Catalog
2009-2010

PRINCE GEORGE'S
COMMUNITY COLLEGE

Academic Calendar

2009

Summer Semester 2009

April 20	Monday	Begin open registration for all summer sessions for all students
May 23–25	Sat.–Mon.	COLLEGE CLOSED—Memorial Day vacation
May 29	Friday	Registration ends for 1st half-semester and 10-week classes
June 1	**Monday**	**Classes begin for 1st half-semester and 10-week classes**
July 2	Thursday	Last day of 1st half-semester classes Registration ends for 2nd half-semester classes
July 3	Friday	COLLEGE CLOSED—Independence Day vacation
July 6	**Monday**	**2nd half-semester classes begin**
July 15	Wednesday	Last day to apply for summer graduation
August 7	Friday	Last day of 2nd half-semester summer classes and of 10-week classes

Fall Semester 2009

April 27–May 1	Mon.–Fri.	Advance registration for fall 2009 for returning students
May 4	Monday	Begin open registration for fall 2009 for all students
May 21	Thursday	Commencement
May 23–25	Sat.–Mon.	COLLEGE CLOSED—Memorial Day vacation
August 7	Friday	Priority registration deadline for Health Science programs
August 22	Saturday	Saturday registration, 9 a.m.–1 p.m.
August 28	Friday	Regular registration ends
August 29	Saturday	New Student and Family Orientation
August 31	**Monday**	**Classes begin for fall 2009**
September 5–7	Sat.–Mon.	COLLEGE CLOSED—Labor Day vacation
September 9	Wednesday	Refund deadline for full-semester classes
September 15	Tuesday	Last day to apply for fall graduation
September 25	Friday	Last day to change from "credit to audit" or "audit to credit" for full-semester classes
October 7	Wednesday	Last day to withdraw from 1st half-semester courses
October 21	Wednesday	Midterm/ end of 1st half-semester classes
October 22	**Thursday**	**Beginning of 2nd half-semester classes**
October 26	Monday	Begin registration for Intersession 2010
October 27	Tuesday	College Enrichment Day—No classes
November 20	Friday	Last day to withdraw from full-semester classes
November 23	Monday	Advance registration for spring 2010 begins
November 25	Wednesday	Beginning of holiday College open—No classes.
November 26–29	Thurs.–Sun.	COLLEGE CLOSED—Thanksgiving vacation
November 30	Monday	College re-opens and classes resume Last day to withdraw from 2nd half-semester classes
Nov. 30–Dec. 2	Mon.–Wed.	Advance registration for spring 2010 continues
December 3	Thursday	Begin open registration for spring 2010
December 10	Thursday	Last day of regular classes for fall semester
December 11–17	Fri.–Thurs.	Final examination period/last week of classes
December 18	Friday	End of Intersession registration Spring in-person registration closes until Monday, January 4
Dec. 19–Jan. 3	Sat.–Sun.	COLLEGE CLOSED—Winter break

2010

Intersession & Spring Semester 2010

October 26	Monday	Begin registration for Intersession 2010
Nov. 23–Dec. 2	Mon.-Wed.	Advance registration for spring 2010 for returning students
December 3	Thursday	Begin open registration for spring 2010 for all students
December 18	Friday	End of Intersession registration Spring in-person registration closes until Monday, January 4
Dec. 19–Jan. 3	Sat.–Sun.	COLLEGE CLOSED—Winter break
January 4	Monday	College reopens. Registration for spring resumes
January 4–22	Mon.–Fri.	Intersession classes meet
January 16	Saturday	Special Saturday registration, 9 a.m.–1 p.m.
January 18	Monday	COLLEGE CLOSED—Martin Luther King's birthday observed
January 23	Saturday	Regular registration ends for spring
January 25	**Monday**	**Classes begin for spring 2010**
February 1	Monday	Refund deadline for full-semester classes
February 15	Monday	COLLEGE CLOSED—Presidents' Day
February 16	Tuesday	Last day to apply for spring graduation
February 19	Friday	Last day to change from "credit to audit" or "audit to credit" for full-semester classes
March 3	Wednesday	Last day to withdraw from 1st half-semester classes
March 16	Tuesday	Mid-term. End of 1st half-semester classes
March 17	**Wednesday**	**Begin 2nd half-semester classes**
March 29–April 4	Mon.–Sun.	COLLEGE CLOSED—Spring break
April 5	Monday	College reopens and classes resume
April 16	Friday	Last day to withdraw from full-semester classes
April 19	Monday	Begin open registration for all summer terms
April 26–30	Mon.–Fri.	Advance registration for fall 2010 semester
April 30	Friday	Last day to withdraw from 2nd half-semester classes
May 3	Monday	Begin open registration for fall 2010 semester
May 10	Monday	Last day of regular classes for the spring semester
May 11–17**	Tues.–Mon.	Final examination period/last week of classes
May 27	Thursday	Commencement
May 29-31	Sat.-Mon.	COLLEGE CLOSED—Memorial Day vacation

Summer Semester 2010

April 19	Monday	Begin open registration for all summer sessions for all students
May 29–31	Sat.–Mon.	COLLEGE CLOSED—Memorial Day vacation
May 28	Friday	Registration ends for 1st half-semester and 10-week classes
June 1	**Tuesday**	**Classes begin for 1st half-semester and 10-week classes**
July 2	Friday	Last day of 1st half-semester classes Registration ends for 2nd half-semester classes
July 5	Monday	COLLEGE CLOSED—Independence Day vacation
July 6	**Tuesday**	**2nd half-semester classes begin**
July 15	Thursday	Last day to apply for summer graduation
August 6	Friday	Last day of 2nd half-semester summer classes and 10-week classes

**Possible snow make-up days

Prince George's Community College Catalog

2009–2010

This one-year catalog (fall 2009—summer 2010) 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 advisers may assist.

Message from the President

Charlene M. Dukes
President
Prince George's Community College

Welcome to Prince George's Community College, your gateway to higher education. Whether you are a traditional, nontraditional, full-time or part-time student, veteran or displaced worker, your achievement is how we measure our success. We deliver high quality education that is accessible, cost-effective and essential to helping you surpass your goals.

At Prince George's Community College, we support your educational endeavors through more than 200 academic and workforce development and continuing education programs, dedicated faculty and staff, and numerous academic and student support services. Our number one institutional priority is student success, which is not an option, but a requirement.

Whatever academic or career choices you make, your decision to attend Prince George's Community College is the first step to earning an associate's degree, certificate, letter of recognition, license or certification.

The Catalog 2009-2010 is your guide to countless resources to assist and support you in your pursuit of success. Use the catalog to learn about admission and registration, financial aid, general education requirements, programs of study and course descriptions. You also will find the catalog helpful in identifying academic opportunities such as the Hillman Entrepreneurs Program, Honors Academy and Honors Program as well as academic support through the Collegian Centers, Tutoring and Writing Centers and the Mentoring Program. Additionally, Prince George's Community College has numerous articulation agreements with four-year colleges and universities across the region to help students transfer seamlessly to baccalaureate programs.

To support your academic success, a number of student support services are available, ranging from advising and transfer services to career and job placement. And, we offer more than 30 student organizations and 12 intercollegiate athletic teams to help hone leadership skills and enhance teamwork.

You are entering one of the most exciting times in your life, and I encourage you to exceed your academic and career goals by committing to the college's institutional priority of student success and sharing in our values of excellence, success, diversity, respect, professionalism and lifelong learning.

Thank you for choosing Prince George's Community College as your preferred institution of higher learning, and I look forward to you becoming the next generation of world leaders.

Charlene M. Dukes

Vision

Prince George's Community College will excel as a national leader, recognized for the quality of its programs and students in an intellectually vibrant, technologically enhanced, learning-centered environment that is responsive to community and workforce needs.

Mission

Prince George's Community College offers opportunities for individuals to realize their potential in a challenging, learning-centered environment. The college provides cost effective, high-quality programs and services that respond to student and community needs.

Institutional Priorities

1. Student Success

- Increase student educational goal attainment
- Improve student academic outcomes
- Increase student satisfaction through quality service
- Improve enrollment of new students and retention of continuing students

2. Investment in Human Capital

- Evaluate compensation and benefits for all employee positions
- Increase the opportunities for employees to augment current skills and enhance opportunities for advancement
- Increase employee satisfaction with the work environment
- Establish an ongoing training process to sustain the skill levels of all employees in the use of the new enterprise resource planning system (Owl Link)

3. Communication

- Enhance regular and effective internal communications
- Develop effective external relations
- Improve the college's marketing of programs and services

4. Community Service

- Expand collaborative efforts with Prince George's County Public Schools to increase college readiness for students
- Develop innovative solutions to respond to area businesses' employee recruitment, training and retention needs
- Support opportunities for employees and students to participate in community service initiatives

5. Organizational Vitality

- Establish and communicate standards for quality service across all levels of the college community
- Establish a process for assessing all of the college's programs and services
- Realign the institutional culture for service and continuous quality improvement

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Accreditation

Prince George's Community College is accredited by the Middle States Commission on Higher Education, 3624 Market Street, Philadelphia, PA 19104.

Several degree and certificate programs hold accreditations from academic and professional organizations as follows:

Early Childhood Education A.A.S. and A.A.T.	**National Association for the Education of Young Children (NAEYC)**
Electronic Engineering Technology A.A.S.	**The Technology Accreditation Commission of ABET, Inc. (TAC/ABET)**
Emergency Medical Technician-Paramedic A.A.S. and Certificate	**Maryland Institute for Emergency Medical Services Systems (MIEMSS), The Emergency Medical Services Board**
Health Information Management A.A.S.	**Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM)**
Nuclear Medicine A.A.S and Certificate	**Joint Review Committee on Educational Programs in Nuclear Medicine Technology (JRCNMT)**
Nursing LPN Certificate	**Approved by The Maryland Board of Nursing**
Nursing RN A.A.S.	**The National League for Nursing Accrediting Commission (NLNAC) Approved by The Maryland Board of Nursing**
Radiography A.A.S.	**Joint Review Committee on Education in Radiologic Technology (JRCERT)**
Respiratory Therapy A.A.S.	**Committee on Accreditation for Respiratory Care (CoARC)**

Chapter 1
Admission to College

Admissions and Records Office
Bladen Hall, Room 126
301-322-0866 or 0801 or 0802

No matter what the goal may be or how many times a student has previously attended college, the first step toward enrollment at Prince George's Community College is to complete and submit an application for admission with a nonrefundable $25.00 application fee.

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 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
- Students under the age of 16 identified as Talented and Gifted in accordance with state law and college procedure. Such students 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.

All applicants must complete an application for admission. The college prefers that this be done over the Web by going to the college's Web site, www.pgcc.edu and following the link for Prospective Students. 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 may vary depending on the student's previous academic background. The various procedures follow.

New Students: First time to any college

After being admitted, new students must take the college's placement tests. They will then meet with an adviser to receive a result interpretation and to select classes appropriate to their first semester.

Admission Procedures

1 Completes an Application for Admission. The application is valid for one year from the date of submission.

Note: The application form for students seeking an F-1 student visa is different from the one used by other applicants. Please use this application if an F-1 student visa is being sought.

2. Pay a nonrefundable $25.00 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. Submit an official high school transcript or GED (General Education Diploma) score report or comparable document if under the age of 21.
4. Take the college's placement tests. In some cases, appropriately high SAT or ACT scores may be used to waive these tests.
5. Meet with a college adviser to review results of the tests and to discuss registration for classes in an upcoming semester.

6. 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.

Readmitted Students: Returning after two or more years

Students who have not attended the college for two or more years must apply for readmission.

Admission Procedures

1. Apply for readmission using the same application forms and procedures as those who are new to the college.
2. Pay the nonrefundable $25.00 application fee. Once reactivated, all previous coursework is immediately available for use in establishing academic standing and in providing prerequisite background for courses to be taken.
3. Readmitted students are encouraged to meet with an adviser to determine how the program of interest to them may have changed since they were last enrolled.
4. Students being readmitted are expected to follow the curriculum requirements in the catalog in effect at the time of readmission.
5. 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.

Transfer Students: Those coming with prior attendance at another college

Students who have earned credit at another college may be able to use that credit toward a degree at Prince George's Community College regardless of the age of the courses taken. Students also may earn transfer credit from nontraditional sources, such as military or job training. See the section entitled Advanced Standing later in this chapter for more complete information.

Admission Procedures

1. Complete and submit the application for admission.
2. Pay the nonrefundable $25.00 application fee.
3. Complete and submit a Request for Transfer Evaluation form available from the Admissions and Records Office on the Largo campus or from any of the other college sites.

In addition to or instead of placement testing:

4. Contact all previous institutions to have official copies of transcripts sent directly to the Admissions and Records Office for evaluation. This includes official records of other credit sources such as examinations or military experience.
5. Provide unofficial copies of grade reports or transcripts to the academic adviser assisting with the first semester's registration if an official evaluation has not yet been completed.
6. Upon receipt of an e-mail from the college regarding Owl Link, the college's Web-based computer system, sign in to Owl Link and become familiar with the services accessible through this system. The e-mail will contain full instructions.

Note: Transcripts from non-United States colleges must be evaluated by an external evaluation service recognized by the college. See page 12 for more information.

Students with Prior Degrees

Students who wish to take classes at the college but who have already earned an associate's 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.

Admission Procedures

1. Complete and submit the application for admission. Be sure to identify yourself as the holder of a prior degree on the application.
2. Pay the $25.00 nonrefundable application fee.
3. Contact all previously attended institutions to have official transcripts sent to the college for evaluation, if the intent is to earn a degree at this college and those courses would contribute to that degree.
4. Complete a Request for Transfer Evaluation form, available from the Admissions and Records transfer office, if the previous step is taken.
5. Upon receipt of an e-mail from the college regarding Owl Link, the college's Web-based computer system, sign in to Owl Link and become familiar with the services accessible through this system. The e-mail will contain full instructions.

Nondegree Seeking Students

Many students come to the college in order to update job skills, for personal enrichment, or to explore a new career field. Such students must be admitted in the same manner as any degree-seeking student and must meet individual course prerequisites.

See specific course descriptions in Chapter 6 of this catalog to determine the requirements for the courses in question.

Nondegree applicants must:

1. Submit an application for admission.
2. Pay the nonrefundable $25.00 application fee.
3. Meet all prerequisites for any courses they wish to take, either through testing or proof of prior college work.
4. Be aware they are not eligible for Federal financial aid so long as they remain nondegree seeking.
5. Clearly identify themselves as nondegree seeking on the application for admission, under Program of Study.
6. Upon receipt of an e-mail from the college regarding Owl Link, the college's Web-based computer system, sign in to Owl Link and become familiar with the services accessible through this system. The e-mail will contain full instructions.

International Students

Permanent Residents and Those on Other Than Student Visas

While over 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 and 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 made.

Admission Procedures

1. Complete and submit the application for admission.
2. Submit proof of immigration status to the Admissions and Records Office located in Bladen, Room 126 on the Largo campus, or to the University Town Center or Laurel College Center. Such proof would include an alien registration card, a valid visa, or a permanent resident card.
3. Pay the nonrefundable $25.00 application fee.
4. Arrange for English proficiency testing through the Student Assessment Services Center, if the native language is other than English, and follow the course placement recommendations which result.
5. Follow the procedures in place for other applicants with similar academic backgrounds such as a new student or a 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 do not use the standard application for admission. A different form must be completed and additional requirements met before admission may be granted. Requirements include proof of financial support, housing and English proficiency as required by the Bureau of Immigration and Customs Enforcement (ICE, formerly INS). 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 Web site, www.pgcc.edu, through the link for Prospective Students under Owl Link., Or a printed copy can be obtained from the Office of Admissions and Records. It must then be mailed to the prospective student The non-refundable $25.00 application fee is required as well as a $25.00 nonrefundable processing fee. Only applications signed and submitted by the prospective student directly to the college will be honored. We 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.
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. Call 301-322-0803 for a list of services.
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.
5. Meet with the coordinator of International Student Services prior to each registration and anytime during a semester should problems or concerns arise.

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 timelines 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 Bureau of Immigration and Customs Enforcement.

Students, by accepting the I-20 form, agree to maintain full-time status during their studies in the United States and to inform the Admissions and Records Office of any change of address or other pertinent information within 15 days after the change has occurred.

Note: Acceptance of the I-20 form from PGCC to use for the receipt of an F-1 visa precludes any residency classification other than out-of-state for tuition purposes.

Current High School/Home School Students

Students who are still in high school or involved in their home school program are sometimes eligible to take college courses as follows:

Concurrent Enrollment—16 or Older

The Concurrent Enrollment Program is for those 16 or older who wish to take courses from the college while still enrolled in high

school or 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:

1. Have a cumulative grade-point average of 2.50 or the equivalent.
2. Be certified by the school principal or equivalent authority as approved for participation.
3. Apply for admission and identify themselves as concurrent enrollment students under Program of Study.
4. Pay the nonrefundable $25.00 application fee.
5. Take relevant college placement tests, achieving college-level placement scores, prior to registration.
6. Take no more than two courses each semester.
7. Abide by all college policies, procedures and regulations while on campus or in the classroom.
8. Upon receipt of an e-mail from the college regarding Owl Link, the college's Web-based computer system, sign in to Owl Link and become familiar with the services accessible through this system. The e-mail will contain full instructions.

Early Admission

The Early Admission Program is for Prince George's County high school students who wish to complete their high school graduation requirements by attending the college as full-time students during their senior year. Since students must first meet all high school requirements for participation in this program, each student should contact a high school counselor to determine his or her eligibility before contacting the college. Call the Admissions and Records Office, 301-322-0802, for more information regarding the entrance requirements for this program. If admitted, students must identify themselves as Early Admission under Program of Study. The application deadline for early admission consideration is June 30.

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:

1. Identification by the student's public school Board of Education or private school governing board as talented and gifted according to their published criteria.
2. 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.
3. 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.
4. 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:

1. Submit the application for admission indicating the TAG program in Program of Study.
2. Pay the nonrefundable $25.00 application fee.
3. 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.
4. Attend an interview with the director of Admissions and Records to review program requirements. One or both parents also must be present.
5. 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 Admissions and Records Office, 301-322-0801.

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 appear on all documents the student may receive from the college and 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.

Students applying over the Web will be given their ID numbers via secure e-mail shortly after submission of the application. Current students and new students who applied in person will receive their ID numbers at the time of application or by e-mail.

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 sharing of a student's ID number with another individual.

Placement Testing

Student Assessment Services
Location: Bladen Hall, Room 100
Telephone: 301-322-0147

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

Students who earn a minimum SAT critical reading or math score of 550, or an ACT composite 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 advisers 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 adviser 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 Andrews Air Force Base, Laurel College Center and 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's degree, of which not more than 30 credits may have been earned through nontraditional or noncollegiate sources.

Transfer Credit for Work at Other Colleges and Universities

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

- The student must request an evaluation by completing a Request for Transfer Evaluation form available from the Admissions and Records Office or at any extension center. The student must clearly indicate the curriculum to which the incoming credits are to be applied and all institutions from which transcripts will be coming.
- The student must arrange to have official transcripts from United States colleges previously attended sent to the Admissions and Records Office. 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. Call 301-322-0803 for more information.
- All credits earned previously with passing grades are transferable provided they are applicable to the student's program of study at PGCC (refer to program requirements in Chapter 5. 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.

PGCC 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.

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 Admissions and Records Office, 301-322-0803.

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 Admissions and Records Office.

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)

Adult learners 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 information session, meet with a PLAN adviser and register for a three-credit 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 and/or challenge exams. Since writing skills are critical in this process, participants must test as eligible for EGL 1000 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 information session, contact the Prior Learning Assessment Network (PLAN) Office, Marlboro Hall, Room 2102, or call 301-322-0155.

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 Admissions and Records Office 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 Admissions and Records Office, Bladen Hall, Room 126, 301-322-0803.

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/or challenge exams. For further information, including a list of available examinations, contact Student Assessment Services, Bladen Hall, Room 100, or call 301-322-0147.

Credit through Examination/Portfolio Restrictions

A student may not use a credit-through-examination procedure, which includes CLEP, challenge and/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 and/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: Nursing and Allied Health

The health science clinical 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. Admission to the college does not guarantee admission into any of the health science clinical programs. Interested students must contact an adviser to discuss the petitioning process and the minimum requirements in place for each clinical program.

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

* 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 on page 22 of this catalog.

Priority will be given to admission of Prince George's County residents when possible. However, in programs designated as Statewide Instructional or as Health Manpower Shortage Programs, 10 percent of the available seats will be reserved for residents of other Maryland counties until a priority registration deadline published in the schedule of classes 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 priority registration deadline published in the schedule of classes has passed. At that time, any remaining seats become available to the best qualified petitioners still in the pool, regardless of county 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 B, F, H, J or M visa will not be considered for admission to any of these programs.

Students interested in petitioning for admission to any of these programs must first meet with an adviser 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. Advisers' offices are located in Bladen Hall, Room 124. Call 301-322-0151 for more information.

A criminal background check is required of all students in the health science clinical programs. Continued participation in each program is contingent upon a satisfactory response on the background check. All information on the background check remains confidential and is only shared with the requesting clinical agencies. If a clinical agency denies clinical placement for a student because of the background check, that student may not be able to complete the clinical program. In addition, students may be required to submit to random urine drug testing at clinical sites. Students may be required to show proof of health insurance before acceptance by a clinical site.

Students accepted into clinical health sciences programs may be required to submit evidence of a drug screen urine panel as outlined on the individual program's Screening Form. All information on the Screening Form remains confidential. Information about results of the drug screen urine panel is only shared with requesting clinical agencies. If a clinical agency denies clinical placement for a student because of the drug screen urine panel, that student may not be able to complete the clinical program. Students, at their own expense, may 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.

It is highly recommended that clinical health sciences students carry health insurance. At the request of a clinical agency, students may be required to show proof of health insurance. If a clinical agency denies clinical placement for a student because of lack of health insurance, that student may not be able to complete the clinical program.

Students should be aware that the courses and grades indicated on the following page are the minimum standard to be met for program consideration. If there are more petitioners than seats in a class, then students will be ranked according to their cumulative GPA in all general education courses required by the program in question, not just those which are required to petition. Students with the best GPAs for the greatest number of required general education courses will be admitted first, followed by those with lower GPAs and fewer completed courses, until the class is filled.

For details regarding entry to these limited enrollment programs, contact an academic adviser, 301-322-0151. Advisers' 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's degree in nursing (including BIO 2010 and MAT 1120) with a grade of C or better may petition 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.

The petition deadlines for students who fall within the five-year window for admission to the second year are March 1 for the fall semester and October 1 for the spring semester.

Petitioners must provide written evidence of recent clinical practice and experience for at least six months following receipt of the Maryland LPN license and prior to petitioning. Employment verification forms may be obtained in the Advising Office, Bladen Hall, Room 124, or the Department of Nursing, Lanham Hall, Room 312.

Successful petitioners will be admitted into the third semester of the associate's degree program (RN).

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.

Emergency Medical Technician—Intermediate (Certificate)

Deadline for petitioning is August 1.

Eligibility for EGL 1010 and MAT 1040

Licensed as an EMT-B for one year, or have approved field experience that meets the Maryland State standard

Emergency Medical Technician—Paramedic (A.A.S. and Certificate)

Deadline for petitioning is August 1 for the A.A.S and May 1 for the Certificate.

Eligibility for EGL 1010 and MAT 1040

EMT-B Certification
Completion of an approved EMT-I curriculum or EMT-I licensure

Health Information Management (A.A.S. and Certificate)

A.A.S.–Health Information Management
Certificate–Medical Coder/Billing Specialist
Deadline for petitioning is July 1. If seats remain, petitions will be accepted through the end of the summer term.
CIS 1010 • BIO 2050
Eligibility for EGL 1010
Eligibility for MAT 1140 (A.A.S.)
Eligibility for MAT 1040 (Certificate)

An average GPA of 2.00 or better for the two courses listed with no grade below a C

Nursing (RN & LPN)

Deadline for petitioning is April 1 for fall and November 1 for spring for RN; deadline for LPN is April 1 only.

EGL 1010 • PSY 1010
BIO 2050 and BIO 2060
RN only: NUR 1010 and MAT 1120 or higher.
LPN: 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—RN and EMT–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 • PSY 2070

Nursing Transition (LPN—RN and EMT–RN) (*continued*)

Students are strongly encouraged to complete all other general education courses prior to enrollment in the transition course, NUR 1060 (LPN–RN) or NUR 1070 (EMT–RN).

An average GPA of 2.50 or higher for the seven courses listed with no grade below a C

LPN–RN also requires:

- Petitioning deadline of March 1 for fall and October 1 for spring.
- Current Maryland LPN License (or Compact License from another state) See page 14 for special requirements for graduates of the PGCC LPN program.

EMT–RN also requires:

- Petitioning deadline of 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.

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

This program begins only in the spring semester. Deadline for petitioning is November 1.

BIO 2050 and BIO 2060 • PSC 1150 or CHM 1010
CIS 1010 • MAT 1120 and MAT 1140
Eligibility for EGL 1010

An average GPA of 2.50 or higher for the seven courses listed with no grade below a C

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

Radiography

This program begins only in the fall semester. Deadline for petitioning is May 1.

EGL 1010 • BIO 2050 and BIO 2060
MAT 1120 or higher • MHE 2000

An average GPA of 2.50 or higher for the five courses listed

Respiratory Therapy

Deadline for petitioning is August 1. This program begins only in the fall semester.

MAT 1120 • PSC 1150 or CHM 1010
BIO 2050 and BIO 2060
Eligibility for EGL 1010

An average GPA of 2.00 or higher for the four courses listed with no grade below C.

Chapter 2
Registering for Courses

While students apply for admission only once during a period of attendance at the college, they must register for classes every semester they wish to attend. Registration involves selecting courses each semester that meet the student's academic needs and that are offered in a manner consistent with each student's time and place requirements.

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 level," "writing proficiency level" and/or "mathematics proficiency level" 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's degree or higher)
- Have sufficiently high SAT or ACT scores
- Have previously completed 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

First-time college students are expected to take PAS 1010, Principles and Strategies of Successful Learning (3 credits). The course is required for students who must take DVR 0060, College Reading and Study Skills.

The PAS 1010 requirement will be waived for students who:

- Already hold a college degree (Associate's degree or higher)
- Have previously completed a similar course at another U. S. college or university
- Will transfer in nine or more academic credits from another college or university
- Completed DVR 0050, Developmental Reading, before the fall 2007 semester

For more information about PAS 1010, see Chapter 6, page 141 Course Descriptions.

Registration Steps

Students must register during a designated period for each of three semesters—fall, spring and summer. However, 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. As a learning-centered institution, the college is committed to using every available class meeting to further the learning experience. Students are, therefore, expected to be registered for classes prior to their start and to be present on the first meeting day. Students who fail to enroll in this manner will be assessed a $30 late fee if they elect to register during a period designated as a "late registration period." In most instances, students may not register for any class after it has met for the first time without special permission from the academic area responsible for the course.

Consult each semester's schedule of classes for registration deadlines, late registration periods 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
- Selecting classes consistent with a curriculum, prior course-work and/or placement test scores
- Consulting with an academic adviser as needed or required by the college. Students may also determine what courses they need to take by going to Owl Link and completing the steps needed to create a degree audit in their current program of study
- Registering for classes in person, by phone 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 who register by telephone will have bills mailed to them. Those registering over the Web may access and pay their bills as soon as their selection of courses is completed. No registration is considered final until the bill has been paid.

Waitlists

Students who wish to be placed on a waitlist for a seat in a class section that has already filled may do so up until the time the semester begins and "waitlisting" is discontinued for that section. Students may join a waitlist for only one section of a particular course.

Permission to enroll in a waitlisted class is e-mailed overnight once a seat becomes available, so students should check their e-mail every morning. Permission to enroll in a waitlisted class is good only until 11:59 p.m. on the day the e-mailed notice was sent. Then the permission will be withdrawn and the seat offered to the next name on the waitlist.

Late Registration Policy

Prince George's Community College believes that all students should be properly enrolled in classes and in attendance from the first meeting day. It therefore limits the amount of time a student may have to register for a course section after it has begun. Each class schedule outlines these registration deadlines and indicates specific late registration periods for each semester.

Students who fail to complete the registration process in time to begin their courses during the first week of the semester may still enroll in later-starting, accelerated course sections. These offerings may be found in the class schedules, as well as in a separately published alternative schedule for the fall and spring semesters. Students also may search for later starting courses using Owl Link at www.pgcc.edu.

Different Ways to Register for Courses

New and 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
- By telephone using the STAR system at 301-499-6612
- In person at the main campus in Largo at the Admissions and Records Office, Bladen Hall, Room 126
- In person at the Laurel College Center in Laurel, at the University Town Center in Hyattsville and (for those who have a military ID) at Andrews Air Force Base

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, place themselves on waitlists for classes that are full and then manage those waitlists. Students can also print unofficial transcripts and class schedules, submit address and e-mail address changes and request transcripts to be sent to other colleges. In the near future, students also will be able to interact with an adviser, run degree audits, and run "what if" scenarios to see how courses already taken might fit into another degree program. Continuing Education students also may use Owl Link to apply, 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 students who have not received a User ID and **temporary** password, may apply for one. It's as simple as providing the college with a current e-mail address. To protect privacy, this must be done in person at the Admissions and Records Office located in Bladen Hall on the Largo campus, or at the college offices in University Town Center, Laurel College Center or Andrews Air Force Base. Students will be asked to show photo identification.

Requests for User IDs and passwords will be processed within a week and an e-mail will be sent giving the information needed to log in for the first time.

New students, must provide an e-mail address on the application for admission and also will receive an e-mail from the college providing information necessary to access Owl Link for the first time.

Different Ways to Take Courses

Classroom Instruction

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

Weekend College

Marlboro Hall, Room 2141
301-322-0785

The Weekend College serves the needs of those who may not be able to participate in college credit courses during the week. It offers students a wide variety of courses in a shortened format. A student may choose to enroll in courses that meet on three or four alternating weekends. The weekend (Friday evening and all day Saturday) schedule permits a student to enroll in three courses within one semester. In addition, the college offers a wide range of Saturday-only or Sunday-only courses that meet over a 14-week period on Saturday and/or Sunday mornings or afternoons.

Some weekend classes have enrollment deadlines; therefore, it is recommended that students register at least two to three weeks prior to the beginning of a weekend course to receive a detailed syllabus and complete any assignments that need to be accomplished prior to the first class session. Early registration deadlines are published in the class schedule. While most weekend courses meet at the Largo campus, additional weekend courses are offered at Andrews Air Force Base, the Laurel College Center and University Town Center.

eLearning Services

Accokeek Hall, Room 335
301 322-0463
www.pgcconline.com

As an alternative to the traditional, face-to-face learning environment, the college offers a wide variety of courses that use interactive Web-based applications, videotape, interactive video and multimedia computer applications in varied combinations to deliver instruction. Students who enroll in distance learning courses typically seek added convenience, greater independence and more autonomy in pursuing their coursework. Students may elect to take a combination of traditional and distance-delivered courses to help them earn a degree, or students may elect to participate in one of the degree programs that are offered primarily through an online format.

