TDD | dss@pgcc.edu

Students in need of academic 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 tuition bill 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:

Program Services
- Intake/interview
- Disability-related counseling
- Academic planning and advisement
- Classroom accommodations
- Placement testing accommodations (as needed)

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 video relay, Zoomtext software, Jaws for Windows

DIVERSE MALE STUDENT INITIATIVE (DMSI)

Bladen Hall, Room 122 | 301-546-5292 | dmsi@pgcc.edu

The Diverse Male Student Initiative (DMSI) provides an experiential year-long program that supports men and helps them focus their energies toward self-improvement and community involvement. An aggressive college retention program that targets all diverse males enrolled at the college, DMSI aims to increase participants' retention and academic achievement; develop participants' self-knowledge, focus, and initiative in plotting and implementing a plan for personal success; and improve participants' career/entrepreneurship readiness.

DREAMKEEPERS

Marlboro Hall, Room 2102 | 301-546-0840

The Dreamkeepers Emergency Financial Assistance program at Prince George's Community College is designed to help students avoid dropping out when faced with unforeseen financial difficulties. For example, a sudden emergency may include a medical dilemma, sudden loss of a job, or sudden loss of living accommodations leaving a student without some funds to cover a utility bill, healthcare, bus/metro pass, and/or minor car repairs. Tuition and books are not included.

DRUG AND ALCOHOL ABUSE PREVENTION PROGRAM

Bladen Hall, Room 132 | 301-546-0845

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 | 301-546-7422 | 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 | 301-546-0845

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 (OST–FYE)

Marlboro Hall, Room 2102 | 301-546-0180

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 Student Orientation Advising and Registration (SOAR). This program offers incoming students an excellent way to make the most of a student's first year.

PGCC CARES

Bladen Hall, Room 122 and Temporary Building TO, Room 106

Paying for tuition, housing, transportation, and other related expenses can be tremendously difficult and make the journey to obtaining a degree seem impossible. PGCC Cares is a campus and community-wide effort established to respond to students' critical needs through an on-site food pantry, school supplies and clothes closet, emergency funds to address temporary crisis situations, used textbooks (based on prior students' donations, supply is limited), and internal and external referral services.

PRIOR LEARNING ASSESSMENT NETWORK (PLAN)

Bladen Hall, Room 124 | 301-546-0437

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 (SOC)

Bladen Hall, Room 122 | 301-546-5282

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 | 301-546-0090 (academic testing) | 301-546-0147 (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 | 301-546-0681 | 301-546-0972 (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 | 301-546-0151 | 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 | 301-546-3013

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 grant from the United States Department of Education.

VETERANS SERVICES

Bladen Hall, Room 122 | 301-546-5282 | 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 (VPC)

Bladen Hall, Room 124 | 301-546-5281 | merelasx@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 (VSS)

Marlboro Hall, Room 2102 | 301-546-0730

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.

WOMEN OF WISDOM (W.O.W)

Marlboro Hall, Room 2102/2103 | 301-546-0725 | wow@pgcc.edu

The Women of Wisdom (W.O.W) program is a highly comprehensive and specialized program that is aligned with our mission to transforms students' lives. W.O.W transforms the lives of women by providing unique opportunities that enhance their academic, personal, and professional development in a holistic environment. The W.O.W program offers exclusive opportunities including workshops, panel discussions, lectures, field trips, retreats, and the Annual Women's Summit.

WORKFORCE DEVELOPMENT AND CONTINUING EDUCATION

The Workforce Development and Continuing Education (WDCE) area provides a wide variety of workforce development, continuing education, community education, and adult education programs and courses designed to meet the learning needs of residents, businesses, and government agencies in Prince George's County and the needs of a variety of special populations with unique and special learning needs. More than 1,100 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 areas, each focusing on the learning needs of a specific target population:

- 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.
- The *Continuing Education Program* offers a wide variety of open enrollment courses designed to meet both residents' career training needs and personal enrichment goals.
- *Community Education and Partnerships* programs provide 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.
- 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 learning solutions. A schedule of continuing education courses is mailed to county households four times each year.

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:

- **Construction and Energy Institute (CEI) | 301-546-0964**

  CEI delivers the education students need to enter the skilled trades and energy industries with marketable, trade-specific skills.

- **Computer and Information Technology Institute (CITI) | 301-546-0159**

  CITI provides noncredit courses and programs designed to prepare students seeking industry-recognized certifications and skilled positions within the information technology workforce.

- **Hospitality and Tourism Institute (HTI) | 301-546-7596**

  HTI meets the ever-increasing worldwide demand for well-trained hospitality and tourism professionals and offers customized, specially developed, and comprehensive training programs.

- **Human Services Institute (HSI) | 301-546-0031**
  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.

- **Public Safety and Security Institute (PSSI) | 301-546-0175**
  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.

- **Transportation and Distribution Institute (TDI) | 301-546-0062**
  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.