Online (Web-based) 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 which allows students to receive and review course materials online and learn at their own pace. 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 301-322-0463.

Video Enhanced Online Courses

Some online courses use commercially produced video material as a supplement to online instruction. The course activities are conducted online, while the video programs are delivered via cablecast on PGCC-TV (Comcast Channel 75), the college's educational access channel. Some video programs also are available in DVD format or video-streamed over the Internet for added convenience.

CampusWeb (Hybrid) Courses

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

Interactive Video Courses (ITV)

Interactive video (ITV) technology allows students to take classes simultaneously with other students and instructors who may physically be at different colleges throughout the State of Maryland. Using multidirectional video and audio conferencing, participants see and hear all other interacting sites in real time. Instructors may teach at Prince George's Community College or at another college site depending on where the class originates.

Maryland Online Courses (MOL)

Maryland Online (MOL) is a consortium of Maryland colleges and universities that offer distance learning 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 (Extension and Degree Centers)

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

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.

Andrews Air Force Base

Building 1413, Arkansas Road
Andrews Air Force Base, MD 20762
301-322-0778 or 301-981-5949
www.pgcc.edu/extensioncenters

Students attending classes at this site may complete the requirements for an associate's degree in general studies or take courses toward degrees in a variety of transfer and career programs. Academic advisers are at the center during class hours to assist with academic planning. Library and audiovisual services also support instructional areas.

The Andrews Air Force Base degree center, due to its location on Andrews Air Force Base, has special requirements for 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 attending classes for the first time each semester. Full details of this process can be found in each semester's schedule of classes.

Laurel College Center

312 Marshall Avenue
Suite 205
Laurel, MD 20707
1-866-228-6110
www.laurelcollegecenter.org

Laurel College Center is unique in that it is a partnership between Prince George's Community College and Howard Community College. At this site, students may complete the requirements for an associate's degree in general studies, business administration, criminal justice, or applied information technology. They also may take individual courses toward other transfer and career programs. Teacher certification courses also are offered. Services available at this site include academic advising, admission, registration and placement testing. A wide variety of noncredit classes and certification programs are offered at Laurel College Center through the office of Workforce Development and Continuing Education.

Skilled Trades Center

6400 Old Branch Avenue
Camp Springs, MD 20748
301-322-0894, Ext. 203 or 204
www.pgcc.edu/extensioncenters

The college's newest extension facility, 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. 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
Suite 200
Hyattsville, MD 20782
301-386-7580
or 301-277-5934
www.pgcc.edu/extensioncenters

Students at University Town Center may complete requirements for a degree in general studies or complete significant portions of other transfer and career programs. In addition, University Town Center offers a full array of courses for non-native speakers of English as well as developmental courses in reading, mathematics and English. A broad range of advising, testing and support services are provided to assist students in their academic planning.

For directions and maps, see pages 199–204.

Chapter 3
Paying for College

Tuition and Fees

Tuition (Subject to Change)

Tuition is charged per credit hour or credit hour equivalent (CEU). The rate varies according to a student's legal residence.

Prince George's County residents . . . . . $ 96.00
Maryland residents, other counties. $167.00
Out-of-state residents $255.00

These rates are subject to change without notice.

Note: Except as otherwise provided, students must pay tuition and all applicable fees by the payment due date shown on the bill. If payment is not received by this date, 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).

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. Costs of instructional support services vary from discipline to discipline, so fees are structured to more equitably distribute costs among students. Discipline costs are grouped into three cost levels.

Level I ($27.00 per credit hour)

African-American Studies (AFA)
Anthropology (ANT)
Career Assessment and Planning (CAP)
College Learning Skills (CLS)
Early Childhood Education (ECE)
Economics (ECN)
Education (EDU)
Geography (GEO)
Health Education (HLE)
History (HST)
Hospitality Services Management (HSM)
Human Services (HUS)
Humanities (HUM)
Marketing (MKG)
Paralegal (PAR)
Philosophy (PHL)
Planning for Academic Success (PAS)
Political Science (POS)
Psychology (PSY)
Real Estate (RLS)
Residential Property Management (RPM)
Service Learning (SLN)
Sociology (SOC)
Speech Communication (SPH)
Theatre (THE)
Women's Studies (WMS)
Work-based Learning (WBL)

Level II ($32.00 per credit hour)

Accounting (ACC)
Arabic (ARB)
Art (ART)
Biology (BIO)
Business (BUS)
Chemistry (CHM)
Chinese (CHN)
Construction Management (CSM)
Culinary Arts (CUL)
Correctional Services Technology (COR)
Criminal Justice (CJT)
Developmental English (DVE)
Developmental Learning Support (DLS)
Developmental Math (DVM)
Developmental Reading (DVR)
Electrical Construction Technology (ECT)
Engineering (EGR)
Engineering Technology (ENT)

English (EGL)
English as a Second Language (ESL)
Fire Science (FSC)
Forensic Science (FOS)
French (FRN)
Horticulture (HRT)
Management (MGT)
Mathematics (MAT)
Multi-Disciplinary (MLD)
Multi-Disciplinary Health Education (MHE)
Music (MUS)
Nutrition (NTR)
Physical Education (PED)
Physical Science (PSC)
Physics (PHY)
Spanish (SPN)
Television, Radio and Film (TRF)

Level III ($37.00 per credit hour)

Computer Information Systems (CIS)
Emergency Medical Technician–Paramedic (EMT)
Health Information Management (HIM)
Nuclear Medicine Technology (NUM)
Nursing (NUR)
Radiography (RAD)
Respiratory Therapy (RST)

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 $6.00 or $8.00 per copy for transcripts. Requests made in person or by mail cost $6.00. Those made over the Internet cost $8.00 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 nonrefundable $25.00 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 $250.00.

Challenge Exam Fee

Students pay a standard $35.00 fee. Some examinations requiring a lab component will cost an additional $15.00. Contact the college's Testing Center, 301-322-0147, for details.

Check Stop Payment and Reissue Fees

If a student loses a check or does not receive it due to an incorrect address on file, a $25.00 stop payment fee and a $10.00 check reissue fee will be assessed. If a check is not cashed within its 90-day validity period, a $10.00 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 $25.00 F-1 visa processing fee as part of the admission process. This fee is in addition to the $25.00 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 $35.00 processing fee each semester of participation.

Graduation Fee

A $25.00 graduation fee is payable by each student at the time of application for an associate's degree or a certificate. A single graduation fee is payable by a student receiving more than one degree and/or certificate in the same academic year. A student receiving one or more degrees/certificates in different academic years is required to pay a graduation fee in each academic year in which one or more degrees/certificates is received.

Information Technology Certification Fee

Engineering Technology (ENT) courses leading to CCNA certification, along with several advanced level courses taught through Computer Information Systems (CIS), assess a special fee of $32.00 per credit to cover costs associated with offering these specialized courses.

Late Registration Fee

All students registering for credit courses after the published deadline for regular registration shall pay a nonrefundable fee of $30.00 in addition to the registration fee.

Portfolio Evaluation Fee

All students enrolled in CAP 1050 will be charged a $15.00 per credit hour fee for each class submitted for evaluation through the portfolio assessment process.

Registration Fee

Students are charged a $25.00 registration fee for each semester of enrollment. This fee is refundable only if all of a student's classes are canceled by the college.

Returned Check Service Fee

A $25.00 service charge will be assessed on all checks returned unpaid by the bank. This includes payments stopped by student or account holder.

Student Activity Fee

All students enrolled in credit courses on the Largo campus and in the extension and degree centers will be charged an activity fee of $1.00 per credit hour, not to exceed $15.00 per student per semester.

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 and/or in-county tuition rates.

The full residency policy is given on pages 179–180 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.
- All students should be prepared to document living in the county or state for a minimum period of three months. 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 Admissions and Records Office. Appeals must be submitted prior to the end of the third week of classes. Any changes processed after the third week of classes 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:

- Emergency Medical Technician—Intermediate (Certificate)
- Emergency Medical Technician—Paramedic (A.A.S. and Certificate)
- Health Information Management (A.A.S.)
- Medical Coder/Billing Specialist (Certificate)
- Nursing (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 a 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 admitted in an appropriate curriculum and must be enrolled in 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. 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 director of admissions and records upon enrollment in an HMSP program to verify eligibility for the reduced tuition rate. Failure to do so by the end of the published refund deadline for any semester will forfeit the reduced rate for that semester.

Statewide Instructional Programs

Maryland residents who do not live in Prince George's County but who are formally admitted to one of the college's designated Statewide Instructional Programs are eligible for in-county tuition rates so long as they remain in that program. Residents of other states do not qualify for the reduced tuition rate. The following programs currently have that designation:

- Forensic Science (A.S.)
- Nuclear Medicine (A.A.S. and Certificate)
- Theatre and Entertainment Technology (Certificate)

To receive the reduced rate, the student must be formally admitted to the program in question, must be a legal resident of a Maryland county whose community college does not offer the program and must be enrolled in at least one core curriculum course (i.e., NUM, FOS or THE course) each semester of eligibility.

It is the student's responsibility to contact the director of admissions and records upon admission to a statewide program to verify eligibility for the reduced tuition rate. Students failing to do so by the end of the published refund deadline for 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 by the due date printed on the tuition bill each semester. The college accepts cash, personal checks, money orders and credit cards (Visa, MasterCard or Discover) as methods of payment. Other payment options are described below.

Deferred Tuition Payment Plan through NelNet Business Solutions (FACTS)

The college offers a tuition payment plan for credit students for the fall, spring and summer semesters that allows tuition to be paid in either four, three or two installments, depending on the date the plan is activated. Payments are set up under an automatic payment system from a checking or savings account, Visa or MasterCard with payments being deducted according to the plan's due dates for the semester. A $35.00 processing fee is charged each semester.

Arrangements to participate in NBS/FACTS must be made through the Internet by accessing the college's Web site (www.pgcc.edu) and using the Quick Link 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 Web site 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.

1. 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.
2. 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.
3. 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.
4. In the event an employer refuses to pay after receipt of a bill, the student immediately becomes responsible for all tuition and fees.

If there are any questions regarding this procedure, please contact the Student Accounting Office in Bladen Hall, Room 120.

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.

Senior Citizens; Persons Retired on Disability

The following Maryland residents are exempt from the payment of tuition for courses that are eligible for state funding. In addition, they are exempt from payment of such charges as activity fees and instructional services fees, but not application fees, registration fees and special instructional fees (e.g., applied music fees and course-related fees).

1. Those who are 60 years old or older;
2. Those who are personally retired from the workforce by reason of total and permanent disability who provide certification from the Social Security Administration or the Railroad Retirement Board that they receive disability and retire-

ment benefits under the Social Security Act or the Railroad Retirement Act; and

3. Those who were federal employees and do not receive disability and retirement benefits under the Social Security Act or the Railroad Retirement Act who provide certification from their federal retirement or pension authorities of their
   (a) total and permanent disability; and
   (b) receipt of disability benefits based on a standard that is at least as stringent as the standard applied by the Social Security Act.

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.

Those 60 or older need submit no additional paperwork to receive the waiver. Students who believe they are entitled to the retirement waiver but who are not yet 60 must obtain a form from the Admissions and Records Office to be completed on their behalf by a local Social Security official. No waivers will be granted without receipt of this form and the documents requested to support it. Those retired from the federal workforce may, in lieu of the form, submit copies of their Office of Personnel Management papers stipulating their retirement status by reason of disability. **Students must submit the required paperwork prior to the end of the semester refund deadline for full-semester courses to waive tuition for that semester. It will not be granted retroactively.**

For more information, contact the Admissions and Records Office, 301-322-0802.

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 and/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.

Refunds

Refunds for full-semester courses, including online courses, will be made through the sixth day of the semester (excluding holidays and weekends) or through the day before the second class meeting, whichever is later. Refunds for summer session courses are made through the close of business on the fourth day of the term for half-semester courses and on the sixth day for 10-week courses. The refund deadline for courses taught in the weekend format is the Friday following the first weekend session. Courses of five weeks or less duration may be dropped with a refund through the day before the second class session.

In the event a course fails to meet the published number of days prior to the refund deadline, the deadline will be adjusted accordingly.

For credit courses, the date a student files a withdrawal or drop form in the Admissions and Records Office will be the date for determination of a refund. The following also applies for refunds of tuition and fees:

- No refund of registration and late registration fee unless all of a student's courses are canceled by the college.
- One hundred percent (100 percent) tuition and related fees (except registration fees) refunded before classes begin or during the period prior to the refund deadlines as listed in the class schedule each semester.
- No refunds after the refund deadline. Refer to each semester's class schedule for appropriate dates.
- All refunds will be mailed about 14 working days after the last day of late registration. Refunds of credit card payments will be credited back to the card.
- All late-starting classes have their own refund deadlines.
- Failure to receive reimbursement from an anticipated funding source will not be grounds for a refund after the published 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 and applications are available at the Financial Aid Office located in Bladen Hall, Room 121. The office is open between 8:30 a.m. and 8 p.m., Monday through Thursday and from 10:30 a.m. until 5:00 p.m on Friday. Students also may call 301-322-0822 during these hours. Extended hours are available during peak registration periods for the fall and spring semesters.

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 cost of attendance at PGCC and the student's and/or family's ability to pay. (Cost of attendance includes tuition, fees, books and supplies, transportation and miscellaneous expenses.) The ability to pay, called the Expected Family Contribution, is determined by completing the Free Application for Federal Student Aid (FAFSA). 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 and/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 pass an exam approved by the U.S. Department of Education.
- Be enrolled or accepted for enrollment as a regular student working toward a degree or certificate in an eligible program at a school that participates in the federal student aid programs.
- 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).

Note: Conviction for drug distribution or possession may make a student ineligible for aid.

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.ed.gov. Follow the steps and instructions on the web site. Be sure to secure your PIN number. This will provide you with the speediest processing of your application.

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 copies of student, parent and/or spouse tax returns and W-2's 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:

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

To meet these priority deadlines, students should complete and file the FAFSA by March 1 for the fall semester and by September 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.

Financial Aid Programs

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), Academic Competitiveness Grant (ACG), Federal Work-Study Program, both the subsidized and unsubsidized Federal Stafford Loan Programs and the Federal Parent Loan for Undergraduate Students Program (PLUS).

More detailed information about the federal financial aid programs is available on the Student Aid on the Web, http://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 postmark 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 1-800-974-1024 or visit their Web site at www.mhec.state.md.us..

Maryland part-time grants may be awarded to part-time, degree seeking Maryland students who are enrolled in 6 to 11 credits during the fall or spring semester. Contact the Financial Aid Office for more information.

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 programs available. These include DC Tuition Assistance (TAG) and DC Leveraging Educational Assistance Partnership Program (LEAP). Students may apply for either program using the DC OneApp which is located at www.seo.dc.gov. The application is available on January 1 and must be filed by June 30 each year. Students must apply and meet the program specifications on an annual basis.

AOBA Scholarship Program

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

Honors Academy Scholarships

Students who are academically outstanding and are interested in a rigorous program of study, college and community service and leadership compete for admission to the Honors Academy.

Students admitted to the Honors Academy and who maintain their eligibility receive full tuition and fees scholarships at Prince George's Community College and financial assistance when they transfer to one of the college's Honors Academy partnering four-year institutions.

For more information about the Honors Academy, see page 164.

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 and/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. Detailed criteria and conditions are available from the Financial Aid Office, Bladen Hall, Room 121.

Hillman Entrepreneurs Program

Students who have a passionate desire to start or run a business or nonprofit organization may apply for admission to the Hillman Entrepreneurs Program. Admission is competitive and students in any transferable major except pre-law can apply. The program, which is a collaboration with University of Maryland College Park (UMCP), develops students' entrepreneurial abilities while supporting academic success. Students who are admitted receive a full scholarship and books while at Prince George's Community College. Once they complete their associate's degree, students will transfer to UMCP to earn their bachelor's degree. At UMCP, the Hillman Entrepreneurs will have up to 64 percent of their tuition paid and will receive an annual merit scholarship of $1,000. Applicants must be Maryland residents. For more information about the Hillman Entrepreneurs Program, call 301-322-0700.

Veterans Benefits

Veteran students who are eligible for educational benefits should contact Veterans Services, located in the Admissions and Records Office, Bladen Hall, Room 126, for more information. Students who are the spouses or children of deceased or disabled veterans should contact the Veterans Administration at 1-888-442-4551 for information concerning their eligibility and regulations governing their benefits. Benefit information also is available on the VA Web site: 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 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 benefits to be authorized and awarded.

Temporary Employment for Students

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

Satisfactory Progress Requirements for Financial Aid

Students who apply for and/or receive federal, state and/or institutional financial aid must make satisfactory academic progress toward the completion of course requirements in their degree or certificate programs. Federal, state and institutional aid includes grants, loans scholarships. Satisfactory academic progress encompasses two measures of academic progress: completion rate and grade point average (GPA). "Satisfactory academic progress" means that a student must pass and earn the required percentage of all the credit hours, noncredit 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

Minimum Standards for All Students

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

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

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

2. Complete two-thirds (66.67 percent) 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 and incomplete courses.

3. Complete their program of study within 150% 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

1. SAP will be evaluated for all students at the conclusion of the fall and spring semesters. Courses taken during the summer session will be included in the calculation for the fall semester.
2. Students who do not meet the standards described above will have their status assigned as follows:

   18 or less credits attempted at PGCC—Initial Probation

   19 or more credits attempted at PGCC—Suspension

3. Students who are not meeting SAP standards but who complete 100 percent of their attempted coursework and earn a semester GPA of 2.0 or higher and who have not attempted 150 percent of their program will be placed on automatic probation.

Standards for Students on Probation

When students are on SAP Probation, they must meet the following standards:

1. Earn a 2.0 GPA for all credits attempted during their probation period
2. Must complete 100 percent of their attempted coursework
3. Students who meet these standards during their probationary term will be eligible to continue their probationary status for another term.

At the end of each term of enrollment, academic records for financial recipients on SAP probation will be reevaluated. If they do not meet these standards, they will be placed on financial aid suspension.

Other Standards

1. Financial aid can only be received for a maximum of one year of developmental courses (28 load hours). Developmental courses grades are not considered in calculating students' cumulative GPA's. In addition, developmental courses are not considered in determining students' maximum timeframe for program completion. This limit does not include ESL courses.
2. ESL credit courses are considered in determining students' cumulative GPA, completion rate and program completion percentage.
3. Police Academy 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.
4. Scholarship recipients must maintain the GPA required by the scholarship provider in order to receive the scholarship funds.

Suspension

Students who do not meet SAP standards after their first semester of enrollment at PGCC and who do not qualify for automatic probation will be placed on financial aid suspension. Students who are placed on financial aid suspension are not eligible to receive federal student financial aid until they are able to reestablish eligibility.

Reestablishing Eligibility

Reinstatement of aid eligibility after a financial aid suspension is not automatic when students improve their GPA or completion rate. Students must request a review of their academic progress. To be considered for reinstatement, students must attempt and complete at least 6 hours during one semester with grades of A, B, C or P in all courses. Once this is accomplished, the student must contact the Financial Aid Office to regain eligibility.

Appeal Process

Students who are suspended for financial aid eligibility due to SAP issues may submit a written request for reinstatement to the Financial Aid Appeals Committee. The appeal must be accompanied by third-party documentation of extenuating circumstances (such as a doctor's note verifying serious illness or injury).

Students, whose appeals are denied, with the exception of students suspended due to maximum time frame, still may reestablish eligibility at their own expense as described above.

Appeals for the fall semester must be received by the Financial Aid Office by August 1st. Spring semester appeals must be received by the Financial Aid Office by January 15.

Financial Aid Refund Policy

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 the student received them from. 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.

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 overaward. The student is responsible for repayment to the college of the overawarded amount. Students should also be aware that they cannot receive federal financial aid at two institutions which they may be simultaneously attending during the same semester.

Chapter 4
General Education Requirements

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's 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.

This chapter describes the various levels of college educational achievement that are possible at Prince George's Community College and the categories of general education courses required for each level of attainment.

Core Learning Outcomes

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 core learning outcomes. Attainment of these outcomes 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 be able to:

1. Write and speak effectively in standard English at the college level
2. Read, comprehend, and analyze college-level materials
3. Reason abstractly and think critically
4. Recognize the need for information and locate, evaluate, and effectively synthesize this information
5. Comprehend mathematical concepts and methods and engage in quantitative and qualitative reasoning to interpret, analyze, and solve problems
6. Explain natural processes and analyze issues using appropriate evidence, employing the principles of the biological, physical, and behavioral sciences
7. Apply the principles of the social sciences to compare and contrast the core values and traditions of various cultures within the global environment
8. Comprehend the nature and value of the fine, literary, and performing arts and relate them to human experiences
9. Utilize computer software and other technologies to enhance college-level learning, communication, and visual literacy
10. Evaluate ethical principles and apply them in professional and personal decision making

Levels of Educational Achievement

The college offers a variety of levels of educational achievement. Each is designed to help a student achieve his or her personal, academic and professional goals. The levels of educational achievement include:

Four Different Degrees

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

Two Achievement Options

- Certificate
- Letter of Recognition

For other non-degree options offered through Workforce Development and Continuing Education, see Chapter 10.

Associate of Arts (A.A.) or 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 adviser 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 7. 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:

English . . . . . 6 credits
Two English composition courses
Humanities. . . . . 6 credits
One specified speech course
One course, other than speech, selected from humanities
Social Sciences . . . . . 6 credits
Two courses from two different social science disciplines
Mathematics. . . . . 3 credits
One specified mathematics course
Science. . . . . 7 credits
Two science courses, one must be a laboratory course
Computer Literacy . . . . . 0–3 credits
CIS 1010 or exemption if not required for program of study

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 adviser to determine which courses transfer. For more information about transfer opportunities, see Chapter 7. 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:

English . . . . . 6 credits
Two English composition courses
Humanities . . . . . 3 credits
One 3-credit course from among eligible humanities courses
Social Sciences . . . . . 3 credits
One 3-credit course from among eligible social sciences courses
Mathematics. . . . . 3 credits
One eligible mathematics course
Science. . . . . 3–4 credits
One 3- or 4-credit course from among eligible courses in biological or physical science
Computer Literacy . . . . . 0–3 credits
CIS 1010 or exemption, if not required for the program of study

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 7.

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:

English Composition . . . . . 6 credits
Humanities. . . . . 6 credits
One eligible integrated arts course
Interpersonal Communication
Social Sciences . . . . . 9 credits
American history, general psychology, United States government
Mathematics
Elementary education A.A.T. requires . . . . . 12 credits
Secondary education A.A.T. requires . . . . . 3–6 credits
Science
Elementary education A.A.T. requires . . . . . 12 credits
Secondary education A.A.T. requires . . . . . 7–8 credits
Computer Literacy . . . . . 0–3 credits
CIS 1010 or exemption
Health/Physical Education . . . . . 3 credits

Achievement Options

A **certificate (Cert.)** may be earned in career programs and some general education programs. Students who earn a certificate in a career program or a general education program have earned the credits necessary to demonstrate knowledge in the discipline or have obtained an introduction to a liberal education.

A letter of recognition (LOR) may be earned in some, but not all, career programs. Students earn a letter of recognition by completing specified courses in a specific discipline.

Non-degree options offered by Workforce Development and Continuing Education enable individuals to take a variety of courses for career advancement and pleasure. A student does not earn college credit for taking these courses. For more information, see Chapter 10.

General Education Courses

General education courses are sufficiently broad in nature and scope to fulfill the intent of the general education requirements. The description of each course is in Chapter 6. The courses 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.

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 Required General Education Courses section in his or her new program of study to determine which general education courses are required or recommended.

Course	Credits
Computer Literacy	
CIS 1010 Computer Literacy	3
English Composition	
Composition I:	
EGL 1010 Composition I: Expository Writing	3
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

Course	Credits
English Composition (*continued*)	
EGL 1320 Composition II: Writing for Business	3
EGL 1340 Composition II: Writing About Technical Topics	3
Humanities	
ART 1010 Introduction to Art	3
ART 2700 Art Survey I	3
ART 2710 Art Survey II	3
ART 2730 Integrated Arts	3
MGT 2750 Leadership Development	3
MUS 1010 Music Appreciation	3
MUS 1050 Survey of Music Literature	3
PHL 1010 Introduction to Philosophy: The Art of Questioning	3
PHL 1090 Introduction to Logic	3
PHL 1100 Critical Reasoning: Logic in the English Language	3
PHL 1330 Ethics	3
SPH 1010 Introduction to Speech Communication	3
SPH 1050 Group Communication and Leadership	3
SPH 1090 Interpersonal Communication	3
SPH 1110 Public Speaking	3
SPH 2750 Leadership Development	3
THE 1010 Introduction to the Theatre	3
Foreign Languages	
ARB 1000 Arabic for Beginners	3
ARB 1010 Elementary Arabic	3
CHN 1000 Chinese for Beginners	3
CHN 1010 Elementary Chinese	3
FRN 1010 French for Beginners	3
FRN 1020 French for Advanced Beginners	3
FRN 2010 Intermediate French I	3
FRN 2020 Intermediate French II	3
FRN 2040 Advanced Conversation	3
SPN 1010 Spanish for Beginners	3
SPN 1020 Spanish for Advanced Beginners	3
SPN 2010 Intermediate Spanish I	3
SPN 2020 Intermediate Spanish II	3
SPN 2040 Advanced Conversation	3
Literature 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	
Mathematics	
MAT 1050 Elements of Mathematics	4
MAT 1060 Elements of Geometry and Logic	4
MAT 1120 Finite Mathematics	3
MAT 1130 Mathematics for the Liberal Arts	3
MAT 1140 Introduction to Statistics	3
MAT 1160 Elements of Probability and Statistics	4
MAT 1190 Probability	3
MAT 1340 Trigonometry with Applications to Technology	3
MAT 1350 College Algebra	3
MAT 1360 Trigonometry and Analytic Geometry	4
MAT 1370 Precalculus	5
MAT 2160 Applied Calculus I	3
MAT 2170 Applied Calculus II	3
MAT 2210 Statistics	3
MAT 2410 Calculus I for Science and Engineering	4
MAT 2420 Calculus II for Science and Engineering	4
MAT 2430 Calculus III for Science and Engineering	4
MAT 2450 Linear Algebra	4
MAT 2460 Differential Equations	4
MAT 2500 Mathematics of Discrete Structures	3
Science	
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
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
BIO 2100 Marine Biology	4
CHM 1010 General Chemistry I	4
CHM 1020 General Chemistry II	3
CHM 1120 Essentials of Organic and Biochemistry	4
CHM 2010 Organic Chemistry I	4
CHM 2020 Organic Chemistry II	3
GEO 1010 Physical Geography	3
GEO 1020 Physical Geography Laboratory	1
HRT 1010 Principles of Ornamental Horticulture	4
NTR 1010 Introductory Nutrition	3
NTR 1100 Introduction to Food Science	3
PHY 1010 Introductory Physics I	4
PHY 1020 Introductory Physics II	4
PHY 1030 General Physics I	3
PHY 1570 Technical Physics for Engineering Technology	4
PHY 2030 General Physics II	4
PHY 2040 General Physics III	4
PSC 1010 Introduction to Astronomy	3
PSC 1020 Introduction to Astronomy Laboratory	1
PSC 1050 Introduction to Physical Geology	3
PSC 1060 Physical Geology Laboratory	1
PSC 1070 Oceanography	3
PSC 1150 Fundamentals of Chemistry and Physics	4
PSC 1200 Exploring Chemistry and Physics Concepts	4
PSC 1210 Exploring Earth and Space Science Concepts	4
Social Sciences	
ANT 1010 Introductory Physical Anthropology	3

Course	Credits
ANT 1030 Introductory Cultural Anthropology	3
ECN 1010 Economic Development	3
ECN 1030 Principles of Economics I	3
ECN 1040 Principles of Economics II	3
GEO 1000 Introduction to Geography as a Social Science	3
GEO 1010 Physical Geography	3
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 2110 History of Russia and the Soviet Union	3
HST 2160 The Modern Middle East	3
HST 2230 History of Latin America and the Caribbean	3
HST 2450 African-American History	3
HST 2470 African History	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

Chapter 5
Programs of Study

This chapter provides, in alphabetical order, a descriptive listing of each program of study offered at Prince George's Community College. Also shown below each program name is the program code which replaces the three-digit curriculum code used previously.

Career Programs and Transfer Programs

Programs of study are classified as either career programs or transfer programs:

Career Programs (A.A.S., Cert., LOR)

Career programs provide the technical skills necessary for employment and career advancement within a particular area of study. Often, credits earned in a career program may be transferable into a bachelor's degree program at a four-year college or university. However, these programs are not designed specifically to parallel the first two years of university study and should not be assumed to do so.

Each A.A.S. degree at Prince George's Community College includes a required culminating experience (capstone and/or work-based learning course). The culminating experience 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.

Transfer Programs (A.S., A.A., A.A.T.)

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

Programs of Study Chart

A student should choose the program of study that matches his or her interests and the level of educational achievement that suits his or her goals. Descriptions of the requirements for each level of educational achievement are found in Chapter 4 General Education Requirements. Students should consult with an academic adviser as early as possible in their studies at PGCC. Contact the Advising and Transfer Services Department, Bladen Hall, Room 124, 301-322-0151.

The chart on page 33 outlines the areas of study at Prince George's Community College and the various levels of educational achievement that may be obtained in each area.

Programs of Study Chart

Program	Page	Associate of Arts (A.A.)	Associate of Science (A.S.)	Associate of Applied Science (A.A.S.)	Associate of Arts in Teaching (A.A.T.)	Certificate (Cert.)	Letter of Recognition (LOR)
Accounting **OL**	34		•	•		•	•
African-American Studies†	35	•					
Art†	36	•					
Arts and Sciences	37	•					
Biology†	37	•					
Business Administration **OL**	38		•				
Business Management **OL**	38			•		•	•
Chemistry†	43	•			•		
Communication†	44	•					
Computer-Aided Drafting	45					•	
Computer Engineering Technology	45			•		•	
Computer Information Systems	46			•		•	
Computer Science	50		•				
Construction Management	51			•		•	•
Correctional Services	52			•			
Criminal Justice **OL**	52			•		•	
Criminal Justice Transfer† **OL**	53	•					
Culinary Arts	54			•		•	
Cybercrime Investigation	53			•		•	
Dietetics†	55	•				•	
Early Childhood Education	84			•	•	•	
Economics† **OL**	56	•					
Electrical Construction Technology	91, 92			•		•	
Electronic Engineering Technology	57			•		•	
Elementary Education/ Generic Special Education PreK-12	85				•		
Emergency Medical Technician	58			•		•	
Engineering	59		•				
Engineering Technology	60			•		•	
English†	61	•			•		
Fire Science	62			•			
Food Science†	62	•					
Forensic Science	63		•				
General Studies **OL**	64	•				•	
Health Education†	65	•					
Health Information Management	66			•		•	
Historical Fieldwork and Research†	67	•					
Hospitality Services Management	67			•		•	•
Information Security	68			•		•	
International Studies†	69	•					
Marketing Management	70			•		•	
Mathematics†	71	•			•		
Media Production	71					•	
Music†	72	•					
Nuclear Medicine Technology	72			•		•	
Nursing	73		•			•	
Ornamental Horticulture	75						•
Paralegal/Legal Assistant **OL**	75			•		•	
Physical Education†	76	•					
Police Science	54			•			
Pre-Law† **OL**	77	•					
Pre-Medicine†	77	•					
Pre-Pharmacy†	78	•					
Pre-Physical Therapy†	78	•					
Psychology† **OL**	79	•					
Radiography	79			•			
Real Estate	42						•
Residential Property Management	80			•		•	
Respiratory Therapy	81			•			
Secondary Education–Chemistry, English, Mathematics, Physics or Spanish	86–88				•		
Sociology†	82	•					
Space Engineering Technology	82			•		•	
Technical Studies	91			•		•	
Theatre†	92	•				•	
Visual Communication	93			•		•	
Women's Studies†	94	•					

†Option of General Studies Associate of Arts (A.A.) Degree

OL Degree or certificate can be completed online.

✶✶ Satisfies culminating experience requirement for the Associate of Applied Science (A.A.S.) degree

Accounting Programs

The Accounting Programs provide three educational opportunities:

1. **The Accounting Professional Associate of Applied Science degree** is designed to help 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. degree program will be able to:

   - Record basic financial transactions
   - Analyze, compare and interpret financial information
   - Organize and evaluate accounting information
   - Make decisions regarding basic financial information and transactions
   - Communicate effectively, both written and verbally
   - Utilize computer applications
   - Work in teams effectively

   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.

2. **The Accounting Transfer Option** is for students who plan to obtain an associate's 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 adviser before registering for any 2000-level accounting course.

   Graduates of the Accounting Transfer A.S. degree program will be able to:

   - Communicate effectively, both written and verbally
   - Utilize computer applications
   - Work in teams effectively
   - Transfer to a four-year college or university at a junior level

3. **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.

For more information about the Accounting programs, call 301-322-0126.

Accounting Professional

Associate of Applied Science Degree (A.A.S.)

Program Code: ACCT.PROF.AAS (Former Code: 410)

Program Concentration . . . . . 42 Credits

ACC 1010 Principles of Accounting I 4
ACC 1020 Principles of Accounting II 4
ACC 1040 Microcomputer Applications in Accounting 3
ACC 2010 Intermediate Accounting I 3
ACC 2020 Intermediate Accounting II** 3
ACC 2030 Cost Accounting 3
ACC 2210 Federal Income Tax 3
ACC 2250 Business Finance 3
BUS 1220 Business Law I 3
BUS 1240 Business Law II 3
CIS 1010 Computer Literacy* 3
MGT 1010 Introduction to Business 3
Program Electives 4

Choose from the following:

ACC 1030	ACC 1050-1100	ACC 2040
ACC 2070-2080	ACC 2120	ACC 2230
ACC 2910-2930	ECN 1040	MGT 1500
MGT 1570	MGT 1600-1620	MGT 2610
MGT 2720	MKG 2510	PAS 1010
PHL 1400	RLS 1030	

Required General Education Courses . . . . . 21-22 Credits

English Composition I and II* 6
Humanities* 3
SPH 1010 or SPH 1110
Mathematics* 6
MAT 1120 and MAT 1140, MAT 1190 or higher
Science* 3-4
Social Sciences* 3
Any ECN or POS course (ECN 1040 recommended for UMUC transfer students)

Minimum Required for A.A.S. Degree . . . . . 63 Credits

Accounting

Certificate

Program Code: ACCT.CT (Former Code: 411)

Program Concentration . . . . . 8 Credits

ACC 1010 Principles of Accounting I 4
ACC 1020 Principles of Accounting II 4

General Education/Elective Courses . . . . . 16 Credits

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

ACC 1040	ACC 2010	ACC 2020
ACC 2030	ACC 2210	ACC 2250
BUS 1220	BUS 1240	CIS 1010
MGT 1010	EGL 1010	MAT 1120 or higher

Maximum of 4 credits from this list will count toward the Program Electives requirements in the Accounting Professional A.A.S.:

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

Total Required for Certificate . . . . . 24 Credits

First-time college students are expected to take PAS 1010 Principles and Strategies of Successful Learning (3 Credits). PAS 1010 is required for students when they take DVR 0060. For more information, see Chapters 2, 6, and 8.

Accounting

Letter of Recognition

Program Code: ACCT.LOR (Former Code: 413)

ACC 1010 Principles of Accounting I 4
ACC 1040 Microcomputer Applications in Accounting 3
ACC 1070 QuickBooks I 1
CIS 1010 Computer Literacy 3
Total Required for Letter of Recognition . . . 11 Credits

Accounting and Taxation

Letter of Recognition

Program Code: ACCT.TAX.LOR (Former Code: 414)

ACC 1010 Principles of Accounting I 4
ACC 1020 Principles of Accounting II 4
ACC 2210 Federal Income Tax 3
Total Required for Letter of Recognition . . . . . 11 Credits

Accounting Transfer Option

of Business Administration Associate of Science Degree (A.S.)

Program Code: ACCT.TRANSFR.AS (Former Code: 111)

Program Concentration . . . . . 17 Credits
ACC 1010 Principles of Accounting I 4
ACC 1020 Principles of Accounting II 4
ECN 1030 Principles of Economics I 3
ECN 1040 Principles of Economics II 3
MGT 1010 Introduction to Business 3
Required General Education Courses/Electives . . . . . 43-44 Credits
English Composition I and II* 6
Humanities* 6
Choose one course from each group:
Group 1: SPH 1010 or SPH 1110
Group 2: ART 1010, MUS 1010, PHL 1010, PHL 1090, THE 1010 or any foreign language or English literature course
Mathematics* 9
MAT 1350*, MAT 2160 and MAT 2210
Science* 7-8
Two courses, one course must carry laboratory credit.
Social Sciences* 3
Computer Literacy* 3
CIS 1010
Electives 9
Any credit courses except PED courses
Minimum Required for A.S. Degree . . . . . 60 Credits

CPA Preparation

Certificate

Program Code: ACCT.CPA.CT (Former Code: 415)

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

Program Concentration: Accounting. . . . . 27 Credits
Financial Accounting (ACC 1010, 1020 and 2010) . . . 9
All three courses must be taken to satisfy the Board requirement.
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 1040) 6
Corporate or Business Finance (ACC 2250) 3
Management (MGT 1600) 3
U.S. Business Law (BUS 1220 or BUS 1240) 3
Marketing (MKG 2510) 3
Oral Communication (SPH 1010). 3
Written Communication (EGL 1320 or 1340). 3
Business Ethics (PHL 1400) 3
Total Required for Certificate . . . . . 57 Credits

African-American Studies

African-American Studies Option

of General Studies Associate of Arts Degree (A.A.)

Program Code: AFRI.AMER.AA (Former Code: 080)

The African-American Studies Option of the General Studies A.A degree emphasizes the interdisciplinary nature of African-American research and study. The option provides a broad foundation in various disciplines and prepares transfer students to move into arts and sciences or African-American Studies curriculum at a four-year institution. African-American Studies focuses on the study of people of African descent in the United States and the African Diaspora, particularly in the United States.

Upon completion of the African-American Studies Option, graduates will be able to:

- Identify and analyze the interrelations between Africa and the African Diaspora as well as between Africa and the African Diaspora and other peoples throughout the world
- Identify and analyze different contributions of African Americans
- Describe and explain the cultural heritage, interdependence and diversity of African Americans
- Pursue a bachelor's degree in arts and sciences or African-American studies at a four-year institution

African-American Studies *continues on next page*

✶ Satisfies general education requirement (see Chapter 4, pages 28–31)
✶✶ Satisfies culminating experience requirement for the Associate of Applied Science (A.A.S.) degree

African-American Studies *continues from previous page*

Program Concentration . . . . . 21 Credits
- AFA 1010 Introduction to African-American Studies . . . 3
- AFA 2010 Introduction to the African and Black Diaspora . . . 3
- ART 2720 African-American Art. . . . 3
- EGL 2130 African-American Literature I . . . 3
- EGL 2140 African-American Literature II . . . 3
- HST 2450 African-American History . . . 3
- HST 2470 African History. . . . 3

Required General Education Courses/Elective. . . . . 40-41 Credits
- English Composition I and II* . . . 6
- Humanities* . . . 9
  - Choose one course from each group:
  - Group 1: SPH 1010, SPH 1050, SPH 1090, SPH 1110
  - Group 2: ART 1010, MUS 1010, PHL 1010, PHL 1090, THE 1010, any foreign language
  - Group 3: Any 2000-level English literature course other than EGL 2130 or EGL 2140
- Mathematics* . . . 3
- Science* . . . 7-8
  - Two courses, one course must carry laboratory credit.
- Social Sciences* . . . 9
  - Group 1: One history course not included in African-American Studies program concentration
  - Group 2: ANT 1030 and one non-history course from the social sciences general education list
- Computer Literacy* . . . 3
  - CIS 1010
- Elective . . . 3
  - SOC 2090 or SPH 1230 recommended

Minimum Required for A.A. Degree . . . . . 61 Credits

Art

In addition to the Art Option listed below, see Visual Communication degree and certificate programs on pages 93-94.

Art Option

of General Studies Associate of Arts Degree (A.A.)

Program Code: ARTS.AA (Former Code: 010)

The Art Option is designed to prepare students to transfer into a bachelor's degree program in fine or commercial arts. This program provides students with a strong foundation in the theories, history and practices associated with the visual arts. Students will develop a critical understanding of the basic foundation courses, design, drawing, painting, color theory and art survey. The program fosters a commitment to the highest ethical and professional standards. Non-art majors also can benefit from the professional art instruction and creative learning environment provided in the studio courses. Prior art experience is not necessary. Transferability: The students should become familiar with the program requirements of the transfer institution.

Graduates of the Art Option of the General Studies A.A. degree program will be able to:

- Communicate effectively in standard oral and written English
- Analyze and interpret written and visual materials
- Use appropriate methods of quantitative reasoning to interpret, analyze and solve problems
- Utilize computer software and other technologies to improve learning and communication
- Recognize professional ethical standards and value judgments when making decisions
- Understand the vocabulary of visual art
- Produce original artwork using a variety of media
- Articulate the significance of art within historical, religious, social and economic contexts
- Employ critical thinking to create successful works of art
- Assemble a cohesive body of artwork suitable for application to a four-year institution

Program Concentration . . . . . 27 Credits
- ART 1510 Basic Design . . . 3
- ART 1530 Drawing I . . . 3
- ART 1540 Painting I. . . . 3
- ART 1640 Color Theory and Application . . . 3
- ART 2700 Art Survey I. . . . 3
- Art electives . . . 12
  - Choose from any 1000 and/or 2000-level art courses. A mix of fine art and commercial art also is possible if desired by an art major.
  - **Fine Art Emphasis**:
  - ART 1550, ART 1560, ART 1580, ART 1590, ART 1600, ART 2510, ART 2530, ART 2540, ART 2550, ART 2560, ART 2590, ART 2600, ART 2640, ART 2660, ART 2720, ART 2740
  - **Commercial Art Emphasis**:
  - ART 1570, ART 1580, ART 1610, ART 1620, ART 1630, ART 2570, ART 2610, ART 2620, ART 2630, ART 2650, ART 2670, ART 2740, ART 2750, ENT 1600

Required General Education Courses . . . . . 37-38 Credits
- English Composition I and II* . . . 6
- Humanities* . . . 9
  - Choose one course from each group:
  - Group 1: SPH 1010, SPH 1050, SPH 1090, SPH 1110
  - Group 2: ART 2710
  - Group 3: Any 2000-level English literature course
- Mathematics* . . . 3
  - MAT 1130 or MAT 1340 recommended
- Science* . . . 7-8
  - Two courses, one course must carry laboratory credit.
- Social Sciences* . . . 9
  - Group 1: One history course from general education list
  - Group 2: Two courses from the social sciences general education list. One course must be a non-history course.
- Computer Literacy* . . . 3
  - CIS 1010

Minimum Required for A.A. Degree . . . . . 64 Credits

Arts and Sciences Program

For students interested in transferring to an institution with a foreign language requirement, this program introduces a broad range of the liberal arts and sciences while providing a thorough preparation in verbal, mathematical and critical-thinking skills. As much as possible, this curriculum meets the general requirements for the first two years of bachelor's degree work in most programs offered at four-year institutions in the Washington-Baltimore metropolitan area. Transferability: Credits earned in this program transfer to most four-year public and private colleges or universities. Students should, however, consult with an adviser for the specific requirements of the four-year institution to which they plan to transfer. For more information about the Arts and Sciences program, call 301-322-0151.

Graduates of the Arts and Sciences A.A. degree program will be able to:

- Challenge assumptions, analyze oral and written material, synthesize the material and reach logical conclusions
- Develop speaking and listening skills such that one can communicate effectively in interpersonal, small groups (including both nonverbal and verbal language usage) and in larger, impersonal forums
- Write, edit and proofread using correct standard grammar and punctuation
- Apply the scientific method to problems in the physical world
- Understand the nature and value of the fine, literary and performing arts
- Use appropriate methods of quantitative reasoning to understand, interpret and manipulate numerical data
- Demonstrate informational literacy and apply technological competencies to enhance and accelerate communication through word processing on the computer
- Apply what they have learned from significant historical events since colonial times in the United States to current political and social problems today
- Speak with some proficiency a language other than English and understand the political and social values of that culture
- Display an understanding of the diversity of cultures in a global environment
- Transfer into a bachelor's degree program at a four-year institution

Arts and Sciences

Associate of Arts Degree (A.A.)

Program Code: ARSC.AA (Former Code: 020)

Program Concentration . . . . . 12 Credits
Select courses appropriate for planned transfer program.

Required General Education Courses . . . . . 49-50 Credits

English Composition I and II* 6
EGL 1010 and EGL 1020

Humanities* 9
Choose one course from each group:
Group 1: SPH 1010, SPH 1050, SPH 1090, SPH 1110
Group 2: ART 1010, MUS 1010, PHL 1010, PHL 1090, THE 1010 or any foreign language
Group 3: Any 2000-level English literature course

Mathematics* 3

Science* 7-8
Two courses, one course must carry laboratory credit.

Social Sciences* 9
Group 1: One history course from the general education list
Group 2: Two courses from the social sciences general education list. One course must be a non-history course.

Computer Literacy* 3
CIS 1010

Foreign Language* 12
Students must complete a language through the intermediate (2020) level. Electives may replace beginning courses if a student begins at a higher level than 1010. Select courses from FRN or SPN.

Minimum Required for A.A. Degree . . . . . 61 Credits

Biology

Biology Option

of General Studies Associate of Arts Degree (A.A.)

Program Code: BIOL.AA (Former Code: 301)

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

Graduates of the Biology Option of the General Studies A.A. degree program 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
- Communicate effectively using basic scientific terminology
- Successfully transfer into a bachelor's degree program at a four-year institution

Program Concentration . . . . . 31-32 Credits

BIO 1130 Principles of Biology: Evolution, Ecology and Behavior* 4

BIO 1140 Principles of Biology: Cellular and Molecular Biology* 4

Select 23-24 credits from the following:

CHM 1010 General Chemistry I 4

CHM 1020 General Chemistry II. 3

CHM 1030 General Chemistry II Lab 2

MAT 2160 Applied Calculus I
or
MAT 2410 Calculus I for Science and Engineering 3-4

PHY 1010 Introductory Physics I
and

Biology *continues on next page*

✶ Satisfies general education requirement (see Chapter 4, pages 28–31)
✶✶ Satisfies culminating experience requirement for the Associate of Applied Science (A.A.S.) degree

Biology *continues from previous page*

PHY 1020 Introductory Physics II 8
or
PHY 1030 General Physics I
and
PHY 2030 General Physics II
and
PHY 2040 General Physics III 11
or
BIO 2010 Microbiology 4
or
BIO 2030 Genetics 3

Required General Education Courses . . . . . 30-31 Credits

English Composition I and II* 6
Humanities* 9
Choose one course from each group:
Group 1: SPH 1010, SPH 1050, SPH 1090, SPH 1110
Group 2: ART 1010, MUS 1010, PHL 1010, PHL 1090, THE 1010 or any foreign language
Group 3: Any 2000-level English literature course
Mathematics* 3-4
MAT 1350 or MAT 1360
Social Sciences* 9
Group 1: One history course from general education list
Group 2: Two courses from the social sciences general education list. One course must be a non-history course. PSY 1010 and PSY 2070 recommended
Computer Literacy* 3
CIS 1010

Minimum Required for A.A. Degree . . . . . 61 Credits

Business Administration Program

The Business Administration A.S. degree program is designed for students preparing for managerial and administrative positions in business, industry and government. Administrators and managers are responsible for such functions as planning organizing, staffing, directing and controlling. They are professionals who should have effective oral and written communication and human relations skills, as well as strong mathematical, statistical, analytical and organizational skills. A wide range of job opportunities is available in the public and private sectors in the Washington metropolitan area for well-trained, experienced administrators and managers. **Transferability**: This program transfers into bachelor's degree programs in business administration with specialties in areas such as accounting, industrial management, information systems management, public relations or transportation management. Students should **consult an adviser for specific transfer requirements**. For more information about the Business Administration program, call 301-322-0080.

Graduates of the Business Administration A.S. degree program will be able to:

- Apply ethical standards associated with developing financial statements such as the Balance Sheet and Income Statement
- Demonstrate innovative leadership and team management skills required in matrix and cross functional organizations
- Apply appropriate information technology to analyze problems associated with public policy and the subsequent impact on private business enterprises including employment law and taxation
- Employ effective computer applications and technology currently required in the interaction between government agencies and private business enterprises
- Explain the impact of a recessionary economy on local, state and federal government as well as how private industry will be subsequently affected
- Transfer into a bachelor's degree program in business administration at a four-year institution

Business Administration

Associate of Science Degree (A.S.)

Program Code: BUAD.AS (Former Code: 110)

Program Concentration . . . . . 17 Credits

ACC 1010 Principles of Accounting I 4
ACC 1020 Principles of Accounting II 4
ECN 1030 Principles of Economics I 3
ECN 1040 Principles of Economics II 3
MGT 1010 Introduction to Business 3

Required General Education Courses/ Electives . . . . . 45-47 Credits

English Composition I and II* 6
Humanities* 6
Choose one course from each group:
Group 1: SPH 1010 or SPH 1110
Group 2: ART 1010, MUS 1010, PHL 1010, THE 1010, or any foreign language course or English literature course
Mathematics* 9
MAT 1350, MAT 2160 and MAT 2210
Science* 7-8
Two courses, one course must carry laboratory credit.
Social Sciences* 3
Computer Literacy* 3
CIS 1010
Electives 11–12
Any credit courses except PED 9
Health/Physical Education 2-3
Any HLE or at least 2 credits of PED

Minimum Required for A.S. Degree . . . . . 62 Credits

Business Management Programs

The Business Management A.A.S. degree program combines a traditional approach to the study of management with the contemporary managerial practices of advanced technology and globalization. Within the context of the program, a student may select concentrations in a wide variety of business management areas. While the Business Management major is recognized by Bowie State University and University of Maryland University College, students intending to complete a bachelor's degree at another four-year institution should major in Business Administration. For more information, call 301-322-0080.

Graduates of the Business Management A.A.S. degree program will be able to:

- Utilize effective oral and written communication skills required in the strategic planning and financial controlling functions of managing a business
- Integrate critical thinking skills with current business and management techniques in responding to marketing research studies
- Explain the effects of computerized technology on productivity and employment levels in manufacturing
- Utilize clear, concise and appropriate communication to convey timely and relevant information to pertinent decision makers in situations such as supply chain management and logistical support systems
- Identify and describe alternative competitive strategies to combat international business competition
- Explain the reasons for the declining role of organized labor in the private sector of American business

Business Management

Associate of Applied Science Degree (A.A.S.)
Program Code: BMGT.AAS (Former Code: 420)

Program Concentration . . . . . .24-25 Credit
MGT 1010 Introduction to Business 3
MGT 1600 Principles of Management. 3
MGT 1620 Financial Planning and Investments 3
MGT 2610 Human Resource Management 3
MGT 2630 International Management 3
ACC 1010 Principles of Accounting I
or
ACC 1030 Accounting for Managers. 3-4
BUS 1220 Business Law I. 3
MGT 2680 Entrepreneurship**
or
MGT 2400 Strategic Management** 3

Program Concentration Electives. . . . . 12 Credits
Course suggestions based on the student's specific interests follow this degree listing.

Required General Education Courses/Electives . . . . . .26-28 Credits
English Composition I and II*. 6
Humanities* 3
SPH 1010 or SPH 1110
Mathematics* 6
MAT 1350 and 2210 recommended
Transferring students should see an adviser prior to taking any math course.
Science*. 3-4
Social Sciences* 3
ECN 1030
Computer Literacy*. 3
CIS 1010
Health/Physical Education. 2-3
Any HLE or at least 2 credits of PED

Minimum Required for A.A.S. Degree . . . . . .62 Credits
Following are suggested groups of courses designed as areas of emphasis. Students are free to select any combination of these courses or other management or marketing courses that suit their business interests.

Accounting
ACC 1020 Principles of Accounting II
ACC 1040 Microcomputer Applications in Accounting
ACC 1050 Payroll Accounting
ACC 2210 Federal Income Tax

Construction Management
CSM 1450 Construction Management I
CSM 1460 Construction Methods and Materials
CSM 1470 Construction Planning and Scheduling
CSM 1480 Construction Estimating I
CSM 1830 Construction Print Reading

Entrepreneurship
MGT 1570 Small Business Management
MGT 1650 Customer Service
MGT 1710 The Business Plan
MGT 2400 Strategic Management
MGT 2520 Principles of Negotiations
MGT 2680 Entrepreneurship
MKG 2510 Introduction to Marketing

Hospitality Management
HSM 1510 Introduction to the Hospitality Industry
HSM 1550 Food Service Manager Training and Certification in Sanitation
HSM 1560 Catering and Banquet Planning
HSM 1620 Hotel and Resort Operations I
HSM 1630 Food Service Operations

Human Resource Management
MGT 2580 Compensation and Benefits Management
MGT 2590 Employee Training and Development
MGT 2660 Conflict Management
MGT 2700 Stress Management in the Workplace
MGT 2720 Managing Workplace Diversity
MGT 2960 Emotional Intelligence in the Workplace

International Management
MGT 2400 Strategic Management
MGT 2960 Emotional Intelligence in the Workplace

Management
MGT 1570 Small Business Management
MGT 1650 Customer Service
MGT 1800 Microcomputer Applications for the Business Manager
MGT 2520 Principles of Negotiations
MGT 2580 Compensation and Benefits Management
MGT 2590 Employee Training and Development
MGT 2650 Purchasing, Contracting and Materials
MGT 2660 Conflict Management
MGT 2700 Stress Management in the Workplace
MGT 2720 Managing Workplace Diversity
MGT 2750 Leadership Development
MGT 2880 Disaster Recovery and Risk Management

Business Management Programs *continues on next page*

✶ Satisfies general education requirement (see Chapter 4, pages 28–31)
✶✶ Satisfies culminating experience requirement for the Associate of Applied Science (A.A.S.) degree

Business Management Programs *continues from previous page*

MGT 2910-2930 Cooperative Education
MKG 2510 Introduction to Marketing

Marketing
MKG 2510 Introduction to Marketing
MKG 2630 International Marketing
MKG 2710 Salesmanship
MKG 2730 Retail Business Management
MKG 2770 Advertising

Public Sector Management
MGT 1900 Introduction to Public Administration
MGT 1960 Managing in the Public Sector
MGT 2400 Strategic Management
MGT 2500 Introduction to Federal Contracting
MGT 2510 Introduction to Source Selection
MGT 2520 Principles of Negotiations
MGT 2530 Procurement Law
MGT 2540 Contract Administration
MGT 2550 Cost and Price Analysis
MGT 2880 Disaster Recovery and Risk Management

Residential Property Management
MKG 2510 Introduction to Marketing
RLS 1030 Real Estate Principles and Practices for Salespersons
RLS 2030 Real Estate Finance and Investment
RPM 1010 Introduction to Residential Property Management
RPM 1020 Maintenance for Residential Property Management

Retail Management
MGT 1650 Customer Service
MGT 2590 Employee Training and Development
MKG 2710 Salesmanship
MKG 2730 Retail Business Management

Strategic Business Planning
BUS 1240 Business Law II
MGT 1420 Organizational Development
MGT 1710 The Business Plan
MGT 2400 Strategic Management
MGT 2520 Principles of Negotiations
PHL 1400 Introduction of Business Ethics

Supervisory Management
MGT 1550 Elements of Supervision
MGT 2700 Stress Management in the Workplace
MGT 2660 Conflict Management
MGT 2720 Managing Workplace Diversity
MGT 2960 Emotional Intelligence in the Workplace

Companion Courses
BUS 1240 Business Law II
ECN 1040 Principles of Economics II
MAT 1140 Introduction to Statistics
PHL 1400 Introduction to Business Ethics

Developing a Professional Image

Letter of Recognition
Program Code: BMGT.IMAGE.LOR (Former Code: 424)

This letter of recognition signifies the successful completion of courses that help a student develop and project the image that is essential in the business world.

Select 6 credits from the following:
Competency Upgrade/Refresher:
MGT 1010 Introduction to Business 3
MGT 1550 Elements of Supervision 3
PHL 1400 Introduction to Business Ethics 3
Verbal and Written Communication:
SPH 1010 Introduction to Speech Communication 3
EGL 1320 Composition II: Writing for Business . . 3
Select 5 credits from the following:
Mental Attitude:
CAP 1310 Career Assessment and Planning 3
Physical Fitness and Appearance:
PED 1030 Lifetime Fitness and Leisure Activities . 2
NTR 1010 Introductory Nutrition 3
MGT 1500 Developing a Professional Image 1
Total Required for Letter of Recognition . . . . . 11 Credits

General Management

Certificate
Program Code: BMGT.MGT.CT (Former Code: 419)

Students completing the General Management Certificate have received a concentrated education in management skills and complementary knowledge needed by managers at all levels of an organization. This certificate can be completed online.

MGT 1010 Introduction to Business 3
MGT 1570 Small Business Management. 3
MGT 1600 Principles of Management. 3
MGT 1620 Financial Planning and Investments 3
MKG 2510 Introduction to Marketing 3
Electives 3
Choose 3 credits from the following:

ACC 1030-1050	BUS 1220	CAP 1310
HSM 1510	HSM 1550-1560	HSM 1620-1630
MGT 1500	MGT 1650	MGT 2500-2550
MGT 2580-2590	MGT 2910-2930	MKG 2710
MKG 2730	MKG 2770	PHL 1400
RLS 1030	SPH 1010	

ECN 1030 Principles of Economics I. 3
EGL 1010 Composition I: Expository Writing 3
CIS 1010 Computer Literacy. 3
MAT 1120 or higher 3
Total Required for Certificate . . . . . 30 Credits

Disaster Recovery and Risk Management

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

Disaster Recovery and Risk Management

Certificate

Program Code: BMGT.RISK.CT

MGT 1010 Introduction to Business
or
MGT 1900 Introduction to Public Administration . . . 3
MGT 2700 Stress Management. 3
MGT 2880 Disaster Recovery and
Risk Management 3
MGT 1420 Organizational Development 3
MGT 2400 Strategic Management 3
Total Required for Certificate . . . . . 15 Credits

Disaster Recovery and Risk Management

Letter of Recognition

Program Code: BMGT.RISK.LOR

MGT 1010 Introduction to Business
or
MGT 1900 Introduction to Public Administration . . . 3
MGT 2700 Stress Management. 3
MGT 2880 Disaster Recovery and
Risk Management 3
Total Required for Letter of Recognition . . . . . 9 Credits

Entrepreneurship Management

Students earning the Entrepreneurship Management Certificate learn certain basic skills that every aspiring entrepreneur needs. The certificate provides information that will help students assess entrepreneurial opportunities. All management coursework for the certificate and letter of recognition may be completed online.

Entrepreneurship Management

Certificate

Program Code: BMGT.ENTPRN.CT (Former Code: 411)

MGT 1010 Introduction to Business 3
MGT 1570 Small Business Management. 3
MGT 2400 Strategic Management 3
MGT 2680 Entrepreneurship 3
ACC 1010 Principles of Accounting I 4
Elective 3
Choose one course from the following:
MGT 1650 Customer Service
MGT 2520 Negotiations
MKG 2510 Introduction to Marketing
BUS 1220 Business Law I
EGL 1320 Composition II: Writing for Business
SPH 1010 Introduction to Speech Communication
Total Required for Certificate . . . . . 19 Credits

Entrepreneurship Management

Letter of Recognition

Program Code: BMGT.ENTPRN.LOR (Former Code: 443)

MGT 1010 Introduction to Business 3
MGT 1570 Small Business Management. 3
MGT 2680 Entrepreneurship 3
Total Required for Letter of Recognition . . . . . 9 Credits

Human Resource Management

The Human Resource Management Certificate provides opportunities for supervisors and 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.

Human Resource Management

Certificate

Program Code: BMGT.HR.CT (Former Code: 435)

MGT 1010 Introduction to Business 3
MGT 2610 Human Resource Management 3
MGT 2580 Compensation and Benefits
Management. 3
MGT 2590 Employee Training and Development. . . . 3
MGT 2720 Managing Workplace Diversity 3
MGT Elective 3
Choose one course from the following:
MGT 1600 Principles of Management
MGT 2660 Conflict Management
MGT 2700 Stress Management
MGT 2960 Emotional Intelligence in the Workplace
Total Required for Certificate . . . . . 18 Credits

Human Resource Management

Letter of Recognition

Program Code: BMGT.HR.LOR (Former Code: 436)

MGT 1010 Introduction to Management 3
MGT 2610 Human Resource Management 3
MGT 2720 Managing Workplace Diversity 3
Total Required for Letter of Recognition . . . . . 9 Credits

International Management

Students earning the International Management Letter of Recognition learn a core set of critical international management skills that will help them understand management in a global economy. All management coursework for the certificate and letter of recognition may be completed online.