CENTER FOR ENTREPRENEURIAL DEVELOPMENT (CED)

The CED, through an innovative capacity building curriculum, prepares local entrepreneurs to take full advantage of business opportunities in Prince George's County and the metropolitan region. The CED focuses on the business owner, the specific needs and challenges associated with being a minority business enterprise, and connecting local, small, and minority business owners to business opportunities. The CED's training and development programs are comprehensive and designed to help business owners navigate the entrepreneurial landscape in the Washington Metropolitan region. The Center's approach is based on a three-tier entrepreneurial development model that integrates capacity building with business development at various stages of growth.

CONTINUING EDUCATION

Continuing education programs and courses provide opportunities for those looking for professional or personal enrichment. Some programs are designed to provide the skills needed for immediate entry to the workforce while other courses may be taken for career advancement. These courses meet the needs of both individuals and employers, which need a highly skilled workforce and are often looking for individuals who hold a state license or an industry-recognized credential.

Many continuing education courses and programs provide the training needed to obtain Maryland state licensures, including those for certified nursing assistants, child care providers, pharmacy technicians, and real estate agents, among others. Continuing education also offers classes that may lead to nationally recognized industry certifications such as CompTIA A+, Net+ and Security+, Cisco CCNA, and a variety of Microsoft certifications. Continuing education also offers a wide variety of courses for personal enrichment. Of the 16 community colleges in Maryland, Prince George's Community College has some of the highest enrollments of students in programs leading to licensure or certification by state and national organizations.

Please see the chart on pages 384–386 for a listing of current course and program areas.

COMMUNITY EDUCATION AND PARTNERSHIPS

Building on broad-based collaboration and partnerships with community-based organizations, governmental agencies, and businesses, Community Education and Partnerships programs offer a wide range of courses 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 | 301-546-1580

Provides eligible students with a full range of academic, career development, and employment support services.

TeamBuilders Academy | 301-546-0964 | www.pgcc.edu/go/tba

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 | 301-546-0158

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) | 301-546-0882

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 | 301-546-0519

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 | 301-546-0519

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 | 301-546-0891

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 | 301-546-7509 | 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) | 301-546-0891

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, fluency and conversation, intermediate and advanced reading and writing, preparation to transition to other programs at the college, English for specific careers, English for computers, and preparation for the U.S. Citizenship Exam.

EXTENSION CENTERS

LAUREL COLLEGE CENTER
312 Marshall Avenue | Laurel, MD 20707 | 1-866-228-6110

The Laurel College Center (LCC) is a unique joint effort between Prince George's Community College and Howard Community College to make higher education and continuing education more accessible to the residents of Laurel and the surrounding area. Classes and programs offered at LCC include business management, computers and information technology, creative and performing arts, adult education classes, and others.

SKILLED TRADES CENTER
6400 Old Branch Avenue | Camp Springs, MD 20748 | 301-546-0894

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.

UNIVERSITY TOWN CENTER
6505 Belcrest Road | Hyattsville, MD 20782 | 301-546-8360

Prince George's Community College's University Town Center location in Hyattsville offers a number of continuing education classes and programs, including certified nursing assistant training, business and management courses, and fitness and health courses. UTC also houses the Adult Education Program's English for Speakers of Other Languages (ESL) program, the National External Diploma Program, and the Transition ESL program.

WESTPHALIA TRAINING CENTER
9109 Westphalia Road | Upper Marlboro, MD 20772 | 301-546-0964

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.

COURSES AND PROGRAMS (WORKFORCE DEVELOPMENT AND CONTINUING EDUCATION)

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	LC	CEU	Online
A+ Certification	●	●	
Accounting and Bookkeeping		●	●
Apple Final Cut Pro Certification	●	●	
Assisted Living Manager	●	●	
Auto Body Repair and Refinishing	●	●	
Automotive Service Technology	●	●	
Building Maintenance Engineer	●	●	
Cable Installation (BICSI Certification)	●		
Carpentry		●	
Case Manager/Delegating Nurse in Assisted Living	●	●	
Certified Ethical Hacker	●	●	
Certified Information Systems Security Professional	●	●	
Certified Medicine Aide	●	●	
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	●		
CPR and First Aid	●		
Cyber Security		●	
Driver Education	●		
Electrical Training	●	●	
Event Planning Management		●	●
Floral Design		●	
Food Service Management (ServSafe®)	●	●	
GED Test Preparation			●
Graphic and Web Design		●	

COURSE/PROGRAM	LC	CEU	Online
HVAC/R—Heating/Ventilation/Air Conditioning	●	●	
Help Desk Technology		●	
Hospitality Management	●	●	
Human Resource Management (SHRM Certification)	●	●	●
IT Fundamentals	●	●	
Insurance	●		
Languages, Foreign and Sign		●	●
Law Enforcement (Police Academy)	●		
Lifeguard Certification	●		
Locksmithing/Security		●	
Management, Leadership and Supervision	●	●	
Masonry		●	
Mediation Basics	●	●	
Medical Billing	●	●	
Medical Office Assistant	●	●	
Medicine Aide	●	●	
Motorcycle Licensing	●		
Net+ Certification	●	●	
Notary Public		●	●
OSHA Forklift Certification	●		
Patient Care Technician	●	●	
Payroll Professional (APA Certification)	●	●	
Peer Mediation (Teens)	●	●	
Personal Fitness Trainer	●	●	
Pharmacy Technician	●	●	
Phlebotomy Technician	●	●	
Photography	●	●	
Plumbing		●	
Principles of Adult Education	●	●	
Project Management Examination Preparation	●	●	
Real Estate Appraisal	●	●	
Real Estate Sales	●	●	
Security Officer	●		
Security+ Certification	●	●	
Small Business/Entrepreneur		●	●
Small Gas Engines		●	
Stationary Engineer/Boiler Operator	●	●	
Swimming Pool Operator's License	●	●	