International Management

Certificate

Program Code: BMGT.INTL.CT (Former Code: 442)

MGT 1010 Introduction to Business 3
MGT 2400 Strategic Management 3
MGT 2630 International Management 3
MGT 2960 Emotional Intelligence
in the Workplace 3
MKG 2630 International Marketing 3
Elective 3
Choose one course from the following:
ACC 1000 Fundamentals of Accounting
ECN 1030 Principles of Economics
GEO 1090 World Regional Geography
HST 1370 The World in the Twentieth Century
SOC 2090 The Sociology of Minorities
SPH 1230 Intercultural Communication
Total Required for Certificate . . . . . 18 Credits

✶ Satisfies general education requirement (see Chapter 4, pages 28–31)
✶✶ Satisfies culminating experience requirement for the Associate of Applied Science (A.A.S.) degree

International Management

Letter of Recognition

Program Code: BMGT.INTL.LOR (Former Code: 444)

MGT 1010 Introduction to Business 3
MGT 2400 Strategic Management 3
MGT 2630 International Management 3
Total Required for Letter of Recognition . . . . . 9 Credits

Public Sector Management

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

Public Administration

Certificate

Program Code: BMGT.PUBADM.CT (Former Code: 417)

Program Concentration . . . . . 18-19 Credits
MGT 1900 Introduction to Public Administration . . . 3
MGT 1960 Managing in the Public Sector 3
MGT 1010 Introduction to Business 3
MGT 2400 Strategic Management 3
ACC 1030 Accounting for Managers
or
ACC 1010 Principles of Accounting I 3-4
Elective 3
Choose one course from the following:

ECN 1030	EGL 1320	MGT 1420
PHL 1400	POS 1010	SPH 1010

Required General Education Course . . . . . 3 Credits
EGL 1010 Composition I: Expository Writing 3
Total Required for Certificate . . . . . 21-22 Credits

Public Administration

Letter of Recognition

Program Code: BMGT.PUBADM.LOR (Former Code: 418)

MGT 1010 Introduction to Business 3
MGT 1900 Introduction to Public Administration . . . 3
MGT 1960 Managing in the Public Sector 3
Total Required for Letter of Recognition . . . . 9 Credits

Purchasing and Contracting

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. For more information about the Purchasing and Contracting program, call 301-322-0696.

Purchasing and Contracting

Certificate

Program Code: BMGT.PURCON.CT (Former Code: 428)

MGT 2500 Introduction to Federal Contracting 3
MGT 2510 Introduction to Source Selection 3
MGT 2520 Principles of Negotiation 3
MGT 2530 Procurement Law 3
MGT 2540 Contract Administration 3
MGT 2550 Cost and Price Analysis 3
Electives 6
Choose two courses from the following:

CIS 1010	EGL 1320	MGT 1010
MGT 1650	MGT 2610	MGT 2650
MGT 2660		

Total Required for Certificate . . . . . 24 Credits

Real Estate

The Real Estate Letter of Recognition provides students with the knowledge necessary to take the real estate salesperson licensing examination and also the ability to analyze potential real estate investments. Students passing the Real Estate Principles and Practices course (RLS 1030) may apply to take the Maryland Real Estate Salesperson Licensing Examination. RLS 1030 is 60 classroom hours in length. The Real Estate Finance and Investment course (RLS 2030) includes cash-flow forecasting, financing, tax implications and timing of property disposal as related to investing in real estate. RLS 2030 is 45 classroom hours in length. Credits earned for the Real Estate Letter of Recognition may be applied as electives to the Business Management Associate of Applied Science degree. For questions or more information, call 301-322-0696.

Real Estate

Letter of Recognition

Program Code: BMGT.RLEST.LOR (Former Code: 495)

RLS 1030 Real Estate Principles and Practices for Salespersons 4
RLS 2030 Real Estate Finance and Investment 3
Total Required for Letter of Recognition . . . . . 7 Credits

Small Business Management

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.

Small Business Management

Certificate

Program Code: BMGT.SMLBUS.CT (Former Code: 412)

Program Concentration . . . . . 25 Credits
ACC 1010 Principles of Accounting I 4
BUS 1220 Business Law I. 3
MGT 1550 Elements of Supervision 3

First-time college students are expected to take PAS 1010 Principles and Strategies of Successful Learning (3 Credits). PAS 1010 is required for students when they take DVR 0060. For more information, see Chapters 2, 6, and 8.

MGT 1570 Small Business Management 3
MKG 2510 Introduction to Marketing 3
MKG 2630 International Marketing 3
Supporting courses 6
Choose from the following:

ACC 1030-1050	BUS 1240	CAP 1310
CIS 1010	HSM 1510	HSM 1550-1560
HSM 1620-1630	HSM 1700-1760	HSM 1800-1890
HSM 2530	HSM 2630	HSM 2910-2930
MGT 1010	MGT 1500	MGT 1600
MGT 1620	MGT 1650	MGT 2500-2550
MGT 2580-2590	MGT 2610	MGT 2650-2660
MGT 2700	MGT 2720	MGT 2750
MGT 2910-2930	MKG 2710	MKG 2730
MKG 2770	PHL 1400	RLS 1030
RLS 2030	RLS 2910-2930	RPM 1010-1020
SPH 1010		

Electives . . . . . 6 Credits
Individuals may wish to tailor their skill development to a particular type of business by choosing elective courses from other areas of the college such as music, art, photography, preschool management, engineering, computers, hotel/motel management, food service management and real estate.
Total Required for Certificate . . . . . 31 Credits

Supervisory Management

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

Supervisory Management

Certificate
Program Code: BMGT.SUPVS.CT (Former Code: 437)

MGT 1010 Introduction to Management 3
MGT 1550 Elements of Supervision 3
MGT 2720 Managing Workplace Diversity 3
MGT 2660 Conflict Management 3
MGT 2960 Emotional Intelligence in the Workplace . 3
Elective 3
Choose one of the following courses:
EGL 1320 Composition II: Writing for Business
MGT 2700 Stress Management
SPH 1010 Introduction to Speech Communication
Total Required for Certificate . . . . . 18 Credits

Supervisory Management

Letter of Recognition
Program Code: BMGT.SUPVS.LOR (Former Code: 438)

MGT 1010 Introduction to Management 3
MGT 1550 Elements of Supervision 3
MGT 2720 Managing Workplace Diversity 3
Total Required for Letter of Recognition . . . . . 9 Credits

Chemistry

Chemistry Option

of General Studies Associate of Arts Degree (A.A.)
Program Code: CHEM.AA (Former Code: 302)

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

Graduates of the Chemistry Option of the General Studies A.A. degree program will be able to:

- Reason abstractly and think critically
- Use appropriate methods of quantitative reasoning to understand, interpret and manipulate numerical data
- Understand and apply the scientific method
- Transfer successfully into a four-year college chemistry program

Program Concentration . . . . . 34-35 Credits
CHM 1010 General Chemistry I* 4
CHM 1020 General Chemistry II* 3
CHM 1030 General Chemistry II Lab 2
MAT 2410 Calculus I for Science and Engineering* . . 4
Select 18 credits minimum from the following:
CHM 2010 Organic Chemistry I 4
CHM 2020 Organic Chemistry II 3
CHM 2040 Organic Chemistry II Lab 2
PHY 1030 General Physics I 3
PHY 2030 General Physics II 4
PHY 2040 General Physics III 4
MAT 2420 Calculus II for Science and Engineering 4
BIO 1140 Principles of Biology: Cellular and Molecular Biology 4
Select one course from the following 3-4
MAT 2210, 2430, 2450 or 2460
BIO 1130, 2010, 2090 or 2250
Any CIS course (besides CIS 1010)
FOS 2500
CHM 2050
Required General Education Courses . . . . . 27 Credits
English Composition I and II* 6
Humanities* 9
Choose one course from each group:
Group 1: SPH 1010, SPH 1050, SPH 1090, SPH 1110
Group 2: ART 1010, MUS 1010, THE 1010
Group 3: Any 2000-level English literature course
Social Sciences* 9
Group 1: One history course from general education list
Group 2: Two courses from social sciences general education list, one course must be non-history
Computer Literacy* 3
CIS 1010
Minimum Required for A.A. Degree . . . . . 61 Credits

✶ Satisfies general education requirement (see Chapter 4, pages 28–31)
✶✶ Satisfies culminating experience requirement for the Associate of Applied Science (A.A.S.) degree

Communication Programs

In addition to the Communications Programs listed below, see Media Production on page 71.

Communication/Speech Option

of General Studies Associate of Arts Degree (A.A.)
Program Code: COMM.SPEECH.AA (Former Code: 022)

This is a recommended program of study for students planning to pursue a bachelor's degree in communication/speech. We encourage students to 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 Communications/Speech Option of the General Studies A.A. degree program will be able to:

- Transfer to a four-year college or university to pursue a bachelor's degree in Communication/Speech

Program Concentration . . . . . 21 Credits
SPH 1010 Introduction to Speech Communication . . 3
SPH 1050 Group Communication and Leadership . . . 3
SPH 1090 Interpersonal Communication. 3
SPH 1110 Public Speaking 3
SPH 1130 Interviewing 3
SPH 1210 Public Relations Techniques 3
SPH 1230 Intercultural Communication 3
Required General Education Courses/Electives . . . . . 40-41 Credits
English Composition I and II* 6
Humanities* 6
Choose one course from each group:
Group 1: ART 1010, MUS 1010, PHL 1010, PHL 1090, or THE 1010
Group 2: Any 2000-level English literature course
Mathematics* 3
MAT 1120 or higher
Science* 7-8
Two courses, one course must carry laboratory credit.
Social Sciences* 9
Select three courses from ANT, ECN, GEO, HST, POS, PSY, SOC. The three courses must include one history course and one non-history course.
Computer Literacy* 3
CIS 1010
Electives 6
Any credit courses except PED
Minimum Required for A.A. Degree . . . . . 61 Credits

Communication/Writing Option

of General Studies Associate of Arts Degree (A.A.)
Program Code: COMM.WRIT.AA (Former Code: 303)

The Communication/Writing Option provides an excellent foundation for students who want to become professional writers for the mass media, business, government, scientific or technical fields or who are interested in careers in public relations, editing and publishing or Web site content. In addition to writing and communication courses, the program includes twelve credits of electives that enable students to explore subjects that might become an area of expertise, such as business, politics, health issues or fine arts. Most students who complete this program go on to four-year colleges and universities to earn a bachelor's degree. The Communication/Writing Option transfers seamlessly to University of Maryland University College (UMUC). Please check with academic advisers for transferability to University of Maryland College Park (UMCP).

Graduates of the Communication/Writing Option of the General Studies A.A. degree program will be able to:

- Produce written information in formats appropriate for journalistic, business and technical documents
- Analyze audiences to make appropriate content and stylistic choices
- Speak, write, edit and proofread using correct standard grammar and punctuation
- Demonstrate the ability to use the style manuals and apply the documentation requirements in a given field
- Understand and apply the ethical principles and behaviors that govern information gathering, interviewing and writing in a given field
- Transfer into a bachelor's degree program at a four-year college or university

Program Concentration . . . . . 15 Credits
SPH 1010 Introduction to Speech Communication . . 3
SPH 1130 Interviewing 3
EGL 1040 Media Writing. 3
EGL 1320 Composition II: Writing for Business* 3
EGL 1340 Composition II: Writing About Technical Topics* 3
Required General Education Courses/Electives . . . . . 46-47 Credits
EGL 1010 Composition I: Expository Writing* 3
Humanities* 9
Choose one course from each group:
Group 1: SPH 1050, SPH 1090, SPH 1110
Group 2: ART 1010, MUS 1010, PHL 1010, PHL 1090, or THE 1010
Group 3: Any 2000-level English literature course
Mathematics* 3
MAT 1120 or higher
Science* 7-8
Two courses, one course must carry laboratory credit.
Social Sciences* 9
Select three courses from ANT, ECN, GEO, HST, POS, PSY, SOC. The three courses must include one history course and one non-history course.
Computer Literacy* 3
CIS 1010
Electives 12
Any credit courses except PED; EGL 1360 recommended
Minimum Required for A.A. Degree . . . . . 61 Credits

Mass Communication Option

of General Studies Associate of Arts Degree (A.A.)
Program Code: COMM.MASS.AA (Former Code: 014)

Graduates of the Mass Communication Option of the General Studies A.A. degree program will be able to:

First-time college students are expected to take PAS 1010 Principles and Strategies of Successful Learning (3 Credits). PAS 1010 is required for students when they take DVR 0060. For more information, see Chapters 2, 6, and 8.

- Transfer to a four-year institution to pursue a bachelor's degree in Mass Communication

Program Concentration . . . . . .24 Credits
TRF 1310 Introduction to Mass Communication 3
TRF 1330 Television Production I 3
TRF 1410 Introduction to Radio 3
TRF 2310 Introduction to Film 3
TRF 2330 Television Production II 3
THE 1150 Technical Theatre 3
SPH 1070 Voice and Diction. 3
EGL 1040 Media Writing. 3
Required General Education Courses . . . . . .37 Credits
English Composition I and II*. 6
Humanities* 9
Choose one course from each group:
Group 1: SPH 1010, SPH 1050, SPH 1090, SPH 1110
Group 2: ART 1010, MUS 1010, PHL 1010, PHL 1090, THE 1010
Group 3: Any 2000-level English literature course
Mathematics* 3
MAT 1120 or higher
Science* 7-8
Two courses, one course must carry laboratory credit.
Social Sciences* 9
Select three courses from ANT, ECN, GEO, HST, POS, PSY, SOC. The three courses must include one history course and one non-history course.
Computer Literacy* 3
CIS 1010
Minimum Required for A.A. Degree . . . . . .61 Credits

Computer-Aided Drafting Program

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. For more information about the Computer-Aided Drafting program, call 301-322-0751.

Graduates of the Computer-Aided Drafting Certificate program will be able to:

- Use the AutoCAD command prompt and menus to create and edit complete two-dimensional AutoCAD drawings that use multiple layers and dimensioning techniques
- Use AutoCAD software to create three-dimensional drawings using wireframe and solid models
- Create automated AutoCAD drawings by using scripts and AutoLISP
- After taking a set of initial measurements for a complex mechanical part or building, produce a complete set of working drawings

Computer-Aided Drafting

Certificate
Program Code: COMP.CAD.CT (Former Code: 665)

CIS 1010 Computer Literacy. 3
ENT 1600 Introduction to CAD with AutoCAD. 3
ENT 1640 Three-Dimensional CAD with AutoCAD 3
Technical Elective (any CIS, ENT, ART or other course approved by the department chair). 3
ENT 2660 Customizing AutoCAD. 3
ENT 2680 CAD Portfolio Development 3
EGL 1010 English Composition I. 3
ART 1510, ART 1530 or ART 1570. 3
MAT 1340 or higher 3
Total Required for Certificate . . . . . .27 Credits

Computer Engineering Technology Programs

The Computer Engineering Technology programs prepare students for immediate employment as computer and network technicians. Students receive a general background in electronics, software, computer networks and data communication in addition to specialized training in the assembly, configuration, diagnosis and repair of IBM-compatible personal computers. By proper choice of electives, mathematics and science courses, A.A.S. graduates may transfer into the B.S. in Computer Engineering Technology program at Capitol College. The certificate program, with fewer credit requirements, leads into the A.A.S. program without loss of credit. Some students may wish to take courses within this program for industry certifications, such as the A+, Network+ and CCNA. For the CompTIA A+ certification, take ENT 1840, ENT 2840 and CIS 1700. For the CompTIA Network+ certification, take ENT 1890. For Cisco's CCNA certification, take ENT 1940-1970. For more information about the Computer Engineering Technology programs, call 301-322-0751.

Graduates of the Computer Engineering Technology A.A.S. degree program will be able to:

- Understand and use microcomputer operating systems such as MS-DOS, Windows XP and Vista
- Use standard Windows-based programs such as word processors, spreadsheets, and the Internet
- Solve technical problems by writing user-friendly, well-documented programs in a high-level programming language such as Visual Basic or C++
- Understand, analyze, and troubleshoot computer hardware and software by understanding system organization, data representation, memory management, and interrupts
- Upgrade and repair personal computers; be ready to pass the CompTIA A+ certification exam
- Design, build, and manage local area networks; understand basic telecommunications systems and protocols; and be ready to pass the CompTIA Network+ certification exam

Computer Engineering Technology Programs *continues on next page*

✶ Satisfies general education requirement (see Chapter 4, pages 28–31)
✶✶ Satisfies culminating experience requirement for the Associate of Applied Science (A.A.S.) degree

Computer Engineering Technology Programs *continues from previous page*

- 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

Computer Engineering Technology

Associate of Applied Science Degree (A.A.S.)

Program Code: COMP.ENGR.AAS (Former Code: 633)

Program Concentration . . . . . 49-50 Credits

- ENT 1710 Circuits and Measurement Techniques . . . 3
- ENT 1720 Circuit Analysis and Design 3
- ENT 1770 Introduction to Computing for Technology 3
- ENT 1780 Analog Circuits 4
- ENT 1800 Digital Circuits 4
- ENT 1840 Introduction to Personal Computer Hardware 3
- ENT 1850 Circuit Evaluation and Repair 2
- ENT 2810 CPU Architecture 4
- ENT 2840 Computer Repair 4
- ENT 2900 Systems Analysis Project** 3
- CIS 1010 Computer Literacy (or higher)* 3
- CIS 1400 Introduction to Local Area Networks 3
- CIS 1700 Understanding Operating Systems 3
- Technical electives 7-8

  Choose from the following:

CIS 2300	CIS 2410	ENT 1830
ENT 1890	ENT 1940-1970	ENT 2190
ENT 2830	ENT 2860	ENT 2960-2980

  Note: Students who wish to achieve CCNA certification should take ENT 1940-1970 in place of CIS 1010, CIS 1400, CIS 1700 and technical electives.

Required General Education Courses . . . . . 19 Credits

- English Composition I and II* 6
- Humanities* 3
  - SPH 1010
- Mathematics* 3
  - MAT 1340 or higher
- Science* 4
  - PHY 1570
- Social Sciences* 3

Minimum Required for A.A.S. Degree . . . . . 68 Credits

A+ Preparation

Certificate

Program Code: COMP.APLUS.CT (Former Code: 636)

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. The courses also can be used as part of the Computer Engineering Technology A.A.S. degree.

- CIS 1010 Computer Literacy 3
- ENT 1840 Introduction to Personal Computer Hardware 3
- ENT 2840 Computer Repair 4
- CIS 1700 Understanding Operating Systems 3

Total Required for Certificate . . . . . 13 Credits

Cisco CCNA Preparation

Certificate

Program Code: COMP.CISCO.CT (Former Code: 635)

Students in this program will learn to configure and troubleshoot Cisco routers in wide area networks and be prepared for Cisco's CCNA (Cisco Certified Network Associate) examination.

Note: Students will pay for and take this industry certification exam separately from the college's certificate program. The courses also can be used as part of the Computer Engineering Technology A.A.S. degree.

- ENT 1940 Router Technology I 4
- ENT 1950 Router Technology II 4
- ENT 1960 Router Technology III 4
- ENT 1970 Router Technology IV 4

Total Required for Certificate . . . . . 16 Credits

Computer Service Technology

Certificate

Program Code: COMP.SERV.CT (Former Code: 643)

- ENT 1710 Circuits and Measurement Techniques 3
- ENT 1840 Introduction to Personal Computer Hardware 3
- ENT 1890 Network Hardware 3
- ENT 2840 Computer Repair 4
- ENT 2860 Advanced PC Configuration 4
- CIS 1010 Computer Literacy (or higher) 3
- CIS 1400 Introduction to Local Area Networks 3
- CIS 1700 Understanding Operating Systems 3
- MAT 1340 Trigonometry with Applications to Technology (or higher) 3
- Technical electives 5-6

  Choose from the following:

CIS 2300	CIS 2410	ENT 1830
ENT 1940-1970	ENT 2190	ENT 2830
ENT 2960-2980		

Minimum Required for Certificate . . . . . 34 Credits

Computer Information Systems Programs

In addition to the Computer Information Systems degree and certificate programs listed below, see the Computer Science programs on pages 50–51 and the Information Security programs on pages 68–69.

The Computer Information Systems 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 seven certificates which may be earned and applied toward the degree. They are:

1. Network Administrator
2. Systems Administrator
3. Web Technology
4. Computer Programming
5. Database Systems
6. Technical Support Specialist
7. Computer Graphics

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 adviser, the department chair or department coordinator before making a decision. Students are reminded that they also may use Cooperative Education, CIS 2910-2930, for a maximum of three elective credits in their program requirements.
Note: Cooperative Education may not count toward the 8 credits of 2000-level CIS courses required by the program.

Graduates with Associate of Applied Science degrees in Computer Information Systems will be able to do many of the following:

- Demonstrate proficiency in the use of essential computer applications such as word processing, spreadsheets, database management, presentations and desktop publishing
- Conceptualize, design and diagram possible solutions to logical problems, focusing on those problems which are amenable to a computer-based solution
- Work with other computer programmers and systems analysts as part of a computer programming team
- Carry out preventative hardware and software maintenance
- Troubleshoot and correct computer hardware and software problems
- Assemble, reconfigure and upgrade personal computers
- Perform basic network and operating system administration, configuration and system security
- Configure and troubleshoot access to resources, hardware devices and drivers, storage use and network connections
- Plan network protocols and compatibility
- Apply Web technology concepts and tools to design and maintain a professional Web site
- Integrate productivity tools such as word processors, spreadsheets and databases into Web content
- Analyze Internet security issues and apply them to Web design problems
- Analyze, design and develop a computer information system in a real-world scenario
- Communicate effectively and professionally in the information technology environment

For more information about the Computer Information Systems A.A.S. degree program or certificates, call 301-322-0752 or e-mail CIS@pgcc.edu.

Computer Information Systems

Associate of Applied Science Degree (A.A.S.)
Program Code: COMP.INFSYS.AAS (Former Code: 530)

Program Concentration . . . . . 14 Credits
CIS 1010 Computer Literacy* 3
CIS 1330 Integrated Software Applications 3
Choose one of the following: 4
CIS 1130 Introduction to C++
or
CIS 1030 Introduction to Visual Basic
CIS 2840 Systems Analysis** 4
Note: It is recommended that students take CIS 2840 after completing most of their program requirements.

Program Requirements . . . . . 25 Credits
At least 25 credits from a combination of CIS, ENT, ART (computer graphics) courses, selected MGT, ACC and FOS courses. Course suggestions, based on the student's specific interests, follow this degree listing.
The approved courses are:
- All CIS courses not already listed in Program Concentration Requirements
- ENT 1800 (formerly ENT 2740), ENT 1840, ENT 1880, ENT 1890, ENT 1940, ENT 1950, ENT 1960, ENT 1970, ENT 2190, ENT 2830, ENT 2840, ENT 2860
- ART 1570, ART 1620, ART 2620, ART 2650, ART 2660, ART 2670
- MGT 1010, MGT 1650, ACC 1010
- FOS 2600, FOS 2610

Note: At least 8 of the 25 credits of program requirements **must** be in 2000-level CIS courses—exclusive of CIS 2910, 2920 and 2930.
All course prerequisites **must** be met with a grade of C or higher before enrolling in the next course.

Required General Education Courses/Elective. . . . . 21-23 Credits
English Composition I and II* 6
Humanities* 3
SPH 1010
Mathematics* 3
MAT 1120 or higher
Science* 3-4
Social Sciences* 3
Elective 3
Any credit course except PED
Keyboarding (optional) 0-1
CIS 1250

Minimum Required for A.A.S. Degree . . . . . 60 Credits

Suggestions for selecting courses to meet the Program Requirements of the Computer Information Systems A.A.S. degree, based on specific areas of interest:

The following course groupings are appropriate for students wishing to concentrate in a particular area of computer information systems. Students are free to combine courses in any way that satisfies the program requirements outlined above. Students also may take coursework directed to a particular specialty area by beginning with any of the certificates listed in the next section. All coursework taken toward a certificate may be counted toward the Computer Information Systems A.A.S. degree. As an example, a

Computer Information Systems *continues on next page*

✶ Satisfies general education requirement (see Chapter 4, pages 28–31)
✶✶ Satisfies culminating experience requirement for the Associate of Applied Science (A.A.S.) degree

Computer Information Systems *continues from previous page*

student interested in Computer Networks may initially elect to follow the certificate program for Network Administration and then continue on to the Computer Information Systems A.A.S. degree by choosing additional courses from the Networking, Operating Systems, Computer Security section and/or the Cisco Router Technology section listed below. These additional courses, along with CIS courses already taken for the certificate, would count as part of the 25 credits of Program Requirements to be applied to the associate's degree.

Program Requirements

Cisco Router Technology
- ENT 1940 Router Technology I: Network Fundamentals
- ENT 1950 Router Technology II: Routing Protocols
- ENT 1960 Router Technology III: Switching and Wireless
- ENT 1970 Router Technology IV: Wide Area Networks

Computer Graphics
- ART 1510 Basic Design
- ART 1570 Introduction to Computer Graphics
- ART 1620 Publication Design Using Computers
- ART 2620 Design and Illustration on Computers
- ART 2650 Animation and Multimedia
- ART 2660 Digital Imaging
- ART 2670 Three-Dimensional Computer Graphics

Computer Programming Languages
- CIS 1030 Introduction to Visual Basic
- CIS 2030 Advanced Programming in Visual Basic
- CIS 1130 Introduction to C++
- CIS 2130 Advanced Programming: C++
- CIS 1200 Introduction to Java
- CIS 2200 Advanced Programming in Java

Computer Science
- CIS 1210 Computer Science I
- CIS 1220 Computer Science II

Database Management Systems
- CIS 1150 Introduction to Database Management Systems
- CIS 2080 Introduction to Oracle: SQL and PL/SQL
- CIS 2180 Data Modeling and Database Design

IBM Academic Initiative
- CIS 1760 Introduction to the New Mainframe: z/OS Basics
- CIS 2720 UNIX/Linux Operating System
- CIS 2760 UNIX/Linux System Administration

Networking, Operating Systems, Computer Security
- CIS 1400 Introduction to Local Area Networks
- CIS 1620 Computer Security, Security+
- CIS 1630 Securing the Network Infrastructure
- CIS 1660 Network Defense and Countermeasures
- CIS 2690 Information Security Capstone
- CIS 1700 Understanding Operating Systems
- ENT 1890 Network Hardware
- ENT 2190 Wireless LANs
- CIS 2300 Windows 2003 (XP) Professional
- CIS 2310 Windows 2003 Server Administration
- CIS 2320 Network Infrastructure Implementation
- CIS 2330 Directory Services Infrastructure Implementation
- CIS 2350 Designing Directory Services Infrastructure
- CIS 2360 Designing Network Security
- CIS 2370 Designing Network Infrastructure
- CIS 2410 Novell Network Administration
- CIS 2420 Novell Network Installation and Management
- CIS 2720 UNIX/Linux Operating System
- CIS 2760 UNIX/Linux System Administration

Technical Support
- MGT 1650 Customer Service
- ENT 1840 Introduction to Personal Computer Hardware
- ENT 2840 Computer Repair
- CIS 1370 Introduction to Help Desk Tools and Procedures
- CIS 2070 Troubleshooting the Microcomputer Environment

Web Technology
- CIS 1800 Internet and Web Technology
- CIS 1850 Web Site Design and Implementation
- CIS 1860 Advanced Web Development
- CIS 2240 Web Server Implementation and Administration

Word Processing
- CIS 1250 Operating the Keyboard
- CIS 1290 Beginning Microsoft Word
- CIS 1390 Intermediate Microsoft Word
- CIS 2390 Letter and Memo Mastery

Other CIS Courses
- CIS 1610 Software Quality Assurance
- CIS 2910, 2920, 2930 Cooperative Education

Computer Graphics

Certificate

Program Code: COMP.GRAPH.CT (Former Code: 525)

Students wishing to pursue the A.A.S. degree may apply these credits to the Computer Information Systems degree.

Program Concentration . . . . . 24 Credits
- CIS 1010 Computer Literacy 3
- CIS 1330 Integrated Software Applications 3
- CIS 1850 Web Site Design and Implementation 3
- ART 1510 Basic Design 3
- ART 1570 Introduction to Computer Graphics 3
- ART 1620 Publication Design Using Computers 3
- ART 2650 Animation and Multimedia 3
- ART 2660 Digital Imaging 3

Required General Education Courses . . . . . 6 Credits
- EGL 1010 Composition I: Expository Writing 3
- MAT 1120 or higher 3

Total Required for Certificate . . . . . 30 Credits

Computer Programming

Certificate

Program Code: COMP.PROG.CT (Former Code: 010)

Students wishing to pursue the A.A.S. degree may apply these credits to the Computer Information Systems degree.

Program Concentration . . . . . 26 Credits
- CIS 1010 Computer Literacy 3
- CIS 1330 Integrated Software Applications 3
- CIS 1130 Introduction to C++ 4

CIS 2130 Advanced Programming: C++ 4
Electives 12
Choose three of the following courses:
CIS 1150 Introduction to Database Management Systems
CIS 2080 Introduction to Oracle: SQL and PL/SQL
CIS 1030 Introduction to VisualBasic
CIS 1200 Introduction to Java
CIS 2720 UNIX/Linux Operating System
Required General Education Courses . . . . . 6 Credits
EGL 1010 Composition I: Expository Writing 3
MAT 1120 or higher 3
Total Required for Certificate . . . . . 32 Credits

Database Systems

Certificate
Program Code: COMP.DBAS.CT (Former Code: 526)

Students wishing to pursue the A.A.S. degree may apply these credits to the Computer Information Systems degree.

Program Concentration . . . . . 26 Credits
CIS 1010 Computer Literacy 3
CIS 1330 Integrated Software Applications 3
CIS 1130 Introduction to C++ 4
CIS 2130 Advanced Programming: C++ 4
CIS 1150 Introduction to Database Management Systems 4
CIS 2080 Introduction to Oracle: SQL and PL/SQL . . 4
CIS 2180 Data Modeling and Database Design 4
Required General Education Courses . . . . . 6 Credits
EGL 1010 Composition I: Expository Writing 3
MAT 1120 or higher 3
Total Required for Certificate . . . . . 32 Credits

Network Administration

Certificate
Program Code: COMP.NETWK.CT (Former Code: 520)

Students wishing to pursue the A.A.S. degree may apply these credits to the Computer Information Systems degree.

Program Concentration . . . . . 24 Credits
CIS 1010 Computer Literacy 3
CIS 1330 Integrated Software Applications 3
CIS 1400 Introduction to Local Area Networks 3
Choose one of the following 3
CIS 1620 Computer Security, Security+
CIS 1700 Understanding Operating Systems
ENT 1890 Network Hardware
CIS 2300 Windows 2003 (XP) Professional 3
CIS 2310 Windows 2003 Server Administration 3
CIS 2410 Novell Network Administration 3
CIS 2420 Novell Network Installation and Management 3
Required General Education Courses . . . . . 6 Credits
EGL 1010 Composition I: Expository Writing 3
MAT 1120 or higher 3
Total Required for Certificate . . . . . 30 Credits

Systems Administrator

Certificate
Program Code: COMP.SYSADM.CT (Former Code: 524)

This certificate program includes courses to prepare students for Microsoft Certified Systems Administrator (MCSA) certification. Students wishing to pursue the A.A.S. degree may apply these credits to the Computer Information Systems degree which may include additional courses for preparation for Microsoft Certified Systems Engineer (MCSE) certification.

Program Concentration . . . . . 24 Credits
CIS 1010 Computer Literacy 3
CIS 1330 Integrated Software Applications 3
CIS 1400 Introduction to Local Area Networks 3
CIS 1700 Understanding Operating Systems 3
CIS 2300 Windows 2003 (XP) Professional 3
CIS 2310 Windows 2003 Server Administration 3
CIS 2320 Network Infrastructure Implementation . . . 3
CIS 2330 Directory Services Infrastructure Implementation 3
Required General Education Courses . . . . . 6 Credits
EGL 1010 Composition I: Expository Writing 3
MAT 1120 or higher 3
Total Required for Certificate . . . . . 30 Credits

Technical Support Specialist

Certificate
Program Code: COMP.TECHSUP.CT (Former Code: 523)

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 Computer Information Systems degree.

Program Concentration . . . . . 26-27 Credits
CIS 1010 Computer Literacy 3
CIS 1330 Integrated Software Applications 3
Choose one of the following 4
CIS 1130 Introduction to C++
or
CIS 1030 Introduction to Visual Basic
Choose one of the following 3-4
CIS 1150 Introduction to Database Management Systems
or
MGT 1650 Customer Service
CIS 1700 Understanding Operating Systems 3
ENT 1840 Introduction to Personal Computer Hardware 3
ENT 2840 Computer Repair 4
CIS 1370 Introduction to Help Desk Tools and Procedures 3
Required General Education Courses . . . . . 6 Credits
EGL 1010 Composition I: Expository Writing 3
MAT 1120 or higher 3
Total Required for Certificate . . . . . 32-33 Credits

✶ Satisfies general education requirement (see Chapter 4, pages 28–31)
✶✶ Satisfies culminating experience requirement for the Associate of Applied Science (A.A.S.) degree

Web Technology

Certificate
Program Code: COMP.WEB.CT (Former Code: 522)

Students wishing to pursue the A.A.S. degree may apply these credits to the Computer Information Systems degree.

Program Concentration . . . . . .27 Credits
- CIS 1010 Computer Literacy 3
- CIS 1330 Integrated Software Applications 3
- Choose one of the following: 4
  - CIS 1130 Introduction to C++
  - or
  - CIS 1030 Introduction to Visual Basic
- CIS 1800 Internet and Web Technology 3
- CIS 1850 Web Site Design and Implementation 3
- CIS 1860 Advanced Web Development 3
- CIS 1200 Introduction to Java 4
- CIS 2720 UNIX/Linux Operating System 4

Required General Education Courses . . . . . .6 Credits
- EGL 1010 Composition I: Expository Writing 3
- MAT 1120 or higher 3

Total Required for Certificate . . . . . .33 Credits

Computer Science Programs

In addition to the Computer Science programs listed below, see the Computer Information Systems programs on pages 46-50 and Information Security programs on pages 68–69.

The Computer Science transfer program includes two A.S. degree choices—Computer Science and the Information Science Option. Students are encouraged to see an adviser to select correct transfer courses because transfer requirements change periodically.

Computer Science

Associate of Science Degree (A.S.)
Program Code: COMP.SCI.AS (Former Code: 026)

Graduates of the Computer Science A.S. degree program will be able to:

- Analyze user requirements to do problem solving
- Design algorithms to solve complex mathematical or scientific problems
- Select algorithms based on a comparison of their time and space complexity requirements
- Implement those algorithms in a high-level programming language, such as Java
- Troubleshoot and maintain client-side software
- Utilize object-oriented methodology to write efficient code
- Apply software life cycle to application development
- Pursue a B S degree in Computer Science at a four-year college or university

Program Concentration . . . . . .16 Credits
- CIS 1210 Computer Science I 4
- CIS 1220 Computer Science II 4
- CIS Electives 8
  - Recommended: CIS 1200 and CIS 2720 or any CIS courses

Required General Education Courses/Electives . . . . . .46-47 Credits
- English Composition I and II* 6
- Humanities* 9
  - Choose one course from each group:
  - Group 1: SPH 1010
  - Group 2: ART 1010, MUS 1010, PHL 1010, PHL 1090, THE 1010 or any foreign language course
  - Group 3: Any 2000-level EGL literature course
- Mathematics* 12
  - MAT 2410; MAT 2420; and MAT 2430 or MAT 2450 or MAT 2460
- Science* 7-8
  - Two courses, one course must carry laboratory credit.
- Social Sciences* 6
- Electives 6
  - Any credit courses except PED

Minimum Required for A.S. Degree . . . . . .62 Credits

Information Science Option

of Computer Science Associate of Science Degree (A.S.)
Program Code: COMP.INFOSCI.AS (Former Code: 024)

Graduates of the Information Science Option of the Computer Science A.S. degree program 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 systems
- Utilize the systems development life cycle in developing functional computer-based systems in response to user requests
- Pursue a bachelor's degree in a computer-related discipline at a four-year college or university

This major can be used by students transferring to the University of Maryland Robert H. Smith School of Business as Information Systems majors. Mathematics, general education and elective courses must be chosen carefully to ensure application prerequisites are met. At the time of this printing, these courses would need to be ACC 1010, ACC 1020, ECN 1030, ECN 1040, MAT 2160 and MAT 2210. Check the University of Maryland's Limited Enrollment Program Web site www.lep.umd.edu prior to applying.

Program Concentration . . . . . .22 Credits
- CIS 1010 Computer Literacy 3
- CIS 1130 Introduction to C++ 4
- CIS 2130 Advanced Programming: C++ 4
- CIS 2840 Systems Analysis 4
  - **Note:** Students should take CIS 2840 near the end of their program of study.
- CIS, MGT, ACC electives 7
  - Students should meet with an academic adviser to ensure transferability of electives.

Required General Education Courses/Electives . . . . . .39-43 Credits
- English Composition I and II* 6
- Humanities* 6

Choose one course from each group:
Group 1: SPH 1010
Group 2: ART 1010, MUS 1010, PHL 1010, PHL 1090, THE 1010 or any 2000-level EGL literature course, or any foreign language course

Mathematics* 8-11
Complete one of the following math course sequences:
A: MAT 1350, MAT 2160 and MAT 1140 or MAT 1190 or MAT 2210
B: MAT 1350, MAT 1360, MAT 2410
C: MAT 2410, MAT 2450

Science * 7-8
Two courses, one course must carry laboratory credit.

Social Sciences *. 6
Electives 6
Any credit courses except PED

Minimum Required for A.S. Degree . . . . . .61 Credits

Construction Management Programs

The Construction Management program is designed to acquaint 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 can transfer into four-year degree programs in Construction Management, such as at the University of Maryland, Eastern Shore. The certificate and letter of recognition programs, with fewer credit requirements, lead into the A.A.S. program without loss of credit. For more information about the Construction Management programs, call 301-341-3075.

Graduates of the Construction Management A.A.S. degree program will be able to:

- Read construction drawings, estimate material and labor costs and 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
- Establish proper safety procedures and a quality assurance plan for a construction project
- Effectively use proper communication, decision-making principles and leadership qualities to both avoid and solve problems on the job site

Construction Management

Associate of Applied Science Degree (A.A.S.)
Program Code: CNST.AAS (Former Code: 615)

Program Concentration . . . . . .28 Credits
ACC 1030 Accounting for Managers 3
CSM 1450 Construction Management I 3
CSM 1460 Construction Methods and Materials 3
CSM 1470 Construction Planning and Scheduling . . . 3
CSM 1480 Construction Estimating I 3
CSM 1830 Construction Print Reading. 3
CSM 2410 Communication and Computers in Construction 3
MAT 1040 Intermediate Algebra (or higher) 4
CSM 2850 Leadership in Construction**.. 3

Program Specialization . . . . . .12 Credits
Choose from the following courses:
CSM 1410 Construction Math 3
CSM 1510 Residential Construction Management. 3
CSM 1850 Construction Quality Control 3
CSM 2450 Construction Management II 3
CSM 2910-2930 Cooperative Education 1-3
ENT 1600 Introduction to CAD with AutoCAD . . 3
Approved MAT elective 3-4

Required General Education Courses . . . . . .21 Credits
English Composition I and II*. 6
Humanities* 3
SPH 1010, SPH 1050 or SPH 1090
Mathematics* 3
MAT 1120 or higher
Science* 3-4
Social Sciences* 3
Any ECN course from general education list
Computer Literacy* 3
CIS 1010

Minimum Required for A.A.S. Degree . . . . . .61 Credits

Construction Management

Certificate
Program Code: CNST.CT (Former Code: 616)

CSM 1450 Construction Management I 3
CSM 1460 Construction Methods and Materials 3
CSM 1470 Construction Planning and Scheduling . . . 3
CSM 1480 Construction Estimating I 3
CSM 1830 Construction Print Reading. 3
CSM electives 6

Minimum Required for Certificate . . . . . .21 Credits

Construction Management

Letter of Recognition
Program Code: CNST.LOR (Former Code: 612)

CSM 1450 Construction Management I 3
CSM 1460 Construction Methods and Materials 3
CSM 1830 Construction Print Reading. 3

Total Required for Letter of Recognition . . . . . .9 Credits

✶ Satisfies general education requirement (see Chapter 4, pages 28–31)
✶✶ Satisfies culminating experience requirement for the Associate of Applied Science (A.A.S.) degree

Criminal Justice Programs

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. Students who choose one of the following programs develop these abilities and are prepared for successful careers in a variety of positions in federal, state and local law enforcement agencies as police, corrections or security officers or a number of administrative positions. The A.A. degree option readily transfers to four-year colleges and universities that offer a bachelor's degree in criminal justice. The A.A.S. 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's degree when they enroll at the college. For more information about the Criminal Justice programs, call 301-322-0553.

Graduates of the Criminal Justice A.A.S. and A.A. degree programs will be able to:

- Communicate effectively and professionally in both oral and written forms
- Read critically and use written material to support logical reasoning and solve problems
- Explain the history of the criminal justice, court and corrections systems in the United States
- Develop a working knowledge of the United States criminal justice system, criminal law and the rules of evidence
- Apply critical thinking skills for appropriate decision-making in law enforcement-related fields
- Apply basic theories of police operations and management
- Demonstrate appropriate skills in communication, observation, investigation, evaluation and personal safety in law enforcement situations
- Demonstrate the documentation, collection and preservation of physical evidence from a crime scene
- Apply concepts of community-oriented policing
- Demonstrate appropriate professional standards, ethics and leadership skills
- Pursue a bachelor's degree in Criminal Justice at a four-year college or university

Criminal Justice

Associate of Applied Science Degree (A.A.S.)
Program Code: CRJU.AAS (Former Code: 824)

Program Concentration . . . . . 30 Credits
CJT 1510 Introduction to Criminal Justice 3
CJT 1520 Police Operations 3
CJT 1530 Law Enforcement and the Community 3
CJT 1540 Police Management 3
CJT 1550 Juvenile Delinquency 3
CJT 2510 Criminal Law 3
CJT 2530 Criminal Investigation 3
CJT 2540 Criminal Evidence and Procedure** 3
Electives 6
Choose six credits from the following elective options:
Cooperative Education/Internship
CJT 2910-2930**
Correctional Services
COR 1510, COR 1530, COR 2510, COR 2530
Criminal Justice
CJT 1620 (offered spring only), CJT 1700 (offered fall only), CJT 1730, CJT 1740, CJT 2560
Forensic Science
FOS 2500, FOS 2600, FOS 2610
Other
CAP 1310, CIS 1620, CIS 1700, MGT 2860, PAR 1510-2570, PSY 2120, SPN 1010

Required General Education Courses . . . . . 30-31 Credits
English Composition I and II* 6
Humanities* 6
SPH 1010 and any philosophy course
Mathematics* 3
MAT 1120 or higher
Science* 3-4
Social Sciences* 9
PSY 2130 or PSY 1010
SOC 1010
SOC 2010 or SOC 2030 or POS 1020
Computer Literacy* 3
CIS 1010

Minimum Required for A.A.S. Degree . . . . . 60 Credits

Correctional Services Option

of Criminal Justice Associate of Applied Science Degree (A.A.S.)
Program Code: CORR.AAS (Former Code: 817)

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 eight college credits toward their associate's degree when they enroll at the college.

Graduates with the Correctional Services Option of the Criminal Justice A.A.S. degree will be able to:

- Communicate effectively and professionally in both oral and written forms
- Read critically and use written material to support logical reasoning and solve problems
- Explain the history of the criminal justice, court and corrections systems in the United States
- Develop a working knowledge of the United States criminal justice system, criminal law and the rules of evidence

- Apply critical thinking skills for appropriate decision-making in law enforcement and corrections-related fields
- Apply basic theories of corrections operations and management
- Demonstrate appropriate skills in communication, observation, investigation, evaluation and personal safety in correctional services situations
- Demonstrate appropriate professional standards, ethics and leadership skills
- Pursue a bachelor's degree in Criminal Justice at a four-year college or university

Program Concentration . . . . . .30 Credits
COR 1510 Introduction to Correctional Services 3
CJT 2560 Terrorism 3
CJT 1530 Law Enforcement and the Community 3
COR 1530 Corrections Management. 3
CJT 1550 Juvenile Delinquency 3
CJT 2510 Criminal Law. 3
CJT 2530 Criminal Investigation 3
CJT 2540 Criminal Evidence and Procedure** 3
COR 2510 Community-based Corrections. 3
COR 2530 Probation and Parole 3
Required General Education Courses . . . . . 30-31 Credits
English Composition I and II* 6
Humanities* 6
SPH 1010 and any philosophy course
Mathematics* 3
MAT 1120 or higher
Science* 3-4
Social Sciences* 9
PSY 1010
SOC 1010
SOC 2010 or SOC 2030
Computer Literacy* 3
CIS 1010
Minimum Required for A.A.S. Degree . . . . . .60 Credits

Criminal Justice Transfer Option

of General Studies Associate of Arts Degree (A.A.)
Program Code: CRJU.AA (Former Code: 113)

Program Concentration . . . . . .23 Credits
CJT 1510 Introduction to Criminal Justice. 3
CJT 1530 Law Enforcement and the Community 3
Choose four courses from the following: 12
CJT 1520 Police Operations
CJT 1540 Police Management
CJT 1550 Juvenile Delinquency
CJT 2510 Criminal Law
CJT 2530 Criminal Investigation
CJT 2540 Criminal Evidence and Procedure
Electives 5
Choose from the following:
CJT 1620, CJT 1700, CJT 1730, CJT 1740, CJT 2560, CJT 2910-2930 (Cooperative Education/Internship)
Required General Education Courses . . . . . 37-38 Credits
English Composition I and II* 6
Humanities* 9
SPH 1010
Any 2000-level English literature course
Any humanities course
Mathematics* 3
MAT 1120 or higher
Science* 7-8
Two courses, one must carry laboratory credit
Social Sciences* 9
PSY 2130 or PSY 1010
SOC 1010 or SOC 2010 or SOC 2030 or POS 1020
One history course from the general education list
Computer Literacy* 3
CIS 1010
Minimum Required for A.A. Degree . . . . . .60 Credits

Criminal Justice Technology

Certificate
Program Code: CRJU.CT (Former Code: 825)

Program Concentration . . . . . .15 Credits
CJT 1510 Introduction to Criminal Justice. 3
CJT 1520 Police Operations 3
CJT 1530 Law Enforcement and the Community 3
CJT 2510 Criminal Law. 3
CJT 2530 Criminal Investigation 3
Required General Education Courses . . . . . .15 Credits
EGL 1010 Composition I: Expository Writing. 3
Humanities 3
SPH 1010
Mathematics 3
MAT 1120 or higher
Social Sciences 6
PSY 1010 and PSY 2130
Total Required for Certificate . . . . . .30 Credits

Cybercrime Investigation Option

of Criminal Justice Associate of Applied Science Degree (A.A.S.)
Program Code: CRJU.CYBER.AAS

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. Both the associate's degree and the certificate in Cybercrime Investigation combine criminal justice, forensic science and computer courses, and are designed for students who plan to pursue entry-level careers in the field of computer forensics. For more information, call 301-322-0553.

Graduates with the Cybercrime Investigation Option of the Criminal Justice A.A.S. degree will be able to:

- Communicate effectively and professionally in both oral and written forms
- Read critically and use written material to support logical reasoning and solve problems
- Explain the history the criminal justice, court and corrections systems, as well as the investigation of computer crimes in the United States
- Develop a working knowledge of the United States criminal justice system, criminal law and the rules of evidence

Cybercrime Investigation Option *continues on next page*

✶ Satisfies general education requirement (see Chapter 4, pages 28–31)
✶✶ Satisfies culminating experience requirement for the Associate of Applied Science (A.A.S.) degree

Cybercrime Investigation Option *continues from previous page*

- Apply critical thinking skills for appropriate decision-making in law enforcement and computer-related fields
- Demonstrate appropriate skills in the usage of computers, networks and operating systems
- Demonstrate the documentation, collection and preservation of computer forensic evidence
- Apply concepts of systems security and cybercrime detection techniques
- Demonstrate appropriate professional standards, ethics and leadership skills
- Pursue a bachelor's degree in Criminal Justice at a four-year college or university

Program Concentration . . . . . 15 Credits
- CJT 1510 Introduction to Criminal Justice. 3
- CJT 2510 Criminal Law 3
- CJT 2530 Criminal Investigation. 3
- CJT 2540 Criminal Evidence and Procedure. 3
- FOS 2500 Forensic Science. 3

Supporting Courses . . . . . 15 Credits
- CIS 1700 Understanding Operating Systems. 3
- CIS 1620 Computer Security, Security+. 3
- FOS 2600 Computer Forensics I 3
- FOS 2610 Computer Forensics II 3
- MGT 2860 Cyber Law. 3

Required General Education Courses . . . . 30-31 Credits
- English Composition I and II* 6
- Humanities* 6
  - SPH 1010
  - Any PHL
- Mathematics* 3
  - MAT 1120 or higher
- Science* 3-4
- Social Sciences* 9
  - PSY 1010
  - SOC 1010
  - POS 1020 or SOC 2010 or SOC 2030
- Computer Literacy* 3
  - CIS 1010

Minimum required for A.A.S. Degree . . . . 60-61 Credits

Cybercrime Investigation

Certificate

Program Code: CRJU.CYBER.CT

- CIS 1010 Computer Literacy 3
- CIS 1700 Understanding Operating Systems. 3
- CIS 1620 Computer Security, Security+. 3
- CJT 2510 Criminal Law 3
- CJT 2540 Criminal Evidence and Procedure. 3
- FOS 2500 Forensic Science. 3
- FOS 2600 Computer Forensics I 3
- FOS 2610 Computer Forensics II 3
- MGT 2860 Cyber Law. 3

Total Required for Certificate . . . . . 27 Credits

Police Science Option

of Criminal Justice Associate of Applied Science Degree (A.A.S.)
For Police Academy recruits only.

Program Code: CRJU.ACAD.AAS (Former Code: 816)

The Police Science Option is a partnership between Prince George's Community College and the Prince George's Municipal Police Academy, located on the Largo campus. The program will prepare graduates for entry-level police officer positions with local and municipal law enforcement agencies. In accordance with the Maryland Police and Correctional Training Commission (the regulatory agency for police training and certification and instructor certification), Academy recruits complete the equivalent of 27 general education credits and 36 criminal justice program credits. The Police Science Option also provides a bridge for law enforcement personnel wishing to continue their higher education for personal and/or professional career advancement. For more information about the Police Science Option, call the Prince George's Municipal Police Academy at 301-322-0175.

Program Concentration . . . . . 30 Credits
- CJT 1510 Introduction to Criminal Justice. 3
- CJT 1520 Police Operations 3
- CJT 1530 Law Enforcement and the Community 3
- CJT 1550 Juvenile Delinquency 3
- CJT 2510 Criminal Law. 3
- CJT 2530 Criminal Investigation 3
- CJT 2540 Criminal Evidence and Procedure ** 3
- FOS 2500 Forensic Science 3
- FOS 2580 Basic Accident Investigation. 3
- HLE 2130 First Aid. 3

Required General Education Courses . . . . . 30 Credits
- English Composition I and II* 6
  - EGL 1010 and 1320
- Humanities* 6
  - SPH 1090 and SPN 1010
- Mathematics* 3
  - MAT 1120 or higher
- Science* 3
  - NTR 1010
- Social Sciences* 9
  - PSY 1010; SOC 1010
  - SOC 2030—This course will be embedded in the academy instruction, and the theory will be taught by criminology instructors.
- Computer Literacy* 3
  - CIS 1010

Note: The above general education courses may be offered in an accelerated one-semester session to accommodate the needs and time availability of students enrolled in the Prince George's Municipal Police Academy.

Minimum Required for A.A.S. Degree . . . . . 60 Credits

Culinary Arts Program

This program of study 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. degree program will be prepared to:

- Enter the workforce as management trainees
- Transfer into related bachelor's degree programs at four-year institutions

Working closely with the department chair and Advising is strongly recommended.

Culinary Arts

Associate of Applied Science Degree (A.A.S.)
Program Code: FOOD.CULIN.AAS (Former Code: 361)

Program Concentration . . . . . 40 Credits
- CUL 1100 Introduction to Culinary Arts 3
- HSM 1550 Sanitation 1
- ACC 1030 Accounting for Managers 3
- HSM 1560 Catering and Banquet Planning 3
- HSM 1630 Food Service Operations 3
- HSM 2020 Food and Beverage Purchasing and Cost Control 3
- HSM 2110 Hospitality Computer Operations 3
- HSM 2910-2930 Internship ** 3
- Culinary Arts Electives 18

Required General Education Courses . . . . . 21 Credits
- English Composition I* 3
- English Composition II* 3
  - EGL 1320 recommended
- Humanities* 3
  - Any SPH course from the general education list
- Mathematics* 3
  - MAT 1120 or higher
- Science* 3
  - NTR 1010 or NTR 1100
- Social Sciences* 3
- General Education Elective* 3

Minimum Required for A.A.S. Degree . . . . . 61 Credits

Culinary Arts

Certificate
Program Code: FOOD.CULIN.CT

- CUL 1100 Introduction to Culinary Arts 3
- HSM 1550 Food Service Manager Training and Certification in Sanitation 1
- HSM 1630 Food Service Operations 3
- CUL 1150 Food Production I 3
- HSM 2110 Hospitality Computer Applications 3
- CUL 1300 Baking Skills 3
- CUL 2150 Food Production II 3
- HSM 2070 Supervision in the Hospitality Industry . . 3
- CUL 2200 Garde Manger and Catering 3
- CUL 2300 Advanced Baking and Pastry 3
- CUL 2450 International Cuisine 3

Total Required for Certificate . . . . . 31 Credits

Dietetics Program

Dietetics Option

of General Studies Associate of Arts Degree (A.A.)
Program Code: FOOD.DIET.AA (Former Code: 363)

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.

A graduate of the Dietetics Option of the General Studies A.A. degree program will be able to:

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

Program Concentration . . . . . 21 Credits
- NTR 1010 Introductory Nutrition 3
- CHM 1010 General Chemistry I 4
- CHM 1020 General Chemistry II 3
- CHM 1030 General Chemistry II Lab 2
- CHM 2010 Organic Chemistry I 4
- CHM 2020 Organic Chemistry II 3
- CHM 2040 Organic Chemistry II Lab 2

For transfer to University of Maryland College Park . . . . . 10 Credits
- NTR 1100 Introduction to Food Science 3
- BIO 2010 Microbiology 4
- Social Science 3

For transfer to University of Maryland Eastern Shore . . . . . 11 Credits
- MAT 2210 Statistics 3
- BIO 2050 Human Anatomy and Physiology I 4
- BIO 2060 Human Anatomy and Physiology II 4

Required General Education Courses . . . . . 31 Credits
- English Composition I and II* 6
- Literature† 3
- Humanities* 6
  - Speech course (SPH 1090 is recommended for transfer to UMCP)
  - Another course from humanities general education list†
- Mathematics* 3
  - MAT 1350
- Social Sciences* 9
  - Any HST course from general education list
  - PSY 1010 General Psychology
  - SOC 1010 Introduction to Sociology
- Science* 4

Dietetics Option *continues on next page*

✶ Satisfies general education requirement (see Chapter 4, pages 28–31)
✶✶ Satisfies culminating experience requirement for the Associate of Applied Science (A.A.S.) degree

Dietetics Option *continues from previous page*

BIO 1140 Principles of Biology
or
BIO 1010 General Biology
Minimum Required for A.A. Degree . . . . . .62 Credits

† **Note:** Students should choose courses which will transfer to the appropriate university.

Dietetics

Certificate
Program Code: FOOD.DIET.CT

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

EGL 1010 English Composition I. 3
Speech 3
SPH 1010 or 1090
SOC 1010 Introduction to Sociology. 3
PSY 1010 General Psychology 3
MAT 1350 College Algebra 3
NTR 1010 Introductory Nutrition 3
NTR 1100 Introduction to Food Science 3
BIO 2050 Human Anatomy and Physiology I 4
BIO 2060 Human Anatomy and Physiology II. 4
Total Required for Certificate . . . . . .29 Credits

Note: In addition to the courses in the Dietetics Certificate, students intending to enroll at Baltimore City Community College are strongly encouraged to take the following courses before transfer:
HSM 1550 Food Service Manager Training and Certification in Sanitation 1
HIM 1530 Medical Terminology 3
HLE 1550 Personal and Community Health 3
or
PED 1030 Lifetime Fitness and Leisure. 2

Early Childhood Education Programs

Please see the Teacher Education section (pages 84–91) of this chapter.

Economics

Economics Option

of General Studies Associate of Arts Degree (A.A.)
Program Code: ECON.AA (Former Code: 304)

This is a recommended program of study for students interested in pursuing a bachelor's degree in economics.

Graduates of this program will be able to:

- Explain the functional relationships between economic variables such as price and demand, supply and demand, scarcity and choice and consumption and national income
- Utilize appropriate modes of information technology in communicating, presenting, sharing and transmitting data
- 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 and explain the different economic systems and how they address normative economic objectives, the basic determinants of choice made by consumers and firms
- Write a persuasive analytical essay in conformity with standard citation and reference style
- Communicate orally to explain the rationale underlying federal bonds rates, federal discount rates and reserve requirements in controlling inflation and recession to an audience
- Transfer to a four-year college or university with full junior status

Program Concentration . . . . . .22-23 Credits
ACC 1010 Principles of Accounting I 4
ECN 1030 Principles of Economics I. 3
ECN 1040 Principles of Economics II 3
ECN 1990 Money and Banking 3
MAT 2160 Applied Calculus I
or
MAT 2410 Calculus I for Science and Engineering. .3-4
MAT 2210 Statistics 3
MGT 1010 Introduction to Business 3
Required General Education Courses/Elective . . . . . .40-42 Credits
English Composition I and II*. 6
Humanities* 9
Choose one course from each group:
Group 1: SPH 1010, SPH 1050, SPH 1090, SPH 1110
Group 2: ART 1010, MUS 1010, PHL 1010, PHL 1090, THE 1010, any foreign language
Group 3: Any 2000-level English literature course
Mathematics* 3-4
MAT 1350 or MAT 1360
Science* 7-8
Two courses, one course must carry laboratory credit.
Social Sciences* 9
Group 1: One history course from general education list
Group 2: POS 1010 and SOC 1010 recommended
Computer Literacy* 3
CIS 1010
Elective 3
Any credit course except PED
Minimum Required for A.A. Degree . . . . . .62 Credits

First-time college students are expected to take PAS 1010 Principles and Strategies of Successful Learning (3 Credits). PAS 1010 is required for students when they take DVR 0060. For more information, see Chapters 2, 6, and 8.

Education

Please see the Teacher Education section (pages 84-91) of this chapter.

Electronic Engineering Technology Programs

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 programs emphasize understanding electronics principles and troubleshooting concepts rather than how to repair specific equipment. With this background, students should be able to repair, modify and design a wide variety of electronic equipment. Depending upon their eventual career goals, students can choose among two degree program options and a certificate. Students who wish to continue their studies toward a four-year Bachelor of Science in Electronic Engineering Technology (BSEET) degree should take the Electronic Engineering Technology A.A.S. This program is accredited by the Technology Accreditation Commission of ABET, Inc. (TAC/ABET), 1110 Market Place, Suite 10500, Baltimore, MD 21202.

Graduates of the Electronic Engineering Technology Option typically transfer to Capitol College, Old Dominion University or the University of Maryland Eastern Shore. Additionally, graduates of this technology program can transfer into the engineering program at Capitol College with minimal loss of credits by carefully choosing mathematics and science courses. Students who wish to work directly after graduation should pursue the Electronic Service Technology Option of the Electronic Engineering Technology A.A.S. degree program, which has fewer mathematics requirements and more hands-on courses. Students interested in this program also should consider the Computer Engineering Technology A.A.S. program described elsewhere in this chapter. The certificate program is composed of technical courses without the general education courses required for a degree and leads into the degrees without loss of credits.

Graduates of the Electronics Engineering Technology A.A.S. degree program will be able to:

- Build and debug a prototype analog or digital circuit from an engineer's rough sketch
- 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 from simple Boolean expressions through counters, encoders, memories, and field-programmable gate arrays
- Understand and use standard electronics instrumentation such as VOMs, DVMs, complex oscilloscopes, and function generators
- Reverse engineer a schematic from a circuit
- Given a complex electronics system, either analog or digital, troubleshoot it successfully to the component level
- Solve technical problems using the standard concepts of algebra, trigonometry, and higher mathematics
- Write a comprehensive technical report
- Give a successful oral presentation
- 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

Electronic Engineering Technology

Associate of Applied Science Degree (A.A.S.)

Program Code: ELEC.TECH.AAS (Former Code: 630)

Program Concentration . . . . . 33-34 Credits
- ENT 1710 Circuits and Measurement Techniques . . . 3
- ENT 1720 Circuit Analysis and Design. 3
- ENT 1770 Introduction to Computing for Technology* 3
- ENT 1780 Analog Circuits 4
- ENT 1800 Digital Circuits. 4
- ENT 1850 Circuit Evaluation and Repair 2
- ENT 2810 CPU Architecture 4
- ENT 2900 Systems Analysis Project** 3
- Engineering Technology electives. . . . . .7-8 (Consult with electronics faculty.)

Required General Education Courses . . . . . 31 Credits
- English Composition I and II* 6
- Humanities* . . . . . 3 SPH 1010
- Mathematics* . . . . . 11 MAT 1350 and MAT 1360 (or MAT 1370) and MAT 2410
- Science* . . . . . 8 PHY 1570 and lab science elective (PHY 1010 recommended)
- Social Sciences* 3

Minimum Required for A.A.S. Degree . . . . . 64 Credits

Electronic Service Technology Option

of Electronic Engineering Technology Associate of Applied Science Degree (A.A.S.)