COURSE/PROGRAM	LC	CEU	Online
Teacher Training		●	●
Travel Agent/Travel Services		●	
Urban Storm Water Management	●	●	
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 301-546-0891 or e-mail adulteducation@pgcc.edu for information. For the National External Diploma Program, please call 301-546-7509 (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 301-546-7422 for more information. Students also may request an official transcript online at www.pgcc.edu.

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, 301-546-7422, 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 discrimi-nation 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 chief of staff, Kent Hall, Room 130, 301-546-0170, coordinates the college's program of nondiscrimination.

DISCRIMINATION, SEXUAL HARASSMENT, AND SEXUAL MISCONDUCT POLICY

It is the policy of the Board of Trustees that no member of the college community shall be subject to any form of unlawful discrimination, sexual harassment, or sexual misconduct. Sexual misconduct includes, but is not limited to: sexual harassment, sexual assault, intimate partner violence/abuse, sexual exploitation and sexual intimidation.

The college is an equal opportunity institution with respect to both education and employment. The college is committed to maintaining an environment free from illegal discrimination and sexual misconduct. The college will not tolerate discrimination or harassment whether verbal or physical, flagrant or subtle, related to any individual's race, color, religion, gender, national origin, age, disability, sexual orientation, marital status, or genetic information. The college will not tolerate behavior that contributes to creating a hostile work or learning environment.

DESIGNATED REPORTING AUTHORITIES

[a] College Police, 301 Largo Road, Facilities Building, Room 102, Largo, MD 20774, 301-546-0666;

[b] Title IX Coordinator, vice president for Student Services, 301 Largo Road, Kent Hall, Room 119, Largo, MD 20774, 301-546-0412;

[c] Office of Human Resources, 301 Largo Road, Kent Hall, Room 103, Largo, MD 20774, 301-546-0613;

[d] Affirmative Action Officer, 301 Largo Road, Kent Hall, Room 130, Largo, MD 20774, 301-546-0170;

[e] Violence Prevention Center Coordinator, 301 Largo Road, Bladen Hall, Room 124-M, Largo, MD 20774, 301-546-5281

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

Prince George's Community College is a smoke and tobacco-free college and workplace. The purpose of this policy is to create a safe, clean, and healthy environment for students, faculty, staff, and visitors. Smoke and tobacco products, including e-cigarettes, are not permitted on the Largo campus or at applicable extension centers. For additional information, visit www.pgcc.edu/go/STFree.

ADMINISTRATION

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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
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Vice President for Workforce Development and Continuing Education (Interim)
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Assistant to the Vice President for Workforce Development and Continuing Education
Mr. David A. Buonora

Chief Technology Officer
Mr. William L. Anderson

Dean of Adult and Continuing Education Programs
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

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Dr. Carolyn F. Hoffman

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Dr. Christine E. Barrow

Dean of Social Sciences and Business (Interim)
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Dr. Mara R. Doss

Senior Academic Administrator to the Vice President for Academic Affairs
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Vacant

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Executive Director of Institutional Advancement and Foundation
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Registrar
Ms. Nilaya D. Baccus-Hairston

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Director of Advising and Transfer Services
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Ms. June Evans

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 Facilities Planning, Design, and Construction
Mr. Henry L. Dickson

Director of Financial Aid
Ms. Linda Gayton

**Director of
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Ms. Toni E. Hill

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Ms. Jay McElroy

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Director of Library
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Sciences and Engineering; B.S.,
North Carolina A&T, State University;
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Abbey College; M.A., The Catholic
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Language Studies; B.A., State
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T

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M.S., Howard University

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Nash, Sabrina

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Todaro, Jo Ann

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Van Cleef, Paul

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Soule, Sharon

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Harrison, Shelton

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Yun, Xijun

eLEARNING SERVICES
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Kouadio, Boka
Peterson, Cameron T., Sr.

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Spann, Shurlonda D.
Tao, Jen-Yi
Towe, Anna
Yim, Jun X.

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Swaim, Darrell W.

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Maqsood, Nouraiz
Martins-Silva, Francisco C.
Misra, Puspanjali

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Ngoyen, Lisa
Palmer, Roy L.
Peed, Ryan
Pryor, Robert C.
Regacho, Joseph
Tavares, Carl
Templin, Kenneth
Wallace, James
Warnes, Erik
Williams, Earl
Williams, Lois
Yogaraj, Pradeebha
Zornes, Stacey

TELECOMMUNICATIONS SERVICES
Cruz, Eduardo R.