Program Code: ELEC.SVCOPT.AAS (Former Code: 634)

Program Concentration . . . . . 38-39 Credits
- ENT 1710 Circuits and Measurement Techniques* 3
- ENT 1720 Circuit Analysis and Design. 3
- ENT 1770 Introduction to Computing for Technology* 3
- ENT 1780 Analog Circuits 4
- ENT 1800 Digital Circuits. 4
- ENT 1850 Circuit Evaluation and Repair 2
- ENT 2200 High-Reliability Soldering and Fabrication* 2
- ENT 2810 CPU Architecture 4
- ENT 2900 Systems Analysis Project** 3
- Engineering Technology electives. . . . . .10-11 (Consult with electronics faculty.)

Required General Education Courses . . . . . 23 Credits
- English Composition I and II* 6
- Humanities* . . . . . 3 SPH 1010

Electronic Service Technology Option *continues on next page*

✶ Satisfies general education requirement (see Chapter 4, pages 28–31)

✶✶ Satisfies culminating experience requirement for the Associate of Applied Science (A.A.S.) degree

Electronic Service Technology Option *continues from previous page*

Mathematics* 3
MAT 1340 or higher
Science* 8
PHY 1570 and lab science elective (PHY 1010 recommended)
Social Sciences* 3
Minimum Required for A.A.S. Degree . . . . . .61 Credits

Electronic Analysis and Repair

Certificate
Program Code: ELEC.ANREP.CT (Former Code: 637)

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.

ENT 1710 Circuits and Measurement Techniques 3
ENT 1720 Circuit Analysis and Design 3
ENT 1780 Analog Circuits 4
ENT 1800 Digital Circuits 4
ENT 1850 Circuit Evaluation and Repair. 2
ENT 2200 High-Reliability Soldering and Fabrication 2
MAT 1340 Trigonometry with Applications to Technology (or higher) 4
Total Required for Certificate . . . . . .22 Credits

Emergency Medical Technician Programs

Intermediate Program

The EMT-Intermediate is a professional provider of emergency care to acutely ill or injured patients. The Emergency Medical Technician-Intermediate program provides students with the skills, knowledge and clinical experience required to provide safe and effective prehospital care at the intermediate level. Successful completion of courses will lead to a certificate in Emergency Medical Technician-Intermediate and eligibility for entry into the EMT-Paramedic program. 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 Services Systems, The Emergency Medical Services Board. Upon successful completion of the program, graduates are eligible to take the national certifying EMT-I examination.

Applicants for the EMT-I program must be licensed as an EMT-Basic for one year or have approved field experience that meets the Maryland State standard. Applicants must be eligible for EGL 1010 and MAT 1040.

Graduates of the EMT-Intermediate degree program will be able to:

- Evaluate the clinical information of patients who are ill or injured relative to their role as an entry-level EMT-Intermediate provider
- Perform skills necessary to fulfill the role of an entry-level EMT-Intermediate provider
- Operate equipment necessary to perform as an entry-level EMT-Intermediate provider
- Demonstrate personal behaviors consistent with professional and employer expectations for an entry-level EMT-Intermediate provider
- Communicate effectively using verbal and nonverbal communication methods
- Appreciate cultural diversity
- Apply to take the national certifying EMT-I examination

Emergency Medical Technician-Intermediate

Certificate
Program Code: EMTI.CT.PETIT (Former Code: 333)

Program Concentration . . . . . .30 Credits
EMT 1510 Prehospital Environment 2
EMT 1520 Medical Emergencies 3
EMT 1540 Advanced Airway Management 3
EMT 1550 Paramedic Practice I. 2
EMT 1570 IV Therapy and Pharmacology. 3
EMT 1580 Shock and Trauma 4
EMT 1590 Medical Math for Allied Health Professionals. 2
EMT 1600 Cardiology and EKG Interpretation. 3
EMT 1620 Paramedic Practice II 3
EMT 2510 Special Patient Populations and Medical Emergencies II. 3
EMT 2000 Preparation for EMT-I Certification 2
Total Required for Certificate . . . . . .30 Credits

Paramedic Programs

The EMT-Paramedic is a professional provider of emergency care to acutely ill or injured patients. The Emergency Medical Technician-Paramedic program provides students with the skills, knowledge and clinical experience required to provide safe and effective prehospital care. Students may elect to take courses leading to completion of the associate of applied science degree or certificate option. EMT-Basic certification and completion of an approved EMT-I curriculum or EMT-I licensure is a prerequisite for entry into both 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 Services Systems, The Emergency Medical Services Board. Upon successful completion of the program, graduates are eligible to take the national certifying examination.

Graduates of the EMT Paramedic programs will be able to:

- Evaluate the clinical information of patients who are ill or injured relative to their role as an entry-level EMT-Paramedic provider
- Perform skills necessary to fulfill the role of an entry-level EMT-Paramedic provider

- Operate equipment necessary to perform as an entry-level EMT-Paramedic provider
- Demonstrate personal behaviors consistent with professional and employer expectations for an entry-level EMT-Paramedic provider
- Communicate effectively using verbal and nonverbal communication methods
- Appreciate cultural diversity
- Apply to take the national certifying EMT-P examination

Emergency Medical Technician—Paramedic

Associate of Applied Science Degree (A.A.S.)

Program Code: EMTP.AAS.PETIT (Former Code: 335)

Program Concentration . . . . . .49 Credits
(30 credits of EMT-I plus 19 credits EMT-P)
EMT 2530 Paramedic Practice III 3
EMT 2520 Medical Emergencies and Patient Assessment II 3
EMT 2540 Paramedic Practice IV** 3
EMT 2560 Preparation for EMT-P Certification** . . . 2
BIO 2050 Human Anatomy and Physiology I* 4
BIO 2060 Human Anatomy and Physiology II* 4

Required General Education Courses . . . . . .21 Credits
English Composition I and II* 6
Humanities* 6
Choose one course from each group:
Group 1: SPH 1090
Group 2: ART 1010, PHL 1010, PHL 1330, THE 1010 or any foreign language course
Mathematics* 3
MAT 1120
Science*—see program concentration
Social Science* 3
PSY 1010
Computer Literacy* 3
CIS 1010

Total Required for A.A.S. Degree . . . . . .70 Credits

Emergency Medical Technician-Paramedic

Certificate

Program Code: EMTP.CT.PETIT (Former Code: 334)

Program Concentration . . . . . .45 Credits
(30 credits of EMT-I plus 15 credits EMT-P)
EMT 2530 Paramedic Practice III 3
EMT 2520 Medical Emergencies and Patient Assessment II 3
EMT 2540 Paramedic Practice IV 3
EMT 2560 Preparation for EMT-P Certification 2
EMT 2580 Study of Human Systems for Paramedics 4

Required General Education Courses . . . . . .3 Credits
EGL 1010 Composition I. 3

Total Required for Certificate . . . . . .48 Credits

Engineering Program

Students who successfully complete this program are prepared to transfer as a college junior to a four-year institution to obtain a bachelor's degree in one of the engineering disciplines, such as electrical engineering, computer engineering and mechanical engineering.

Engineering is the application of science and mathematics to create solutions to problems based on human needs. An engineering degree can prepare students for a career in design, development, management, sales, research and various other fields, such as medicine, law and politics. Engineers need to think logically, communicate effectively and be well-grounded in science and mathematics. The program offered at Prince George's Community College provides the engineering, mathematics, science and general education courses that are taken by all engineering students in their freshman and sophomore years. A precalculus mathematics sequence is also available for students who need review or additional preparation before starting engineering and calculus courses.

Transferability: Credits earned at Prince George's Community College toward the Engineering degree transfer to the University of Maryland and other schools that award bachelor's degrees in engineering. Students should consult with an adviser on transfer requirements. For more information about the Engineering program, call 301-386-7536.

Graduates of the Engineering A.S. degree program will be able to:

- Reason abstractly and think critically
- Use appropriate methods of quantitative reasoning to understand, interpret and manipulate numerical data
- Understand and apply the scientific method
- Transfer into an engineering program at a four-year college or university

Engineering

Associate of Science Degree (A.S.)

Program Code: ENGR.AS (Former Code: 030)

Program Concentration . . . . . .48 Credits
EGR 1010 Introductory Engineering. 3
EGR 1020 Statics. 3
MAT 2410 Calculus I for Science and Engineering* 4
MAT 2420 Calculus II for Science and Engineering 4
MAT 2430 Calculus III for Science and Engineering 4
MAT 2460 Differential Equations 4
(MAT 2450 may be substituted for MAT 2430 or MAT 2460.)
PHY 1030 General Physics I* 3
PHY 2030 General Physics II* 4
PHY 2040 General Physics III 4
CHM 1010 General Chemistry I 4
CHM 1020/1030 General Chemistry II/Lab 5

Engineering Program *continues on next page*

✶ Satisfies general education requirement (see Chapter 4, pages 28–31)
✶✶ Satisfies culminating experience requirement for the Associate of Applied Science (A.A.S.) degree

Engineering Program *continues from previous page*

Engineering electives. 6
EGR 2010 EGR 2020 EGR 2030
EGR 2050 EGR 2060
EGR 2440 or EGR 2450

Required General Education Courses . . . . . 18 Credits
English Composition I and II*
(EGL 1340 recommended) 6
Humanities* 6
Choose one course from each group:
Group 1: SPH 1010 or SPH 1110
Group 2: ART 1010, MUS 1010, PHL 1010, PHL 1090, THE 1010 or any foreign language
Social Sciences* 6

Minimum Required for A.S. Degree . . . . . 66 Credits

Engineering Technology Program

Engineering technology at Prince George's Community College includes electronic engineering technology, computer engineering technology and space 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/internetworking field will be prepared for the Cisco CCNA certification exam. Students who choose to concentrate in space engineering technology will be ready for employment at Goddard Space Flight Center and its associated contractors.

Students who choose the transfer concentration are ready to transfer into the BSET programs at Capitol College, University of Maryland Eastern Shore and Old Dominion University. Graduates who substitute higher-level math and science courses also may transfer into the Engineering programs at Capitol College.

For more information, contact the Engineering Technology department at 301-322-0751.

A graduate of the Engineering Technology A.A.S. degree program will:

As a development technician, be able to

- Build and debug a prototype analog or digital circuit from an engineer's rough sketch
- 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 from simple Boolean expressions through counters, encoders, memories and field-programmable gate arrays;

As a service technician, be able to

- Understand and use standard electronics instrumentation such as VOMs, DVMs, complex oscilloscopes and function generators
- Reverse engineer a schematic from a circuit
- Given a complex electronics system, either analog or digital, troubleshoot it successfully to the component level;

As a computer user and technician, be able to

- Understand and use microcomputer operating systems such as MS-DOS, Windows XP and Vista
- Use standard Windows-based programs such as word processors, spreadsheets and Internet browsers
- Solve technical problems by writing user-friendly, well-documented programs in a high-level programming language such as C++
- Understand, analyze and troubleshoot computer hardware and software by understanding system organization, data representation, memory management and interrupts
- Upgrade and repair personal computers; be ready to pass the CompTIA A+ certification exam
- Design, build and manage local area networks; understand basic telecommunications systems and protocols; and be ready to pass the CompTIA Net+ certification exam

In the graduate's area of specialization (electronics, computer hardware, computer networks or space technology), the graduate will be able to:

- Solve technical problems using the standard concepts of algebra, trigonometry and higher mathematics
- Write a comprehensive technical report
- Give a successful oral presentation
- 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

Engineering Technology

Associate of Applied Science Degree (A.A.S.)
Program Code: ENGR.TECH.AAS

Program Concentration . . . . . 28 Credits
ENT 1710 Circuits and Measurement Techniques . . . 3
ENT 1770 Introduction to Computing for Technology 3
ENT 1800 Digital Circuits 4
ENT 1840 Introduction to Personal Computer Hardware. 3
ENT 1850 Circuit Evaluation and Repair 2
ENT 1890 Network Hardware 3
ENT 2830 Telecommunications 3
ENT 2840 Computer Repair 4
ENT 2900 Systems Analysis Project** 3

Technical Electives . . . . . 11-16 Credits
(Students may choose any course from any of the suggested program concentrations listed below or any CIS, ENT, MAT or science course approved by the department chair. 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
ENT 1880 Personal Computer Configuration and Assembly 1

First-time college students are expected to take PAS 1010 Principles and Strategies of Successful Learning (3 Credits). PAS 1010 is required for students when they take DVR 0060. For more information, see Chapters 2, 6, and 8.

ENT 2860 Advanced PC Configuration and Repair 4
CIS 1700 Understanding Operating Systems 3
CIS 2720 UNIX/Linux Operating System 4

Electronics Engineering Technology
ENT 1720 Circuit Analysis and Design. 3
ENT 1780 Analog Circuits 3
ENT 2200 High-Reliability Soldering and Fabrication. 2
ENT 2810 CPU Architecture 4

Networking/Internetworking
ENT 1940 Router Technology I 4
ENT 1950 Router Technology II. 4
ENT 1960 Router Technology III. 4
ENT 1970 Router Technology IV. 4

Space Engineering Technology
ENT 1720 Circuit Analysis and Design. 3
ENT 1860 Fundamentals of Quality Assurance . . . 3
ENT 1900 Introduction to Space Technology 3
ENT 1920 Quality Management: Engineering Process 3
ENT 2200 High-Reliability Soldering and Fabrication. 2

Transfer to Bachelor of Science in Engineering Technology (BSET) Program
MAT 1350 College Algebra 3
MAT 1360 Trigonometry and Analytic Geometry 4
MAT 2410 Calculus I for Science and Engineering 4

Required General Education Courses . . . . . 23 Credits
English Composition I and II* 6
Humanities* 3
Any SPH course from general education list
Mathematics* 3
MAT 1340 or higher
Science* 8
PHY 1570
PHY 1010 or PSC 1010/1020
Social Science* 3

Minimum Required for A.A.S. Degree . . . . . 62 Credits

English

English Option

of General Studies Associate of Arts Degree (A.A.)
Program Code: ENGL.AA (Former Code: 023)

The English Option is the recommended program of study 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 and humanities 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 with the English Option of the General Studies A.A. degree will be able to:

- Identify major authors, titles and literary trends of the periods studied
- Produce written and oral analysis 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
- Transfer into a bachelor's degree program in English at a four-year institution

Program Concentration . . . . . 21 Credits
Choose two courses from the following literature surveys:. 6
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 I
EGL 2140 African-American Literature II
Choose one course from the following:. 3
EGL 2090 World Literature from Ancient Times Through the Middle Ages
EGL 2110 World Literature from the Renaissance to the Present
Take both of the following:. 6
EGL 2270 Applied Grammar
Any 2000-level EGL literature or creative writing course (in addition to the three surveys taken to satisfy the above requirements)
Choose two courses from the following that complement the literature surveys selected 6
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

Required General Education Courses/Electives. . . . . 40-41 Credits
English Composition I and II* 6
Humanities* 9
Choose one course from Group 1 and two courses from Group 2:
Group 1: SPH 1010, SPH 1050, SPH 1090 or SPH 1110

English *continues on next page*

✶ Satisfies general education requirement (see Chapter 4, pages 28–31)
✶✶ Satisfies culminating experience requirement for the Associate of Applied Science (A.A.S.) degree

English *continues from previous page*

Group 2: ART 1010, ART 2730, MUS 1010, PHL 1010, THE 1010 or any foreign language
Mathematics* 3
MAT 1120 or higher
Science* 7-8
Two courses, one of which must carry laboratory credit.
Social Sciences* 6
Select two courses from ANT, ECN, GEO, POS, PSY or SOC.
Computer Literacy* 3
CIS 1010
Electives 6
Any credit courses except PED
Minimum Required for A.A. Degree . . . . . .61 Credits

Fire Science Program

Fire Science

Associate of Applied Science Degree (A.A.S.)
(Pending MHEC approval)
For employees and volunteers of the Fire/EMS Department only.
Program Code: FIRE.AAS

The Fire Science A.A.S. program prepares graduates to function as entry-level fire service personnel and emergency service providers and provides a pathway to professional advancement within the fire department for career personnel currently employed as fire fighters. The curriculum is a partnership between Prince George's Community College, the Prince George's County Fire/EMS Department and the Maryland Fire and Rescue Institute (MFRI). Students will complete 18 credits of required state/nationally-mandated Fire/EMS Department Career Recruit School courses, which are taught by MFRI at various locations within the state of Maryland and are restricted to employees and volunteers of the Fire/EMS Department. Credits for the MFRI courses will be transferred into the college based upon the recommendation of the American Council of Education (ACE) as published in the current edition of the *National Guide to Educational Credit for Training Programs*. For more information, call 301-322-0553.

Graduates of the Fire Science Associate of Applied Science degree program will be able to:

- Communicate effectively and professionally in both oral and written forms
- Read critically and use written material to support logical reasoning and solve problems
- 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
- Explain the fundamentals of arson investigation and the documentation, collection and preservation of physical evidence as it relates to fire scenes
- Demonstrate skills needed to become a journeyman firefighter
- Demonstrate appropriate professional standards, ethics and leadership skills
- Pursue a bachelor's degree in Fire Science at a four-year college or university

Program Concentration . . . . . .18 Credits
FSC 1010 Firefighter I 3
FSC 1020 Emergency Medical Technician Basic 6
FSC 1030 Hazardous Materials Operations 1
FSC 1200 Principles of Building Construction: Combustible 1
FSC 1210 Principles of Building Construction: Non-Combustible 1
FSC 1300 Emergency Vehicle Operator 2
FSC 2010 Firefighter II 2
FSC 2020 Truck Company Fireground Operations: . . . 1
FSC 2060 Firefighter Survival and Rescue 1
Supporting Courses . . . . . .12 Credits
FOS 2500 Forensic Science 3
FOS 2530 Fire and Arson Investigation. 3
MGT 1010 Introduction to Business
or
MGT 1900 Introduction to Public Administration . . . 3
MGT 1960 Managing in the Public Sector
or
FSC 2930 Work-Based Experience. 3
Required General Education Courses/Electives. . . . . .30-31 Credits
English Composition I and II* 6
Humanities* 3
Choose one SPH course:
SPH 1010, SPH 1050, SPH 1090 or SPH 1110
Mathematics* 3
MAT 1120 or higher
Science* 3-4
Social Sciences* 3
Computer Literacy* 3
CIS 1010
Electives 9
Any credit courses except PED
Minimum Required for A.A. Degree . . . . . .60 Credits

Food Science Program

Food Science Option

of General Studies Associate of Arts Degree (A.A.)
Program Code: FOOD.SCI.AA (Former Code: 362)

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 with the Food Science Option of the General Studies A.A. degree will be able to:

- Apply the principles of chemical, physical, 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

Program Concentration . . . . . 35-36 Credits
NTR 1010 Introductory Nutrition* 3
NTR 1100 Introduction to Food Science 3
CHM 1010 General Chemistry I 4
CHM 1020 General Chemistry II. 3
CHM 1030 General Chemistry II Lab 2
CHM 2010 Organic Chemistry I 4
CHM 2020 Organic Chemistry II 3
CHM 2040 Organic Chemistry II Lab. 2
PHY 1010 Introductory Physics I. 4
BIO 2010 Microbiology 4
MAT 2170 Applied Calculus II
or
MAT 2420 Calculus II for Science and Engineering 3-4
Required General Education Courses . . . . . 31-32 Credits
English Composition I and II* 6
Humanities*† 6
One course must be a SPH course.
Literature+ 3
Mathematics* 3-4
MAT 2160 Applied Calculus I
or
MAT 2410 Calculus I for Science and Engineering
Social Sciences*† 9
One course must be a history course.†
Science* 4
BIO 1140 Principles of Biology: Cellular and Molecular Biology 4
Minimum Required for A.A. Degree . . . . . 66 Credits

† **Note:** General Education courses should be chosen to address UMCP's CORE requirements.

Forensic Science Program

The Forensic Science Associate of Science (A.S.) degree 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. The Forensic Science A.S. degree program articulates with the University of Baltimore and the University of Maryland University College. Before registering for forensic science courses, students, including those with bachelor's or advanced degrees, should consult with program faculty or an academic adviser and also should 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. For more information, call 301-322-0553.

Graduates of the Forensic Science A.S. degree program will be able to:

- Communicate effectively and professionally in both oral and written forms
- Read critically and use written material to support logical reasoning and solve problems
- Explain the multidisciplinary nature of forensic science
- Develop a working knowledge of the criminal justice system and the rules of evidence
- Demonstrate the documentation, collection and preservation of 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
- Demonstrate appropriate professional standards, ethics and leadership skills
- Pursue a bachelor's degree in Forensic Science at a four-year college or university

Forensic Science

Associate of Science Degree (A.S.)
Program Code: FORS.AS (Former Code: 114)

Program Concentration . . . . . 31 Credits
BIO 2500 Principles of Forensic Biology. 4
CHM 1020 General Chemistry II. 3
CHM 1030 General Chemistry II Lab 2
PHY 1010 Introductory Physics I
or
CHM 2050 Forensic Chemistry (Offered spring semester). 4
CJT 1510 Introduction to Criminal Justice. 3
CJT 2510 Criminal Law 3
FOS 2500 Forensic Science 3
FOS 2550 Photography in the Forensic Sciences 3
FOS 2590 Crime Scene Investigation. 3
Program Elective 3
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

Forensic Science Program *continues on next page*

✶ Satisfies general education requirement (see Chapter 4, pages 28–31)
✶✶ Satisfies culminating experience requirement for the Associate of Applied Science (A.A.S.) degree

Forensic Science Program *continues from previous page*

FOS 2530 Fire and Arson Investigation
(Offered spring only)
FOS 2540 Physical Identifiers
(Fingerprinting Techniques)
(Offered fall only)
FOS 2570 Firearms and Tool Marks Identification
(Offered fall only)
FOS 2580 Basic Accident Investigation
(Offered spring only)
FOS 2600 Computer Forensics I
FOS 2910-2930 Cooperative Education

Required General Education Courses . . . . . 32 Credits

English* 6
EGL 1010 Composition I
and
EGL 1020 Composition II
or
EGL 1340 Technical Writing

Humanities* 6
PHL 1100 or PHL 1010
SPH 1090 or SPH 1010

Mathematics* 3
MAT 1350

Science* 8
BIO 1140
CHM 1010

Social Sciences* 6
PSY 1010
SOC 1010

Computer Literacy* 3
CIS 1010

Minimum Required for A.S. Degree . . . . . 63 Credits

General Studies Program

This program is for students interested in transferring to institutions without a foreign language requirement. 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 educational and career choices. Transferability: This program transfers to four-year colleges or universities. The various options of the General Studies A.A. degree are listed in the index and are located alphabetically in this chapter. Students should consult with an adviser about transfer requirements. For more information about the General Studies program, call 301-322-0151.

Graduates of the General Studies A.S. degree program will be able to:

- Challenge assumptions, analyze oral and written material, synthesize the material and reach logical conclusions
- Develop speaking and listening skills such that one can communicate effectively in interpersonal, small groups (including both nonverbal and verbal language usage) and in larger, impersonal forums
- Write, edit and proofread using correct standard grammar and punctuation
- Apply the scientific method to problems in the physical world
- Understand the nature and value of the fine, literary and performing arts
- Use appropriate methods of quantitative reasoning to understand, interpret and manipulate numerical data
- Demonstrate informational literacy and apply technological competencies to enhance and accelerate communication through word processing on the computer
- Apply what they have learned from significant historical events since colonial times in the United States to current political and social problems today
- Transfer into a bachelor's degree program at a four-year institution

General Studies

Associate of Arts Degree (A.A.)

Program Code: GENL.STUDIES.AA (Former Code: 310)

Program Concentration . . . . . 24 Credits
Select courses appropriate for planned transfer program.

Required General Education Courses . . . . . 37-38 Credits

English Composition I and II* 6

Humanities* 9
Choose one course from each group:
Group 1: SPH 1010, SPH 1050, SPH 1090, SPH 1110
Group 2: ART 1010, MUS 1010, PHL 1010, PHL 1090, THE 101; or any foreign language course
Group 3: Any 2000-level English literature course

Mathematics* 3

Science* 7-8
Two courses, one course must carry laboratory credit

Social Sciences* 9
Group 1: One history course from general education list
Group 2: Two courses from social sciences general education list, one course must be non-history.

Computer Literacy* 3
CIS 1010

Minimum Required for A.A. Degree . . . . . 61 Credits

Transfer Studies

Certificate

Program Code: GENL.TRAN.CT (Former Code: 340)

This is a flexible certificate that, with the exception of English 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.

English Composition I 3
EGL 1010

English Composition II. 3
EGL 1020 recommended

Humanities 6
Choose two from the general education list in Chapter 4.

Social Sciences 9

First-time college students are expected to take PAS 1010 Principles and Strategies of Successful Learning (3 Credits). PAS 1010 is required for students when they take DVR 0060. For more information, see Chapters 2, 6, and 8.

Choose three from the general education list in Chapter 4.
Mathematics 3
MAT 1120 or higher
Science. 3-4
Elective 3
Minimum Required for Certificate . . . . . .30 Credits

Health Education

Health Education Option

of General Studies Associate of Arts Degree (A.A.)
Program Code: HLTH.ED.AA (Former Code: 230)

Graduates of the Health Education Option of the General Studies A.A. degree program will be able to:

- Apply critical thinking skills to assess health, wellness and physical fitness
- Demonstrate use of interpersonal skills using verbal and written communication
- Use technology to research consumer-related health information and changing health-related trends
- Provide First Aid and CPR
- Evaluate health issues from a multicultural perspective
- Analyze issues related to individual and community health
- Transfer to four-year colleges and universities that offer Health Education as a teaching option or other health-related program

Program Concentration . . . . . .20 Credits
HLE 1150 Personal and Community Health 3
HLE 2130 First Aid-Responding to Emergencies /CPR FPR 3
HLE 2210 Human Sexuality 3
Health elective 3
Choose one of the following:
HLE 2000 Application of Concepts for Fitness and Wellness
HLE 2010 Health Issues in a Culturally Diverse Society
HLE 2150 Introduction to Child Health
HLE 2250 Health Issues for Women
CHM 1010 General Chemistry I 4
BIO 1010 General Biology
or
BIO 1140 Principles of Biology: Cellular and Molecular Biology 4
Required General Education Courses/Elective 41 Credits
English Composition I and II* 6
Humanities* 9
Choose one course from each group:
Group 1: SPH 1010, SPH 1050, SPH 1090, SPH 1110
Group 2: ART 1010, MUS 1010, PHL 1010, PHL 1090, THE 101 or any foreign language
Group 3: Any 2000-level English literature course
Mathematics* 3
Science* 8
BIO 2050 and BIO 2060
Social Sciences* 9
PSY 1010 and SOC 1010; and one history course from general education list
Computer Literacy* 3
CIS 1010
Elective 3
Any HLE course not taken in Program Concentration
Total Required for A.A. Degree . . . . . .61 Credits

Health Science Clinical Programs

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 health science programs have state approval and specialized accreditation. Both nursing programs are approved by the Maryland Board of Nursing, and the RN program is accredited by the National League for Nursing Accrediting Commission. All allied health programs have state approval and are accredited by the applicable accrediting body: Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM), Committee on Accreditation for Respiratory Care (CoARC), Joint Review Committee on Education in Radiologic Technology (JRCERT), Joint Review Committee on Educational Programs in Nuclear Medicine Technology (JRCNMT). Although graduates are eligible to take the licensure/certification examinations upon program completion, there are restrictions about sitting for the examination if an applicant has been convicted of a felony or a misdemeanor. See program coordinator for additional information.

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

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

Students interested in one of the health career programs must meet the eligibility criteria for admission. For more information about these programs, call 301-322-0151 (Advising) or 301-322-0733 (Allied Health) or 301-322-0731 (Nursing).

The programs of study for the following health science clinical areas are included alphabetically throughout this chapter:

- Emergency Medical Technician–Intermediate
- Emergency Medical Technician–Paramedic
- Health Information Management

Health Science Clinical Programs *continues on next page*

✶ Satisfies general education requirement (see Chapter 4, pages 28–31)
✶✶ Satisfies culminating experience requirement for the Associate of Applied Science (A.A.S.) degree

Health Science Clinical Programs *continues from previous page*

- Nuclear Medicine Technology
- Nursing
- Radiography
- Respiratory Therapy

Multidisciplinary Health Education Courses:

These courses are designed to offer opportunities for learning across the various disciplines of health careers for students and health care professionals. Courses may be taken for credit or as a noncredit option with professional CEU approval. (CEUs for health information management, nursing, nuclear medicine, physician assistant, radiography and respiratory therapy are pending.)

MHE 1980 Continuous Quality Improvement (CQI) 1
MHE 2000 Introduction to Medical Terms for Health Professionals 1
MHE 2900 Dysrhythmia Interpretation and ACLS Preparation 2
MHE 2920 Advanced Cardiac Life Support-Provider 1

Health Information Management Programs

Health Information Management

Formerly Health Information Technology
Associate of Applied Science Degree (A.A.S.)
Program Code: HLTH.INFO.PETIT (Former Code: 336)

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), 2330 Michigan Avenue, Suite 21500, Chicago, IL 60601; (312) 233-1183 in cooperation with the American Health Information Management Association (AHIMA).

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

- Apply skills in releasing medical information according to legal, regulatory and facility policies
- Apply knowledge of anatomy and physiology, medical terminology and diseases processes to the classification of diagnoses and procedures to meet statistical and reimbursement requirements
- Analyze clinical information needed for decision support, research and performance improvement
- Use technology, including hardware and software, to ensure data collection, storage, retrieval and reporting of information
- Demonstrate effective oral and written communication skills
- Maintain behaviors consistent with the professional Code of Ethics of the American Health Information Management Association
- 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 credential registered health information technician (RHIT)

Program Concentration . . . . . 41 Credits
HIM 1500 Fundamentals of Health Information 5
HIM 1530 Medical Terminology 4
HIM 1540 Directed Clinical Practice I 1
HIM 1550 Disease Processes 4
HIM 1580 Principles and Applications of ICD-9-CM 4
HIM 1600 Principles and Applications of CPT 2
HIM 2510 Health Information Statistics and Quality Improvement 5
HIM 2530 Health Information Management** 3
HIM 2550 Health Information in Alternative Care . . . 2
HIM 2560 Directed Clinical Practice II 3
HIM 2580 Directed Clinical Practice III** 2
HIM 2600 Medical Reimbursement and Billing 3
MGT 1550 Elements of Supervision 3
Required General Education Courses . . . . . 26 Credits
English Composition I and II* 6
EGL 1010 and EGL 1320
Humanities* 3
SPH 1010 or SPH 1050
Mathematics* 3
MAT 1140
Science* 8
BIO 2050 and BIO 2060†
Social Sciences* 3
PSY 1010
Computer Literacy* 3
CIS 1010
Total Required for A.A.S. Degree . . . . . 67 Credits

† **Note:** If not previously completed, BIO 2060 must be taken concurrently with HIM 1500.

Medical Coder/Billing Specialist

Certificate
Program Code: HLTH.BILL.PETIT (Former Code: 337)

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 ICD-9-CM, HCPCS/CPT. In addition, students will learn about other related classification systems, clinical documentation requirements, prospective payment systems, e.g., diagnosis-related

groups (DRGs), reimbursement strategies and the processing of medical claims. The program incorporates classroom instruction and a practicum covering a wide variety of medical specialties in both ambulatory and inpatient care.

Graduates of the Medical Coder/Billing Specialist Certificate program will be able to:

- Apply knowledge of anatomy and physiology, medical terminology and diseases processes to the classification of diagnoses and procedures to meet statistical and reimbursement requirements
- Demonstrate effective oral and written communication skills
- Apply to take one of three national certifying examinations administered by the American Health Information Management Association (AHIMA) to become a certified coding associate (CCA), certified coding specialist (CCS) or certified coding specialist-physician (CCS-P)
- Apply to take the national certifying examinations administered by the American Academy of Professional Coders (AAPC)

Program Concentration . . . . . .25 Credits
HIM 1500 Fundamentals of Health Information. 5
HIM 1530 Medical Terminology 4
HIM 1550 Disease Processes. 4
HIM 1580 Principles and Applications of ICD-9-CM 4
HIM 1600 Principles and Applications of CPT 2
HIM 2560 Directed Clinical Practice II 3
HIM 2600 Medical Reimbursement and Billing 3
Required General Education Courses . . . . . .14 Credits
EGL 1010 3
BIO 2050 and BIO 2060† 8
CIS 1010 3
Total Required for Certificate . . . . . .39 Credits
†If not previously completed, BIO 2060 must be taken concurrently with HIM 1500.

Historical Fieldwork and Research

Historical Fieldwork and Research Option

of General Studies Associate of Arts Degree (A.A.)
Program Code: HIST.FIELD.AA (Former Code: 295)

The Historical Fieldwork and Research Option is designed to prepare students to transfer into a bachelor's degree program in history, historical preservation or museum curatorship. It prepares students for employment in museums, at historic sites or in teaching history. The program provides students with a thorough foundation in local, state and American history. All students enrolled in the program are required to complete successfully HST 2970, the Historic Sites Internship Experience course. This course provides students with a practical hands-on experience at some nearby historic sites.

Graduates of the Historical Fieldwork and Research Option of the General Studies A.A. degree program will be able to:

- Identify and analyze major themes in American history
- Conduct primary historical research in local history
- Interpret an historic site
- Transfer into a bachelor's program at a four-year institution

Program Concentration . . . . . .27 Credits
HST 1410 History of the United States I 3
HST 1430 History of the United States II 3
HST 2330 History of the American Civil War 3
HST 2350 History of Maryland 3
HST 2380 History of Prince George's County 3
HST 2450 African-American History 3
HST 2970 Historic Sites Internship Experience 3
ANT 2010 Introduction to Archaeology. 3
GEO 1070 Physical/Historical Geography of Maryland. 3
Required General Education Courses . . . . . 34-35 Credits
English Composition I and II*. 6
Humanities* 9
Choose one course from each group:
Group 1: SPH 1010, SPH 1050, SPH 1090, SPH 1110
Group 2: ART 1010, MUS 1010, PHL 1010, PHL 1090, THE 1010, any foreign language
Group 3: Any 2000-level English literature course
Mathematics* 3
Science* 7-8
Two courses, one course must carry laboratory credit.
Social Sciences* 6
Two courses from ANT, ECN, POS, PSY, SOC
Computer Literacy* 3
CIS 1010
Minimum Required for A.A. Degree . . . . . .61 Credits

Hospitality Services Management Programs

Hospitality Services Management

Associate of Applied Science Degree (A.A.S.)
Program Code: HOSP.SERV.AAS (Former Code: 360)

This program of study introduces students to the range of skills and credentials required for a successful career in the expanding field of hospitality services.

This program of study offers three areas of specialization:

- Convention and Meeting Management
- Restaurant and Food Service Operations
- Lodging Management

Upon completion of the Hospitality Services Management A.A.S. degree, graduates will be able to:

- Describe the role of the hospitality industry in local, regional, national and international economies and societies
- Describe career options and paths within the industry
- Discuss the critical nature of quality service within segments of the industry

Hospitality Services Management Programs *continues on next page*

✶ Satisfies general education requirement (see Chapter 4, pages 28–31)
✶✶ Satisfies culminating experience requirement for the Associate of Applied Science (A.A.S.) degree

Hospitality Services Management Programs *continues from previous page*

- Identify and describe key elements in determining success in the industry
- Demonstrate leadership in their chosen field
- Enter the workforce as management trainees or continue on to four-year academic programs

Working closely with the department chair and Advising is strongly recommended.

Program Concentration . . . . . 34 Credits
HSM 1510 Introduction to Hospitality Industry 3
HSM 1630 Food Service Operations 3
HSM 1550 Food Service Manager Training and Certification in Sanitation. 1
HSM 2530 Hospitality Sales and Marketing 3
MGT 1600 Principles of Management
or
MGT 2610 Human Resource Management 3
ACC 1030 Accounting for Managers. 3
HSM 1620 Hotel and Resort Operations I 3
HSM 2110 Hospitality Computer Applications 3
HSM 2070 Supervision in the Hospitality Industry. . . 3
HSM 2550 Understanding Hospitality Law 3
HSM 2100 Managing Service in Food and Beverage Operations 3
HSM 2760 Hospitality Seminar** 3

Program Track . . . . . 6 Credits
Choose one of the following tracks and complete the two courses listed for that track:

Conference and Event Management Track
HSM 1560 Catering and Banquet Planning
HSM 1520 Convention Management and Service

Food and Beverage Management Track
HSM 2020 Food and Beverage Purchasing and Cost Control
HSM 2040 Bar and Beverage Management

Lodging Management Track
HSM 2630 Hotel and Resort Operations II
HSM 2640 Security and Loss Prevention Management

Required General Education Courses . . . . . 21-22 Credits
English Composition I* 3
English Composition II* 3
EGL 1320 recommended
Humanities* 3
Any SPH course
Mathematics* 3
MAT 1120 or higher
Science* 3
NTR 1010 or NTR 1100
Social Sciences* 3
General Education Elective* 3-4

Minimum Required for A.A.S. Degree . . . . . 61 Credits

Hospitality Services Management

Certificate

Program Code: HOSP.SERV.CT

Program Concentration . . . . . 25 Credits
HSM 1510 Introduction to Hospitality Industry 3
HSM 1630 Food Service Operations 3
HSM 1550 Food Service Manager Training and Certification in Sanitation 1
HSM 2530 Hospitality Sales & Marketing 3
HSM 1620 Hotel and Resort Operations I 3
HSM 2110 Hospitality Computer Applications 3
HSM 2070 Supervision in the Hospitality Industry . . 3
HSM 2550 Understanding Hospitality Law 3
HSM 2100 Managing Service in Food and Beverage Operations 3

Program Track . . . . . 6 Credits
Choose one of the following tracks and complete the two courses listed for that track: courses listed for that track::

Conference and Event Management Track
HSM 1560 Catering and Banquet Planning
HSM 1520 Convention Management and Service

Food and Beverage Management Track
HSM 2020 Food and Beverage Purchasing and Cost Control
HSM 2040 Bar and Beverage Management

Lodging Management Track
HSM 2630 Hotel and Resort Operations II
HSM 2640 Security and Loss Prevention Management

Total Required for Certificate . . . . . 31 Credits

Food Service Management

Letter of Recognition

Program Code: FOOD.SERV.LOR (Former Code: 425)

HSM 1510 Introduction to Hospitality Industry 3
HSM 1550 Food Service Manager Training and Certification in Sanitation. 1
HSM 1560 Catering and Banquet Planning 3
HSM 1630 Food Service Operations 3

Total Required for Letter of Recognition . . . . . 10 Credits

Hotel/Motel Management

Letter of Recognition

Program Code: HOSP.HOTEL.LOR (Former Code: 426)

HSM 1510 Introduction to Hospitality Industry 3
HSM 1620 Hotel and Resort Operations I 3
HSM 2530 Hospitality Sales and Marketing 3
Electives 2
Choose two courses from the following:
HSM 1700-1760, HSM 1800-1840

Total Required for Letter of Recognition . . . . 11 Credits

Information Security Programs

In addition to the Information Security programs listed below, see the Computer Information Systems programs on pages 46–50 and the Computer Science programs on pages 50-51.

The Committee on National Security Systems and the National Security Agency have certified that the Prince George's Community College courseware meets the National Training Standard for Information Systems Security (INFOSEC) Professionals, NSTISSI No. 4011, through June 2012.

Information Security

Associate of Applied Science Degree (A.A.S.)
Program Code: COMP.SECUR.AAS (Former Code: 540)

The Information Security Program provides the skills for students to become highly skilled computer systems security professionals and to train individuals for entry-level positions as data security analyst, systems security administrators and network security administrators. In this program, students will master the latest security technologies and will examine the issues of information security awareness, network security hardware, systems and network security planning and defense, network security organization and the legal and ethical issues associated with information systems security. Students also will complete a capstone project and will design information security systems and implement a security strategy for a network.

Students planning to pursue a bachelor's degree in Information Assurance, Information Security or related programs at area four-year institutions should work closely with the CIS department chair and Advising in order to meet the requirements of the transfer institution.

Graduates of the Information Security A.A.S. degree program will be able to:

- Plan and implement network router and switch configurations
- Monitor the security infrastructure to include analyzing network problems and traffic flow
- Identify and remove network security vulnerabilities and threats
- Create and enforce an organizational security policy including contingency plans
- Install, configure and manage Windows and UNIX/Linux network operating systems
- Install, configure and monitor a firewall
- Use the curriculum fundamentals to prepare for the A+, CCNA, Network+, Security+ and SCNP industry standard certifications

Program Concentration . . . . . 40-41 Credits
CIS 1010 Computer Literacy 3
CIS 1700 Understanding Operating Systems 3
CIS 1620 Computer Security, Security+ 3
CIS 1630 Securing the Infrastructure 3
CIS 1660 Network Defense and Countermeasures . . . 3
CIS 2310 Windows 2003 Server Administration 3
CIS 2690 Information Security Capstone** 3
ENT 1940 Router Technology I: Network Fundamentals 4
ENT 1950 Router Technology II: Routing Protocols . . 4
ENT 1960 Router Technology III: Switching and Wireless 4
ENT 1970 Router Technology IV: Wide Area Networks 4
Program Elective 3-4
Choose one course from the following:
FOS 2600 Computer Forensics I 3
FOS 2610 Computer Forensics II 3
ENT 2190 Wireless LANs 3
CIS 2760 UNIX/Linux System Administration . . . 4
MGT 2860 Cyber Law 3
MGT 2880 Disaster Recovery and Risk Management 3
Required General Education Courses/Elective . . . . . 21-22 Credits
English Composition I and II* 6
Humanities* 3
Mathematics* 3
MAT 1120 or higher
Science* 3-4
Social Sciences* 3
Elective 3
Any credit course except PED
Minimum Required for the A.A.S. Degree . . . . 61 Credits

Information Security

Certificate
Program Code: COMP.SECUR.CT (Former Code: 541)

This certificate will help to prepare students for an entry-level position in the field of information security. 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 Information Security A.A.S. degree. Students are also encouraged to obtain the Cisco CCNA Preparation Certificate offered by the Engineering Technology Department, which also may be applied to the Information Security A.A.S. degree program.

CIS 1010 Computer Literacy 3
CIS 1700 Understanding Operating Systems 3
CIS 1620 Computer Security, Security+ 3
CIS 1630 Securing the Infrastructure 3
CIS 1660 Network Defense and Countermeasures . . . 3
Program Elective 3-4
Choose one course from the following:
FOS 2600 Computer Forensics I
ENT 2190 Wireless LANs
CIS 2760 UNIX/Linux System Administration
Total Required for Certificate . . . . . 18-19 Credits

International Studies

International Studies Option

of General Studies Associate of Arts Degree (A.A.)
Program Code: INTL.AA (Former Code: 293)

The International Studies Option is interdisciplinary and designed to prepare students to transfer into a bachelor's degree program in International Studies that will prepare them for employment in international organizations, government agencies, business or teaching.

Upon completion of the International Studies Option of the General Studies A.A. degree, graduates will be able to:

- Identify social differences and similarities in countries outside the United States
- Analyze political, economic and diplomatic relations among nations

International Studies *continues on next page*

✶ Satisfies general education requirement (see Chapter 4, pages 28–31)
✶✶ Satisfies culminating experience requirement for the Associate of Applied Science (A.A.S.) degree

International Studies *continues from previous page*

- Transfer into a bachelor's degree program at a four-year institution

Program Concentration . . . . . .27 Credits
GEO 1090 World Regional Geography 3
HST 1370 The World in the Twentieth Century* 3
HST 2310 History of American Foreign Policy 3
HST 2470 African History*
or
HST 2230 History of Latin America and the Caribbean* 3
POS 2010 Political Ideologies 3
POS 2070 Introduction to International Politics 3
POS 2150 Introduction to Comparative Politics and Government 3
Foreign Language and/or electives 6

Required General Education Courses . . . . . 34-35 Credits
English Composition I and II* 6
Humanities* 9
Choose one course from each group:
Group 1: SPH 1010, SPH 1050, SPH 1090, SPH 1110
Group 2: ART 1010, MUS 1010, PHL 1010, PHL 1090, THE 1010, any foreign language
Group 3: Any 2000-level English literature course
Mathematics* 3
Science* 7-8
Two courses, one must carry laboratory credit.
Social Sciences* 6
ECN 1030 and POS 1010
Computer Literacy* 3
CIS 1010

Minimum Required for A.A. Degree . . . . . .61 Credits

Marketing Management Programs

The Marketing Management program at Prince George's Community College 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 degree in Marketing Management. For more information about the Marketing Management program, call 301-322-0696.

Graduates of the Marketing Management A.A.S. degree program will be able to:

- Define the four P's (product, price, placement, promotion) of the marketing mix and describe the role each element plays in defining the company's marketing objectives
- Describe the strategic part each of the four elements of the marketing mix plays in attracting a specific customer
- Create a basic strategy for using demographic and psychographic factors to identify the company's target market
- Identify marketing distribution systems commonly used in the movement of goods from producers to users
- Illustrate how the product life-cycle affects the development of new products and the management of existing products
- Identify and describe each of the elements of the consumer decision process
- Evaluate the interpersonal determinants of consumer behavior and explain how they apply to marketing
- 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 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

Marketing Management

Associate of Applied Science Degree (A.A.S.)
Program Code: MKTG.AAS (Former Code: 490)

Program Concentration . . . . . .38-40 Credits
MKG 2510 Introduction to Marketing 3
MKG 2630 International Marketing 3
MKG 2710 Salesmanship 3
MKG 2730 Retail Business Management 3
MKG 2770 Advertising 3
ACC 1010 Principles of Accounting I
or
ACC 1030 Accounting for Managers 3-4
BUS 1220 Business Law I 3
MGT 1010 Introduction to Business 3
MGT 1620 Financial Planning and Investments 3
MGT 2400 Strategic Management** 3
Business-related Electives 6
Choose from the following:

ACC 1020-1040	BUS 1240	CAP 1310
MGT 1500	MGT 1550	MGT 1570
MGT 1600	MGT 1800	MGT 2500-2550
MGT 2580-2590	MGT 2610	MGT 2630
MGT 2650-2660	MGT 2700	MGT 2750
MGT 2910-2930	PHL 1400	RLS 1030

Health/Physical Education 2-3
Any HLE or at least 2 credits of PED

Required General Education Courses . . . . . 24-26 Credits
English Composition I and II* 6
Humanities* 3
SPH 1010 or SPH 1110
Mathematics* 6
Science* 3-4
Social Sciences* 3
Computer Literacy* 3
CIS 1010

Minimum Required for A.A.S. Degree . . . . . .62 Credits

Marketing Management

Certificate
Program Code: MKTG.CT (Former Code: 494)

MKG 2510 Introduction to Marketing 3
MKG 2630 International Marketing 3

First-time college students are expected to take PAS 1010 Principles and Strategies of Successful Learning (3 Credits). PAS 1010 is required for students when they take DVR 0060. For more information, see Chapters 2, 6, and 8.

MKG 2710 Salesmanship 3
MKG 2730 Retail Business Management 3
MKG 2770 Advertising 3
MGT 1010 Introduction to Business 3
MGT 1800 Microcomputer Applications for the Business Manager 3
Electives 9
Choose from the following:
ACC 1010, ACC 1030, BUS 1220, MAT 1120 or higher, MGT 1500, MGT 1550, MGT 1570, MGT 1620
Total Required for Certificate . . . . . 30 Credits

Mathematics

Mathematics Option

of General Studies Associate of Arts Degree (A.A.)
Program Code: MATH.AA (Former Code: 296)

The Mathematics Option of the General Studies Associate of Arts degree is designed to prepare students to transfer into a bachelor's degree program in mathematics or statistics. It is also recommended for students planning to pursue a bachelor's degree in economics, physics or astronomy—all of which rely heavily on mathematical methods and critical thinking.

In the Mathematics Option program, students develop their ability to think critically, solve problems, explore applications of technology to mathematics and apply mathematical skills to other fields. Students also learn to apply quantitative reasoning and mathematical concepts to interpret, analyze and represent real world situations.

Graduates of the Mathematics Option of the General Studies Associate of Arts degree program will be able to:

- Work with mathematical abstractions and analyze mathematical relationships
- Apply numerical, graphical and symbolic techniques and models to solve problems and analyze functions
- Apply appropriate mathematical notation and terminology to communicate mathematics formally
- Identify and execute appropriate algorithms to solve problems that are amenable to mathematical solutions
- Apply technological tools to explore mathematical concepts and to solve mathematical problems that cannot be solved efficiently by other means
- Make plausible conjectures and arguments to prove mathematical results inductively and deductively
- Pursue a bachelor's degree in mathematics or a related field at a four-year college or university

The strength of this major is its versatility. Students will find that a major in mathematics complements virtually any career. Mathematics majors work for insurance companies as actuaries, for government as statisticians or analysts or for large companies as institutional researchers and marketing analysts.

Mathematics majors also work as teachers at all educational levels. Students interested in teaching mathematics at the secondary level may consider the Secondary Education–Mathematics Associate of Arts in Teaching (A.A.T.) degree which combines a concentration in mathematics with courses in education. (See Teacher Education programs.)

Program Concentration . . . . . 30 Credits
MAT 2410 Calculus I* 4
MAT 2420 Calculus II* 4
MAT 2430 Calculus III 4
MAT 2450 Linear Algebra 4
MAT 2460 Differential Equations 4
PHY 1030 General Physics I* 3
Lab science from the general education list* 4
PHY 2030 or CHM 1010 recommended
MAT 2210 Statistics 3
Required General Education Courses/Elective. . . . . 30 Credits
English Composition I and II* 6
Humanities* 9
Choose one course from each group:
Group 1: SPH 1010, SPH 1050, SPH 1090, SPH 1110
Group 2: One humanities course from the general education list
Group 3: Any 2000-level English literature course
Social Sciences* 9
Group 1: One history course from the general education list
Group 2: Two courses from social sciences general education list, one course must be non-history
Computer Literacy* 3
CIS 1010
Elective 3
Any credit course except PED.
Minimum Required for A.A. Degree . . . . . 60 Credits

Media Production Program

Media Production

Certificate
Program Code: COMM.MEDIA.CT

The Media Production Certificate is designed to prepare 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. For more information about the Media Production Certificate program, call 301-322-0953.

TRF 1310 Introduction to Mass Communication. 3
TRF 1330 Television Production I. 3
TRF 2310 Introduction to Film 3
TRF 2330 Television Production II. 3
TRF 2040 Introduction to Broadcast News 3
THE 1150 Technical Theatre 3
THE 2040 Theatrical Audiovisual/Multimedia for Special Events. 3
THE 2120 Film and Studio Mechanics. 3
ART 1570 Introduction to Computer Graphics 3
ART 2650 Animation and Multimedia I 3
ART 2750 Animation and Multimedia II. 3
Total Required for Certificate . . . . . 33 Credits

✶ Satisfies general education requirement (see Chapter 4, pages 28–31)
✶✶ Satisfies culminating experience requirement for the Associate of Applied Science (A.A.S.) degree

Music

Music Option

of General Studies Associate of Arts Degree (A.A.)
Program Code: MUSI.AA (Former Code: 050)

Graduates of the Music Option of the General Studies A.A. degree program will be able to:

- Demonstrate an intermediate skill in music performance on a particular instrument or voice
- Demonstrate a basic understanding of music notation and theory
- Demonstrate a general knowledge of Western music history and technology
- Exhibit an enriched personal lifestyle through exposure to music
- Transfer into a bachelor's degree program in music at a four-year institution

Program Concentration . . . . . 29 Credits
MUS 1030 Concert Choir
or
MUS 1110 Instrumental Ensemble 1
MUS 1150 Theory I 3
MUS 1160 Theory II 3
MUS 1210 Class Piano I
or
MUS 1240 Class Voice I. 1
MUS 1250 Sight Singing 1
MUS 1500 Introduction to Music Technology. 3
MUS 1510 Digital Notation
or
MUS 1520 Digital Audio
or
MUS 1600 MIDI Sequencing I 3
MUS 2150 Theory III. 3
MUS 2160 Theory IV. 3
MUS 1290-1420 Applied Music 4
MUS 2290-2420 Advanced Applied Music. 4

Required General Education Courses . . . . . 34 Credits
English Composition I and II* 6
Humanities* 9
Choose one course from each group:
Group 1: SPH 1010, SPH 1050, SPH 1090, SPH 1110
Group 2: MUS 1050
Group 3: Any 2000-level English literature course
Mathematics* 3
(MAT 113 recommended)
Science* 7-8
Two courses, one course must carry laboratory credit.
Social Sciences* 9
Group 1: One history course from general education list
Group 2: Two courses from social sciences general education list, one course must be non-history

Minimum Required for A.A. Degree . . . . . 63 Credits

Nuclear Medicine Technology Programs

The Nuclear Medicine Technology program prepares students to practice as professional, capable technologists in a variety of culturally diverse healthcare settings. Through a structured curriculum comprised of both academic and directed clinical experience, students progress from novice to proficient healthcare practitioners and graduate with the skills necessary to perform high-quality nuclear medicine procedures.

The Nuclear Medicine Technology program provides two options: a one-year certificate option for students who have current licensure or certification in radiography, nursing, respiratory therapy, radiation therapy or medical lab technology; and a two-year Associate of Applied Science (A.A.S.) degree. Both options require evidence of successful completion of prerequisite courses and current certification in basic cardiac life support (CPR for healthcare professionals). The Nuclear Medicine program is accredited by the Joint Review Committee on Educational Programs in Nuclear Medicine Technology (JRCNMT), 2000 W. Danforth Road, Suite 130 #203, Edmond, OK 73003; telephone: 405-285-0546; fax: 405-285-0579; e-mail: jrcnmt@coxinet.net. 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.

The Nuclear Medicine Technology graduate will be able to:

- Practice knowledgeably and skillfully in an entry-level nuclear medicine technology position
- Demonstrate effective oral and written English communication skills
- Work in a variety of culturally diverse healthcare settings
- Use appropriate radiation safety techniques and safe-handling of radiopharmaceuticals to protect patients, self and others
- Appraise situations and use problem-solving skills to construct appropriate solutions
- Maintain professional, ethical and moral standards consistent with the Society of Nuclear Medicine, Technologist Section, Code of Ethics
- Meet the criteria required to take the Nuclear Medicine Technology Certification Board and/or the American Registry of Radiologic Technologists' examination Successful completion of one of these exams is required for practice in the state of Maryland

Nuclear Medicine Technology

Associate of Applied Science Degree (A.A.S.)
Program Code: NUCL.MED.PETIT (Former Code: 315)

Program Concentration . . . . . .37 Credits
- MHE 2000 Introduction to Medical Terms for Health Professionals (offered spring only) 1
- NUM 1550 Introduction to Nuclear Medicine Technology I (offered spring only) 4
- NUM 1560 Introduction to Nuclear Medicine Technology II (offered summer only) 4
- NUM 2510 Nuclear Medicine Techniques I 3
- NUM 2520 Nuclear Medicine Techniques II 3
- NUM 2530 Clinical Nuclear Medicine Technology I 7
- NUM 2540 Clinical Nuclear Medicine Technology II 9
- NUM 2550 Radiopharmacy and Radiation Chemistry 2
- NUM 2600 Clinical Nuclear Medicine Technology III** (offered summer only) 4

Required General Education Courses . . . . . .33 Credits
- English Composition I and II* 6
- Humanities* 3
- Mathematics* 6
  MAT 1120 and MAT 1140
- Science* 12
  BIO 2050 and BIO 2060; CHM 1010 or PSC 1150
- Social Sciences* 3
  PSY 1010
- Computer Literacy* 3
  CIS 1010

Total Required for A.A.S. Degree . . . . . .70 Credits

Nuclear Medicine Technology

Certificate
Program Code: NUCL.CT.PETIT (Former Code: 325)

Prerequisites for NMT Certificate Option . . . .21 Credits
- BIO 2050/2060 Human Anatomy and Physiology I and II. 8
- MAT 1120 Finite Mathematics 3
- MAT 1140 Introduction to Statistics 3
- CHM 1010 General Chemistry I
  or
  PSC 1150 Fundamentals of Chemistry and Physics 4
- CIS 1010 Computer Literacy. 3

Program Concentration . . . . . .36 Credits
- NUM 1550 Introduction to Nuclear Medicine Technology I (Offered spring only). 4
- NUM 1560 Introduction to Nuclear Medicine Technology II (Offered summer only) 4
- NUM 2510 Nuclear Medicine Techniques I 3
- NUM 2520 Nuclear Medicine Techniques II 3
- NUM 2530 Clinical Nuclear Medicine Technology I . 7
- NUM 2540 Clinical Nuclear Medicine Technology II 9
- NUM 2550 Radiopharmacy and Radiation Chemistry 2
- NUM 2600 Clinical Nuclear Medicine Technology III (Offered summer only) 4

Total Required for Certificate . . . . . .57 Credits

Nursing Programs

The Nursing Program prepares graduates to provide direct client care in a safe, effective manner across multiple settings. To achieve this goal, three educational options exist in the program: registered nurse (RN), licensed practical nurse (LPN) and LPN to RN. 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 associate's degree Registered Nurse program earn an Associate of Science degree (A.S.) and are eligible to sit for the RN licensure examination (NCLEX-RN). The RN program articulates with bachelor's degree nursing programs allowing graduates to transfer or challenge credits. Under a special articulation agreement with Stevenson University, RNs are able to complete all requirements for the Bachelor of Science degree, except upper-level nursing courses, through Prince George's Community College. Stevenson University's upper-level nursing courses also are offered at Prince George's Community College, allowing all requirements to be completed in the county. For more information, contact Stevenson University at 877-468-6852 or www.vjc.edu.

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 (LPN), 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 Licensed Practical Nurse program earn a certificate and are eligible to sit for the LPN licensure examination (NCLEX-PN). The LPN program articulates with associate's degree RN programs providing graduates with advanced standing.

The LPN to RN Transition Option permits LPNs to enter the second year of the RN program in the fall and spring semesters after completing prerequisites and coursework. Selected classes, labs and clinical experiences for this option may only be available during evenings and weekends.

The EMT-Paramedic to RN Transition Option permits EMT-Paramedics to enter the second year of the RN program in the summer semester after completing prerequisites and coursework. Selected classes, labs, and clinical experiences for this option may only be available during evenings and weekends. (This program is currently pending approval.)

The ratio of credit to clock hours is consistent throughout both nursing programs 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

Nursing Programs *continues on next page*

✶ Satisfies general education requirement (see Chapter 4, pages 28–31)
✶✶ Satisfies culminating experience requirement for the Associate of Applied Science (A.A.S.) degree

Nursing Programs *continues from previous page*

- Clinical Laboratory Experienceone credit hour = four clock hours (For spring 2010, it will change to 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 the National League for Nursing Accrediting Commission, 61 Broadway, 33rd Floor, New York, New York 10006, phone: 800-669-1656.

Graduates of the Nursing (RN) and the LPN to RN Transition A.S. degree programs are prepared to:

- Manage the care of clients in any setting to achieve an optimal state of health
- Use the nursing process to assess and analyze the health needs and/or problems of clients
- Plan and implement appropriate actions based upon nursing diagnoses or identified client needs
- Evaluate the extent to which expected outcomes are achieved
- Sit for the RN licensure examination (NCLEX-RN)

Nursing (RN)

Associate of Science Degree (A.S.)

Program Code: NURS.RN.PETIT (Former Code: 319)

Program Concentration . . . . . .34 Credits
- NUR 1010 Introduction to Nursing 2
- NUR 1020 Foundation of Nursing Practice 7
- NUR 1030 Reproductive Health 3
- NUR 1040 Physiological Integrity I 5
- NUR 2010 Nursing Care of Children and Family 3
- NUR 2020 Physiological Integrity II 5
- NUR 2030 Physiological and Psychosocial Integrity† 6
- NUR 2040 Management of Care and Professional Issues† 3

Required General Education Courses . . . . . .36 Credits
- English Composition I and II* 6
  EGL 1340 recommended for Composition II
- Humanities* 6
  Choose one course from each group:
  Group 1: SPH 1090
  Group 2: ART 1010, MUS 1010, PHL 1010, PHL 1090, THE 1010, any foreign language
- Mathematics* 3
  MAT 1120 or higher
- Science* 12
  BIO 2050, BIO 2060 and BIO 2010
- Social Sciences* 9
  PSY 1010, PSY 2070 and SOC 1010

Total Required for A.S. degree . . . . . .70 Credits

† Provides culminating experience for A.S. Degree.

Nursing (LPN)

Certificate

Program Code: NURS.LPN.PETIT (Former Code: 311)

Graduates of the Nursing (LPN) Certificate ptogram are prepared to:

- Use the nursing process to collect and organize relevant health care data
- Assist in the identification of the health needs/problems of clients throughout their life span and in a variety of settings
- Under appropriate supervision, coordinate and provide care of clients with commonly occurring health problems
- Under appropriate supervision, contribute to the plan for nursing interventions to meet the needs of clients with commonly occurring health problems with predictable outcomes
- Sit for the LPN licensure examination (NCLEX-PN)

Program Concentration . . . . . .26 Credits
- NUR 1000 Introduction to Practical Nursing 3
- NUR 1020 Foundations of Nursing Practice 7
- NUR 1030 Reproductive Health 3
- NUR 1040 Physiological Integrity I 5
- NUR 1050 Adaptation and Practices-LPN 8

Required General Education Courses . . . . . .20 Credits
- EGL 1010 Composition I: Expository Writing 3
- SPH 1090 Interpersonal Communication 3
- BIO 2050 Human Anatomy and Physiology I 4
- BIO 2060 Human Anatomy and Physiology II 4
- PSY 1010 General Psychology 3
- PSY 2070 Human Growth and Development 3

Total Required for Certificate . . . . . .46 Credits

LPN to RN Transition

Associate of Science Degree (A.S.)