VIDEO SYSTEMS AND MULTI MEDIA PRODUCTION
Eldridge, Gary
Johnson, Marshall G.
Mathis, Angela

WEB SERVICES
Ali, Mohammed
Idrees, Ayman

WORKFORCE DEVELOPMENT AND CONTINUING EDUCATION
Anderson, Tanya
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
Dean, Lynne
Fabuyi, Beatrice
Francis, Adrienne
Gagnon, Susan
Hall, Jill
Hammonds, Veronica
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Higgs, Michelle T.
Humpatin, Virginie M.
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Jones, Lori
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Lewis, Bruce
McBryde, Carrol H.
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McPherson, Angela
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Pryor, Josephine
Rac, Michael G., Jr.
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Riche, Janet
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Shearer, Mary J.
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Siravajanakul, Sivameth
Vanardo, Cynthia
van Nuys, Suzanne
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Walker, Rhonda
Ware, W. Denise
Wells, Michele

MAIN CAMPUS (LARGO)

301 Largo Road | Largo, MD 20774-2199 | 301-546-PGCC (7422)

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.
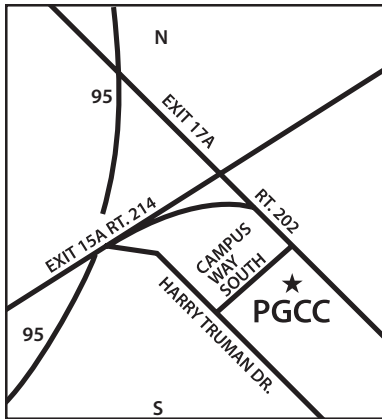
FROM MONTGOMERY COUNTY

Follow the Beltway south to exit 17A (Upper Marlboro). You will exit onto Landover Road (Route 202 South). 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 South 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.
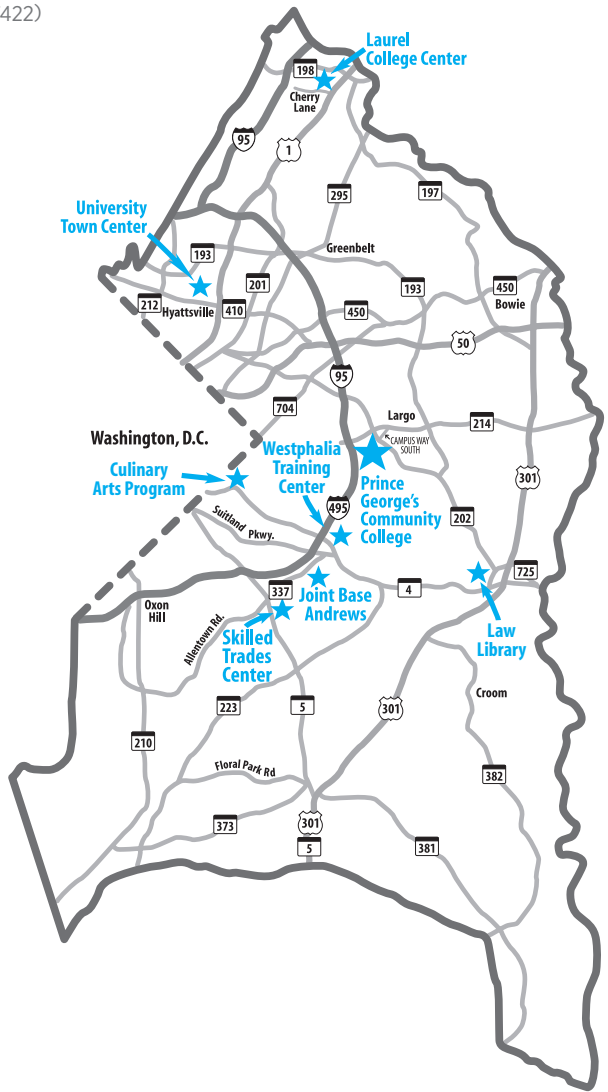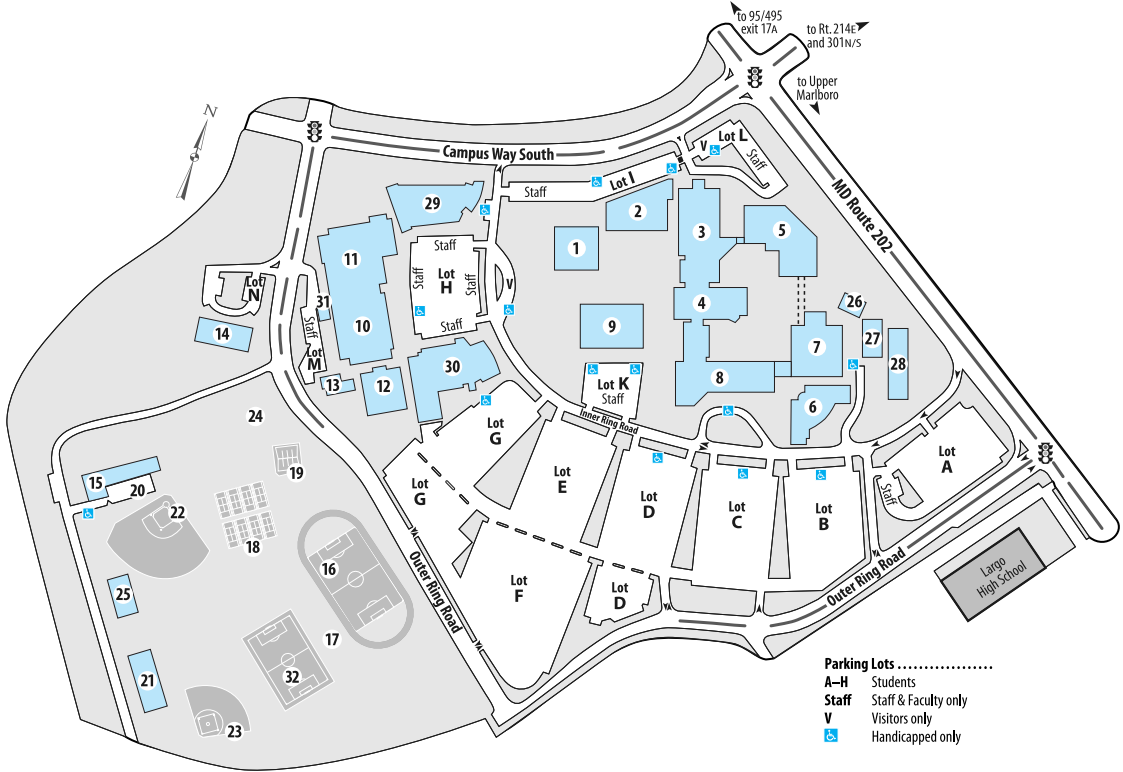
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Staff   Staff & Faculty only
V   Visitors only
♿   Handicapped only

1. **KENT HALL**
   - Administration
   - Workforce Development and Continuing Education Administrative Offices
   - Human Resources

2. **ACCOKEEK HALL**
   - eLearning Services
   - Library

3. **BLADEN HALL**
   - Admissions and Records
   - Advising and Transfer Services
   - Cashier
   - Counseling Services
   - 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**
   - Service Learning

8. **MARLBORO HALL**
   - Career Services
   - Marlboro Gallery
   - Student Development Resource Center (SDRC)
   - Student Support Services (TRiO)
   - Vocational Support Services (VSS)

9. **QUEEN ANNE FINE ARTS**
   - Hallam Theatre

10. **NOVAK FIELD HOUSE**

11. **ROBERT I. BICKFORD NATATORIUM**
    - Pool
    - 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**
    - International Education Center
    - Marvelous Market

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 | 301-546-3027

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.
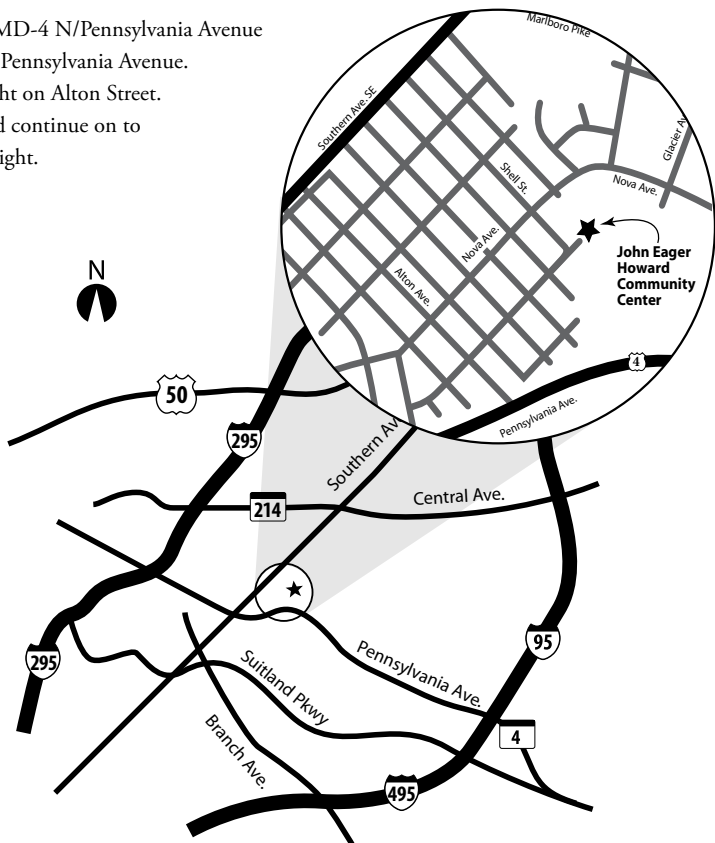
PRINCE GEORGE'S COMMUNITY COLLEGE AT JOINT BASE ANDREWS/NAVAL AIR FACILITY (ANDREWS AFB)

1413 Arkansas Road, Room 111 | Joint Base Andrews, MD 20762 | 301-546-0778 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.
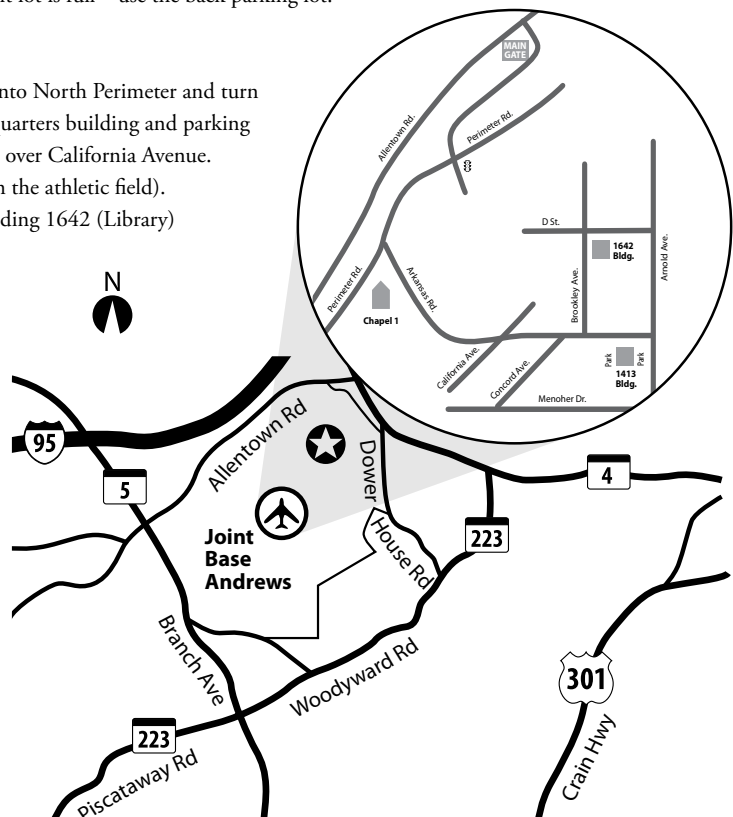
LAUREL COLLEGE CENTER (LCC)

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 | 301-546-0034

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.
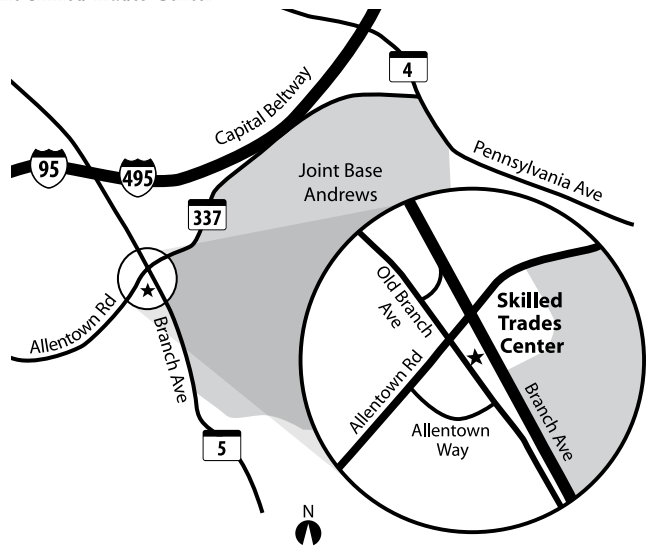
LAUREL COLLEGE CENTER (LCC)
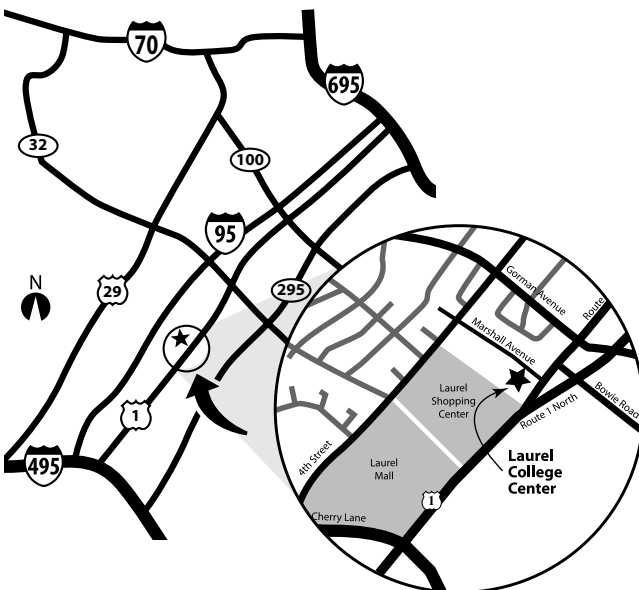
PRINCE GEORGE'S COMMUNITY COLLEGE AT UNIVERSITY TOWN CENTER

6505 Belcrest Road, Suite 125 | Hyattsville, MD 20782 | 301-546-8000 | www.pgcc.edu/go/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 reception desk is on the first floor, Suite 125.

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.

Visitors to University Town Center receive two hours free parking in either of the garages in the complex (Garage A or B).

PGCC students should park in Garage A. Students who validate their parking coupon for Garage A receive 3½ hours free and pay 50% of the posted rate for time beyond 3½ hours. The address of Garage A is 3325 Toledo Road.
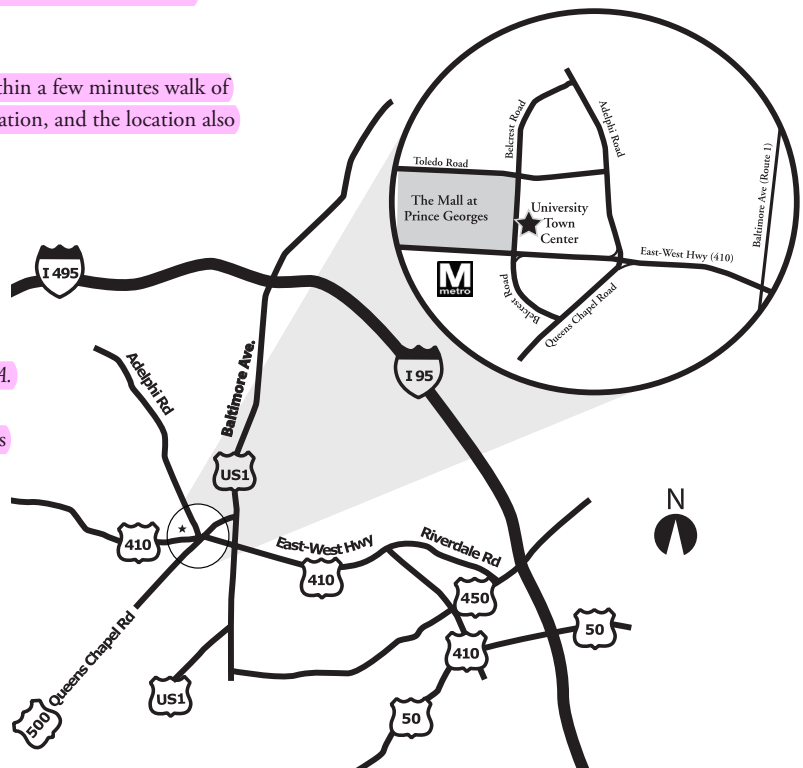
PRINCE GEORGE'S COMMUNITY COLLEGE AT WESTPHALIA TRAINING CENTER

9109 Westphalia Road | Upper Marlboro, MD 20774 | 301-546-0964

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.
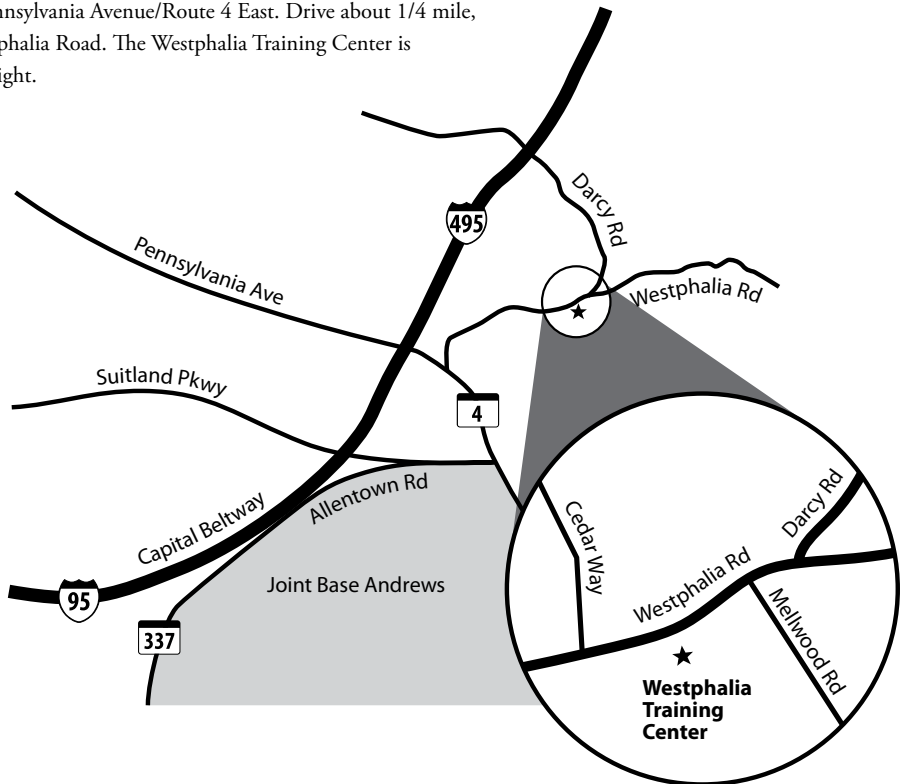
GLOSSARY OF ACADEMIC TERMS

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 80824 for EGL-1010-LD01 offered in the fall 2014 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)

ARTS AND SCIENCES PROGRAM

THTR.CT	Theatre/Entertainment Tech. (CERT)

BUSINESS ADMINISTRATION PROGRAM
AND BUSINESS MANAGEMENT PROGRAMS

BUAD.AS	Business Administration (A.S.)
BMGT.AAS	Business Management (A.A.S.)
BMGT.HR.CT	Human Resource Management (CERT)
BMGT.HR.LOR	Human Resource Management (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)

COMPUTER ENGINEERING TECHNOLOGY PROGRAMS

COMP.ENGR.AAS	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)

COMPUTER SCIENCE PROGRAMS

COMP.INFOSCI.AS	Information Science Option (A.S.)
COMP.SCI.AS	Computer Science (A.S.)

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)

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)
TCHR.ADMIN.CHILDCARE.CT	Mastery in Administration of Child Care Programs (CERT)
TCHR.DIVERSE.POPS.CT	Proficiency in Diverse Student Populations (CERT)
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.ANREP.CT	Electronics Analysis and Repair (CERT)
ENGR.TECH.AAS	Engineering Technology (A.A.S.)

ENGINEERING PROGRAMS

ENGR.AS	Engineering (A.S.)

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.)

FORENSIC SCIENCE PROGRAM

FORS.AS	Forensic Science (A.S.)

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.)
FOOD.DIET.AA	Dietetics Option (A.A.)
ECON.AA	Economics Option (A.A.)
ENGL.AA	English Option (A.A.)
FOOD.SCI.AA	Food Science 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.)
PREP.LAW.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)** *(pending MHEC approval)*
MED.ASST.AAS.PETIT	Medical Assisting (A.A.S.) (petitioner)**
NUCL.MED.PETIT	Nuclear Medicine Technology (A.A.S.) (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)**
RESP.AAS.PETIT	Respiratory Therapy (A.A.S.) (petitioner)**
SURG.TECH.PETIT	Surgical Technology (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.)

INFORMATION TECHNOLOGY PROGRAMS

COMP.INFO.TECH.AAS	Information Technology (A.A.S.)
COMP.PROGDB.CT	Computer Programming and Database Systems (CERT)
COMP.NETADM.CT	Network Systems Administrator (CERT)
COMP.GRAPH.CT	Computer Graphics (CERT)
COMP.TECHSUP.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)

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.ANIM2.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

PHONE NUMBERS *(Area code is 301 unless otherwise noted.)*

Academic Affairs, Vice President's Office 546-0406
Admissions, General 546-7422
Advising and Transfer Services 546-7422
Alumni Association 546-0858
Athletics 546-0513
Bookstore, Largo Campus 546-0912
Bookstore, University Town Center 546-8150
Campus Police 546-0666
Career Services 546-0136
Cashier's Office 546-0691
Center for Business and Industry Solutions
   (CBIS) 546-0726
Children's Developmental Clinic 546-0519
Clubs and Organizations 546-0853
College Life Services 546-0853
Computer Labs
   Bladen Hall Computer Center 546-0999
   Center for Advanced Technology 546-0999
   Health Sciences Computer Lab 546-0733
   Mathematics Learning Center 546-5257
Continuing Education 546-0159
Counseling Services 546-0149
Degree/Extension Centers 546-0785
Disability Support Services 546-0838
   TTY or TDD 546-0122
eLearning 546-0463
Emergency 546-0111
Financial Aid 546-0822
Graduation 546-0558
Hallam Theatre Box Office 546-0444
Health Education Center 546-0845
Help Desk (Owl Link) 546-0637
Honors Program 546-7530
International Education Center 546-0750
Intramural Sports 546-0518
Joint Base Andrews
   (Formerly Andrews Air Force Base) 546-0778
   or 981-5949
Laurel College Center 1-443-518-4162
   Toll Free 1-866-228-6110
Library General Information 546-0475
   Circulation 546-0475
   Research/Information Desk 546-0476
Lost and Found 546-0853
Marlboro Gallery (art gallery) 546-0965
Marlboro Learning Lab 546-0503
Mentoring and Retention Program 546-0730
Natatorium
   (swimming pool and weight rooms) 546-0980
Placement Testing 546-0147
PLAN (Portfolio Assessment) 546-0437
Police (campus) 24 hours 546-0666
Police Academy 546-0175
Registration Information, credit 546-7422
Registration Information, noncredit 546-7422
   or 546-0159

Senior Citizens Program (SAGE) 546-0882
Service Learning 546-0713
Skilled Trades Center 546-0894
Student Accounting 546-0688
Student Governance Board 546-0887
Student Records 546-7422
Student Services, Vice President's Office 546-0412
Student Support Services 546-0681
Testing Center 546-0147
Tutoring Center 546-0748
University Town Center 546-8360
Upward Bound 546-3013
Veterans Services 546-5282
Vocational Support Services 546-0730
Weekend Courses 546-0785
Westphalia Training Center 546-0964
Workforce Development
   and Continuing Education 546-0159
Writing Center 546-0748

FAX NUMBERS

Academic Affairs 546-7598
Admissions and Records 546-0119
Athletics 546-7002
Bookstore 499-1226
College Life Services 546-0850
Continuing Education 546-7502
Financial Aid 546-0559
Health Education Center 546-0865
Natatorium 546-7523
Student Accounting 546-7507
Workforce Development
   and Continuing Education 546-7502

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.

Health Sciences 546-0699
   or 546-0733
Learning Foundations 546-0495
Learning Resources 546-0462
Liberal Arts 546-0561
Sciences, Technology, Engineering, and Math
   (STEM) 546-0419
Social Sciences and Business 546-0524

FOR NUMBERS NOT LISTED, PLEASE CALL
301-546-7422
Monday through Thursday, 8 a.m.–8 p.m.
Friday, 8 a.m.–6 p.m.
Saturday, 8 a.m.–1 p.m.

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