Program Code: NURS.RN.PETIT (Former Code: 319)

This course of study will facilitate educational and career nursing mobility from the LPN level to the Nursing (RN) Associate of Science (A.S) degree program. The LPN who holds a valid, active Maryland license and has completed all of the prerequisites for the RN program with a grade point average of 2.5 or higher may be granted advanced placement. Upon satisfactory completion of the transition course, NUR 1060, the student can progress to the second year of the Nursing (RN) A.S. degree program. The total number of credits required for graduation is 70.

Program Concentration . . . . . .34 Credits
- Credits awarded following the successful completion of NUR 1060 per the Maryland LPN to RN articulation model 11
- NUR 1060 LPN to RN Transition†† 6
- NUR 2010 Nursing Care of Children and Families . . . 3
- NUR 2020 Physiological Integrity II 5
- NUR 2030 Physiological and Psychosocial Integrity† 6
- NUR 2040 Management of Care and Professional Issues† 3

Required General Education Courses . . . . . .36 Credits
- English Composition I and II* 6
  EGL 1340 recommended for Composition II
- Humanities* 6

Choose one course from each group:
Group 1: SPH 1090
Group 2: ART 1010, MUS 1010, PHL 1010, PHL 1090, THE 1010, any foreign language

Mathematics* 3
MAT 1120 or higher

Science* 12
BIO 2050, BIO 2060 and BIO 2010

Social Sciences* 9
PSY 1010, PSY 2070 and SOC 1010

Total Required for A.S. Degree . . . . . 70 Credits

† Provides culminating experience for A.S. Degree.

† † **Note:** Maryland license must be current at time of admission into the Transition Nursing Course, NUR 1060.

EMT-Paramedic to RN Transition

Associate of Science Degree (A.S.)
(Pending Maryland Board of Nursing approval and MHEC approval)
Program Code: NURS.RN.PETIT (Former Code: 319)

This course of study will facilitate educational and career nursing mobility from an EMT-Paramedic to the Nursing (RN) Associate of Science (A.S) degree program. The EMT-P 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. The total number of credits required for graduation is 70.

Program Concentration . . . . . 34 Credits

Credits awarded following the successful completion of NUR 1070 (offered summer only) 9
NUR 1070 EMT-Paramedic to RN Transition†† 8
NUR 2010 Nursing Care of Children and Families . . . 3
NUR 2020 Physiological Integrity II 5
NUR 2030 Physiological and Psychosocial Integrity† 6
NUR 2040 Management of Care and Professional Issues† 3

Required General Education Courses . . . . . 36 Credits

English Composition I and II* 6
EGL 1340 recommended for Composition II

Humanities* 6
Choose one course from each group:
Group 1: SPH 1090
Group 2: ART 1010, MUS 1010, PHL 1010, PHL 1090, THE 1010, any foreign language

Mathematics* 3
MAT 1120 or higher

Science* 12
BIO 2050, BIO 2060 and BIO 2010

Social Sciences* 9
PSY 1010, PSY 2070 and SOC 1010

Total Required for A.S. Degree . . . . . 70 Credits

† Provides culminating experience for A.S. Degree.

† † **Note:** Maryland license must be current at time of admission into the Transition Nursing Course, NUR 1070.

Ornamental Horticulture Program

This program is designed for students seeking entry-level supervisory training as well as those wishing to upgrade specific competencies in the green industry. The letter of recognition is for students who desire training in exterior landscaping or nursery and garden center management. Students learn to identify plants, recognize diseases and pests and initiate proper control methods for infestations. Proper plant installation and maintenance is also covered. Practical work experience through cooperative education provides on-the-job exposure. After satisfying the employment hours required by the Maryland Nurserymen's Association, the student can take the exam to become a certified horticulturist in the state. Courses in the program meet requirements to take the Maryland and D.C. Pesticide Applicator Certification exams. For more information regarding the Ornamental Horticulture program, call 301-322-0182.

Ornamental Horticulture

Letter of Recognition
Program Code: HORT.LOR (Former Code: 841)

HRT 1010 Principles of Ornamental Horticulture . . . 4
HRT 1030 Principles of Landscape Contracting and Design
or
HRT 1050 Principles of Greenhouse Management
or
HRT 1080 Introduction to Turfgrass Management . . . 3
HRT 1160 Woody Ornamental Plants I
or
HRT 1170 Woody Ornamental Plants II 3
HRT 2910 Cooperative Education 1

Total Required for Letter of Recognition . . . . . 11 Credits

Paralegal/Legal Assistant Programs

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, including Excelsior College and the University of Maryland University College. The 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. For more information, call 301-322-0553.

Graduates of the Paralegal/Legal Studies A.A.S. degree program will be able to:

- Communicate effectively and professionally in both oral and written forms

Paralegal/Legal Assistant Programs *continues on next page*

✶ Satisfies general education requirement (see Chapter 4, pages 28–31)
✶✶ Satisfies culminating experience requirement for the Associate of Applied Science (A.A.S.) degree

Paralegal/Legal Assistant Programs *continues from previous page*

- Read critically and use written material to support logical reasoning and solve problems
- Develop a working knowledge of the law and its impact on the legal system and society
- Utilize a law library, computer software and online research tools to effectively locate, analyze and evaluate legal resources, data and information
- Utilize investigative techniques to gather information from clients, witnesses and other sources
- Draft and organize legal documents, pleadings, motions and other writings typically assigned to paralegals
- Analyze and ethically solve legal problems and synthesize legal concepts
- Demonstrate appropriate professional standards, ethics and leadership skills
- Pursue a bachelor's degree in Paralegal/Legal Studies at a four-year college or university

Paralegal/Legal Assistant

Associate of Applied Science Degree (A.A.S.)

Program Code: PARA.AAS (Former Code: 834)

Program Concentration . . . . . 30 Credits
- PAR 1510 Introduction to Law for the Paralegal 3
- PAR 1550 Techniques of Legal Research 3
- PAR 2510 Legal Writing and Documents 3
- PAR 2530 Torts 3
- PAR 2540 Contracts (offered fall only) 3
- PAR 2610 Legal Ethics for Paralegals 3
- PAR 2650 Civil Litigation** 3
- CJT 2510 Criminal Law 3
- CJT 2540 Criminal Evidence and Procedure 3
- Elective 3

  Choose three credits from the following recommended list:

  BUS 1220 BUS 1240 CAP 1310
  Any CJT or COR FOS 2500
  PAR 2550 (offered fall only)
  PAR 2570 (offered spring only)
  PAR 2580 (offered fall only)
  PAR 2590 (offered spring only)
  PAR 2910-2930 Cooperative Education/Internship**
  PSY 2010
  SPN 1010

Required General Education Courses . . . . . 33 Credits
- English Composition I and II* 6
- Humanities* 6

  SPH 1010 and PHL 1010
- Mathematics* 3

  MAT 1120
- Science* 3
- Social Sciences* 12

  PSY 1010, SOC 1010, POS 1010 or POS 1020, SOC 2010 or SOC 2030
- Computer Literacy* 3

  CIS 1010

Minimum Required for A.A.S. Degree . . . . . 63 Credits

Paralegal/Legal Assistant

Certificate

Program Code: PARA.CT (Former Code: 835)

Program Concentration . . . . . 27 Credits
- PAR 1510 Introduction to Law for the Paralegal 3
- PAR 1550 Techniques of Legal Research 3
- PAR 2510 Legal Writing and Documents 3
- PAR 2530 Torts 3
- PAR 2540 Contracts (offered fall only) 3
- PAR 2650 Civil Litigation 3
- CJT 2510 Criminal Law 3
- Electives 3

  Choose from the following:

  BUS 1220 BUS 1240 CAP 1310
  Any CJT or COR FOS 2500
  PAR 2550 (offered fall only)
  PAR 2570 (offered spring only)
  PAR 2580 (offered fall only)
  PAR 2590 (offered spring only)
  PAR 2610 PSY 2010
  PAR 2910-2930 Cooperative Education/Internship**
  SPN 1010

Required General Education Courses . . . . . 6 Credits
- EGL 1010 Composition I: Expository Writing 3
- POS 1010 American National Government 3

Total Required for Certificate . . . . . 33 Credits

Physical Education

Physical Education Option

of General Studies Associate of Arts Degree (A.A.)

Program Code: PHYS.EDUC.AA (Former Code: 270)

Graduates of the Physical Education Option of the General Studies A.A. degree program will be able to:

- Apply critical thinking skills to assess health, wellness and physical fitness
- Use technology to research consumer-rekated fitness information and changes in fitness trends and products
- Incorporate skills and techniques into sport, physical fitness and recreation activities
- Provide First Aid and CPR
- Analyze issues related to individual and community health
- Transfer to four-year colleges and universities that offer Physical Education as a teaching option or other allied fields

Program Concentration . . . . . 24 Credits
- Physical Education PED 1110 and PED 1130 and the following six skill laboratories 10

  PED 1570 PED 1670 PED 1790
  PED 1650 PED 1730 PED 1810
- HLE 1150 Personal and Community Health 3
- HLE 2130 First Aid-Responding to Emergencies /CPR FPR 3
- CHM 1010 General Chemistry I

  or
- PHY 1010 Introductory Physics I. 4
- Elective 4

  BIO 1010 or BIO 1140 recommended

First-time college students are expected to take PAS 1010 Principles and Strategies of Successful Learning (3 Credits). PAS 1010 is required for students when they take DVR 0060. For more information, see Chapters 2, 6, and 8.

Required General Education Courses . . . . . .38 Credits
- English Composition I and II* 6
- Humanities* 9
  - Choose one course from each group:
  - Group 1: SPH 1010, SPH 1050, SPH 1090, SPH 1110
  - Group 2: ART 1010, MUS 1010, PHL 1010, PHL 1090, THE 1010, any foreign language
  - Group 3: Any 2000-level English literature course
- Mathematics* 3
- Science* 8
  - BIO 2050 and BIO 2060
- Social Sciences* 9
  - Choose from each group:
  - Group 1: One history course from general education list
  - Group 2: Any two ANT, ECN, GEO, POS, PSY or SOC courses
- Computer Literacy* 3
  - CIS 1010

Total Required for A.A. Degree . . . . . .62 Credits

Pre-Law

Pre-Law Option

of General Studies Associate of Arts Degree (A.A.)
Program Code: PREP.LAW.AA (Former Code: 292)

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. For more information, call 301-322-0553.

Graduates with Associate of Arts degrees in the Pre-Law Option of General Studies will be able to:

- Communicate effectively and professionally in both oral and written forms
- Read critically and use written material to support logical reasoning and solve problems
- Think critically, analytically and logically
- Comprehend the structure of the United States system of government and the primary sources of law
- Analyze human behavior and social interaction
- Utilize computer-based legal research software and other technologies to enhance research, writing and communication skills
- Demonstrate appropriate professional standards, ethics and leadership skills
- Pursue a bachelor's degree in a related area at a four-year college or university

Program Concentration . . . . . .36 Credits
- PHL 1010 Introduction to Philosophy 3
- HST 1410 History of the United States I* 3
- HST 1430 History of the United States II* 3
- POS 1010 American National Government* 3
- POS 1020 State and Local Government. 3
- SOC 1010 Introduction to Sociology. 3
- SPH 1010 Introduction to Speech Communication* . 3
- Electives 15
  - Select five courses from the following:

CJT 1510	CJT 2510	FOS 2500
PAR 1510	PAR 1550	PHL 1150
SPH 1110		

Required General Education Courses/Elective. . . . . .25-27 Credits
- English Composition I and II* 6
  - EGL 1010 and 1020 or 1100
- Humanities* 3
  - Any 2000-level English literature course
- Mathematics* 3
- Science* 7-8
  - Two courses, one course must carry laboratory credit.
- Computer Literacy* 3
  - CIS 1010
- Elective 3
  - Any credit course except PED

Minimum Required for A.A. Degree . . . . . .61 Credits

Pre-Medicine

Pre-Medicine Option

of General Studies Associate of Arts Degree (A.A.)
Program Code: PREP.MED.AA (Former Code: 305)

This is a recommended program of study for students who intend to pursue a medical school education.

Graduates of the Pre-Medicine Option of the General Studies A.A. degree program 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 relate biological concepts to human health
- Demonstrate an understanding of the relationship between biological structure and function and the comparison between prokaryotic and eukaryotic organisms
- Communicate effectively using basic scientific terminology
- Transfer into a bachelor's degree program at a four-year institution

Program Concentration . . . . . .32 Credits
- BIO 1130 Principles of Biology: Evolution, Ecology, and Behavior* 4
- BIO 1140 Principles of Biology: Cellular and Molecular Biology* 4
- BIO 2010 Microbiology 4
- Program Concentration electives 20
  - Choose from the following:
  - BIO 2030 Genetics 3
  - CHM 1010 General Chemistry I* 4

Pre-Medicine *continues on next page*

✶ Satisfies general education requirement (see Chapter 4, pages 28–31)
✶✶ Satisfies culminating experience requirement for the Associate of Applied Science (A.A.S.) degree

Pre-Medicine *continues from previous page*

CHM 1020 General Chemistry II*
and
CHM 1030 General Chemistry II Lab 5
CHM 2010 Organic Chemistry I 4
CHM 2020 Organic Chemistry II
and
CHM 2040 Organic Chemistry II Lab 5
PHY 1010 Introductory Physics I
and
PHY 1020 Introductory Physics II 8
or
PHY 1030 General Physics I
and
PHY 2030 General Physics II
and
PHY 2040 General Physics III 11
MAT 2160 Applied Calculus I
(strongly recommended)
or
MAT 2410 Calculus I for Science and
Engineering. 3-4
MAT 2170 Applied Calculus II
or
MAT 2420 Calculus II for Science
and Engineering. 3-4

Required General Education Courses . . . . 30–31 Credits

English Composition I and II* 6
Humanities* 9
Choose one course from each group:
Group 1: SPH 1010, SPH 1050, SPH 1090, SPH 1110
Group 2: ART 1010, MUS 1010, PHL 1010, PHL 1090, THE 1010, any foreign language
Group 3: Any 2000-level English literature course
Mathematics* 3-4
MAT 1350 or MAT 1360
Social Sciences* 9
Group 1: One history course from general education list
Group 2: Two courses from social sciences general education list, one course must be non-history.
Computer Literacy* 3
CIS 1010

Minimum Required for A.A. Degree . . . . . .62 Credits

Pre-Pharmacy

Pre-Pharmacy Option

of General Studies Associate of Arts Degree (A.A.)
Program Code: PREP.PHARM.AA (Former Code: 306)

This is a recommended program of study for students planning to pursue a pharmacy degree following their bachelor's program.

Graduates of the Pre-Pharmacy Option of the General Studies A.A. degree program 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 structure and function of key body systems and their role in homeostatic control mechanisms
- Communicate effectively using basic scientific terminology
- Successfully transfer into a bachelor's degree program at a four-year institution

Program Concentration . . . . . .38-40 Credits

BIO 1140 Principles of Biology: Cellular and Molecular Biology* 4
BIO 2010 Microbiology 4
CHM 1010 General Chemistry I* 4
CHM 1020 General Chemistry II. 3
CHM 1030 General Chemistry II Lab 2
PHY 1010 Introductory Physics I. 4
PHY 1020 Introductory Physics II 4
CHM 2010 Organic Chemistry I 4
CHM 2020 Organic Chemistry II 3
CHM 2040 Organic Chemistry II Lab. 2
MAT 2160-2170 Applied Calculus I and II
or
MAT 2410 Calculus I for Science and Engineering. .4-6

Required General Education Courses . . . . . .30 Credits

English Composition I and II* 6
Humanities* 9
Choose one course from each group:
Group 1: SPH 1010, SPH 1050, SPH 1090, SPH 1110
Group 2: ART 1010, MUS 1010, PHL 1010, PHL 1090, THE 1010, any foreign language
Group 3: Any 2000-level English literature course
Mathematics* 3
MAT 1140 or MAT 2210
Social Sciences* 9
Group 1: One history course from general education list
Group 2: Two courses from social sciences general education list, one course must be ECN 1030 or ECN 1040.
Computer Literacy* 3
CIS 1010

Minimum Required for A.A. Degree . . . . . .68 Credits

Pre-Physical Therapy

Pre-Physical Therapy Option

of General Studies Associate of Arts Degree (A.A.)
Program Code: PREP.PT.AA (Former Code: 307)

This is a recommended program of study for students planning to pursue a bachelor's or master's degree in physical therapy.

Graduates of the Pre-Physical Therapy Option of the General Studies A.A. degree program 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

First-time college students are expected to take PAS 1010 Principles and Strategies of Successful Learning (3 Credits). PAS 1010 is required for students when they take DVR 0060. For more information, see Chapters 2, 6, and 8.

- Demonstrate an understanding of the structure and function of key body systems and their role in homeostatic control mechanisms
- Communicate effectively using basic scientific terminology
- Successfully transfer into a bachelor's degree program at a four-year institution

Program Concentration . . . . . 31 Credits
BIO 1140 Principles of Biology: Cellular and Molecular Biology* 4
BIO 2050 Human Anatomy and Physiology I* 4
BIO 2060 Human anatomy and Physiology II* 4
CHM 1010 General Chemistry I* 4
CHM 1020 General Chemistry II* 3
CHM 1030 General Chemistry II Lab 2
MAT 1140 Introduction to Statistics 3
PHY 1010 Introductory Physics I. 4
MAT 2160 Applied Calculus I 3

Required General Education Courses . . . . . 30 Credits
English Composition I and II* 6
Humanities* 9
Choose one course from each group:
Group 1: SPH 1010, SPH 1050, SPH 1090, SPH 1110
Group 2: ART 1010, MUS 1010, PHL 1010, PHL 1090, THE 1010, any foreign language
Group 3: Any 2000-level English literature course
Mathematics* 3
MAT 1350
Social Sciences* 9
Group 1: One history course from general education list
Group 2: PSY 1010
Group 3: PSY 2010 or PSY 2030 or PSY 2070 or PSY 2080
Computer Literacy* 3
CIS 1010

Minimum Required for A.A. Degree . . . . . 61 Credits

Psychology

Psychology Option

of General Studies Associate of Arts Degree (A.A.)

Program Code: PSYCH.AA (Former Code: 308)

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

Graduates of the Psychology Option of the General Studies A.A. degree program will be able to:

- Demonstrate familiarity with the major concepts, theoretical perspectives, empirical findings and historical trends in psychology
- Use the scientific method as a primary basis for engaging in critical thinking
- Use appropriately the technical language of the science of psychology in oral and written communication
- Use appropriate computer technology to complete relevant projects and assignments
- Interact effectively and work productively with people from diverse backgrounds
- Apply psychological principles to personal, social and organizational issues
- Successfully transfer into a bachelor's program in psychology or a related field

Program Concentration . . . . . 20-21 Credits
PSY 1010 General Psychology 3
PSY 2010 Personality and Adjustment 3
PSY 2030 Child Psychology 3
PSY 2080 Abnormal Psychology 3
PSY 2190 Social Psychology 3
PSY 2110 Psychology and African Americans 3
Health/Physical Education 2-3
Any HLE or at least 2 credits of PED

Required General Education Courses/Electives . . . . . 43-45 Credits
English Composition I and II* 6
Humanities* 9
Choose one course from each group:
Group 1: SPH 1010, SPH 1050, SPH 1090, SPH 1110
Group 2: ART 1010, MUS 1010, PHL 1010, PHL 1090, THE 1010, any foreign language
Group 3: Any 2000-level English literature course
Mathematics* 3-4
MAT 1190 or MAT 2160 or MAT 2410
Science* 7-8
Two courses, one course must carry laboratory credit. (BIO 1010 and BIO 2050 recommended)
Social Sciences* 9
Group 1: One history course (HST 1410 recommended)
Group 2: Two courses from social sciences general education list, one course must be a non-history (SOC 1010 recommended)
Computer Literacy* 3
CIS 1010
Electives (other than PSY and PED) 6

Minimum Required for A.A. Degree . . . . . 63 Credits

Radiography Program

The Radiography program prepares students to practice as a proficient, professional radiographer in culturally 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 multiskilled, 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

Radiography Program *continues on next page*

✶ Satisfies general education requirement (see Chapter 4, pages 28–31)
✶✶ Satisfies culminating experience requirement for the Associate of Applied Science (A.A.S.) degree

Radiography Program *continues from previous page*

(JRCERT); 20 N. Wacker Drive, Suite 2850, Chicago, IL 60606; telephone 312-704-5300; mail@jrcert.org. One of the necessary standards for admission is for the student to submit evidence of physical examination and immunizations as outlined on the Radiography Program Health Assessment form. The health assessment must indicate with reasonable accommodation that the applicant can:

- Work eight to ten hours per day performing physical tasks such as sitting, lifting, bending, turning, carrying and moving around the physical environment
- Perform fine motor movements needed to manipulate instruments and equipment
- Communicate effectively, both verbally and in writing, with peers, patients and physicians
- Monitor and assess patients' needs using auditory and visual skills
- Monitor radiation exposure by visual and auditory mode
- Work safely with patients who are susceptible or are in the contagious stage(s) of communicable diseases
- Establish and work toward goals in a responsible manner
- Work as a member of the health care team to care for patients while delivering ionizing radiation and maintaining high standards of professionalism

Radiography

Associate of Applied Science Degree (A.A.S.)

Program Code: RADI.AAS.PETIT (Former Code: 314)

Graduates of the Radiography A.A.S. degree program will be able to:

- Practice competently and proficiently at a level expected of an entry-level radiographer
- Appreciate cultural diversity in healthcare
- Demonstrate effective oral and written communication skills
- Assess situations and make appropriate decisions using critical thinking and problem-solving skills
- Maintain high standards of professional behavior
- Apply appropriate radiation protection practices for patients, self and others
- Recognize the importance of lifelong learning and continued professional growth
- Apply for the American Registry of Radiologic Technologists' examination in Radiography. Successful completion of this examination is required to practice in the State of Maryland.

Program Concentration . . . . . .44 Credits

RAD 1410 Radiographic Procedures I 3
RAD 1420 Radiographic Procedures II 3
RAD 1430 Radiation Biology/Protection 3
RAD 1500 Image Production and Imaging Equipment I 3
RAD 1510 Patient Care and Education I 2
RAD 1530 Clinical Radiography I 2
RAD 1540 Clinical Radiography II 4
RAD 1550 Clinical Radiography III 4
RAD 1580 Image Production and Imaging Equipment II 3
RAD 2000 Computed Tomography Practicum 1
RAD 2410 Radiographic Procedures III 3
RAD 2420 Radiographic Procedures IV 2
RAD 2430 Patient Care and Education II 2
RAD 2530 Clinical Radiography IV 4
RAD 2540 Clinical Radiography V** 4
RAD 2570 Preparation for ARRT Certification 1

Required General Education Courses . . . . . .24 Credits

English Composition I and II* 6
Humanities* 3
SPH 1090
Mathematics* 3
MAT 1120
Science* 8
BIO 2050 and BIO 2060
Social Sciences* 3
PSY 1010
Computer Literacy* 1
MHE 2000

Total Required for A.A.S. Degree . . . . . .68 Credits

Residential Property Management

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 of the Business Management A.A.S. degree program will be able to:

- Utilize effective oral and written communication skills required to effectively manage residential properties
- Explain the essential characteristics and functions of property leasing, forms of ownership, property operations, resident policies, legal and risk management and government regulation
- 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
- 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
- Obtain employment as leasing consultants or assistant property managers

Residential Property Management Option

of Business Management Associate of Applied Science Degree (A.A.S.)

Program Code: BMGT.RPM.AAS (Former Code: 427)

Program Concentration . . . . . 41-42 Credits
- MGT 1010 Introduction to Business 3
- MGT 1600 Principles of Management. 3
- MGT 1620 Financial Planning and Investments 3
- MGT 1650 Customer Service 3
- MGT 2610 Human Resource Management 3
- MGT 2720 Managing Workplace Diversity 3
- MKG 2510 Introduction to Marketing 3
- ACC 1030 Accounting for Managers
  or
  ACC 1010 Principles of Accounting I 3-4
- BUS 1220 Business Law I 3
- BUS 1240 Business Law II 3
- RPM 1010 Introduction to Residential Property Management. 3
- RPM 1020 Maintenance for Residential Property Management. 3
- RPM 2910-2930 Cooperative Education** 3
- Health/Physical Education 2-3
  Any HLE or at least 2 credits of PED

Required General Education Courses . . . . . 21-22 Credits
- English Composition I and II* 6
- Humanities* 3
  SPH 1010, SPH 1050 or SPH 1090
- Mathematics* 3
  MAT 1120 or higher
- Science* 3-4
- Social Sciences* 3
  Any ECN course
- Computer Literacy* 3
  CIS 1010

Minimum Required for A.A.S. Degree . . . . . 62 Credits

Residential Property Management

Certificate

Program Code: BMGT.RPM.CT (Former Code: 429)

- MGT 1010 Introduction to Business 3
- MGT 1600 Principles of Management. 3
- BUS 1220 Business Law I. 3
- RPM 1010 Introduction to Residential Property Management. 3
- RPM 1020 Maintenance for Residential Property Management. 3
- RPM 2910-2930 Cooperative Education. 3
- EGL 1010 Composition I. 3

Total Required for Certificate . . . . . 21 Credits

Respiratory Therapy Program

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, Washington Adventist Hospital, Anne Arundel Medical Center, Southern Maryland Hospital Center and Gladys Spellman Specialty Hospital. The Respiratory Therapy Program is fully accredited by the Committee on Accreditation for Respiratory Care (CoARC); 1248 Harwood Road; Bedford, Texas 76021-4244; telephone: 817-283-2835; fax: 817-354-8519. Upon graduation, students are awarded an Associate of Applied Science (A.A.S.) degree and are eligible to take both the entry-level and advanced practitioner exams and to use the credential CRT (entry-level exam) and RRT (advanced practitioner exam) upon successful completion of the respective exam.

The Respiratory Therapy graduate will be able to:

- Work in a variety of healthcare 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
- Achieve success on the National Board for Respiratory Care Examination system
- Demonstrate satisfaction with the preparation provided by the program at Prince George's Community College
- Maintain behaviors consistent with professional practice and the ethical and moral standards consistent with the American Association for Respiratory Care as demonstrated by meeting the needs and standards of employers

Respiratory Therapy

Associate of Applied Science Degree (A.A.S.)

Program Code: RESP.AAS.PETIT (Former Code: 313)

Program Concentration . . . . . 38 Credits
- RST 1530 Principles and Practice of Respiratory Therapy I. 3
- RST 1570 Principles of Cardiopulmonary Physiology. 4
- RST 1600 Principles of Ventilatory Diseases 3
- RST 1630 Principles and Practice of Respiratory Therapy II 5
- RST 1730 Clinical Practice in Respiratory Therapy III (Offered summer only) 3
- RST 1740 Ventilators and Introduction to Critical Care (Offered summer only) 3
- RST 2490 Neonatal Respiratory Care 2
- RST 2500 Pharmacology for Respiratory Therapy 3
- RST 2530 Clinical Practice in Critical Care I 5
- RST 2620 Trends in Respiratory Therapy 2

Respiratory Therapy *continues on next page*

✶ Satisfies general education requirement (see Chapter 4, pages 28–31)

✶✶ Satisfies culminating experience requirement for the Associate of Applied Science (A.A.S.) degree

Respiratory Therapy *continues from previous page*

RST 2630 Clinical Practice in Critical Care II** 5
Required General Education Courses .....31 Credits
English Composition I and II* 6
Humanities* 3
SPH 1090
Mathematics* 3
MAT 1120
Science* 16
BIO 2050, BIO 2060, BIO 2010 and PSC 1150 or CHM 1010
Social Sciences* 3
PSY 1010
Total Required for A.A.S. Degree .....69 Credits

Sociology

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

Graduates of this program will be able to:

- Identify and explain the functions of social institutions such as the family, governments, economy, education and religion
- Compare and contrast the various systems of stratification such as social class, caste, institutionalized slavery and gender
- Interpret and utilize labor and census statistics to show relational patterns between social status and social mobility, age of marriage and divorce and income and educational attainment
- Apply theories and concepts in analyzing news stories and various patterns of social problems
- Write a persuasive analytical essay in conformity with standard citation and reference styles
- Identify and explain the code of ethics guiding sociologists in conducting human subject research
- Transfer to a four-year college or university with full junior status

Sociology Option

of General Studies Associate of Arts Degree (A.A.)
Program Code: SOCI.AA (Former Code: 309)

Program Concentration .....15 Credits
SOC 1010 Introduction to Sociology 3
SOC 1020 Marriage and Family 3
SOC 2010 Social Problems 3
SOC 2030 Criminology 3
SOC 2040 Introduction to Social Work 3
Required General Education Courses/Electives .....46 Credits
English Composition I and II* 6
Humanities* 9
Choose one course from each group:
Group 1: SPH 1010, SPH 1050, SPH 1090, SPH 1110
Group 2: ART 1010, MUS 1010, PHL 1010, PHL 1090, THE 1010, any foreign language
Group 3: Any 2000-level English literature course
Mathematics* 3
MAT 1190
Science* 7-8
Two courses, one must carry laboratory credit
Social Sciences* 9
Group 1: One history course (HST 1410 or 1430 recommended)
Group 2: Two courses from social sciences general education list, one course must be a non-history
Computer Literacy* 3
CIS 1010
Electives 9
Any credit courses except PED
Minimum Required for A.A. Degree .....61 Credits

Space Engineering Technology Program

The Space Technology Institute is a cooperative venture between Prince George's Community College and NASA's Goddard Space Flight Center in Greenbelt. The college, NASA and NASA's corporate contractors have jointly designed the Space Engineering Technology Program, which offers additional options in computer systems technology and quality assurance technology. The Space Engineering Technology program has two goals. The first is to provide students with the specialized skills needed to attain entry-level employment in the space technology field. Newly-trained technicians, quality analysts and programmer/analysts can work at NASA's Goddard Space Flight Center and its associated contractors. The second goal is to upgrade and enrich the skills of existing Goddard and Goddard contractor employees. With careful choice of electives and mathematics courses, graduates of this program can successfully transfer into the B.S. in Astronautical Engineering program at Capitol College. Students should follow the requirements of the transfer institution. For more information on the Space Technology Institute and the Space Engineering Technology program, call 301-322-0751.

A graduate of the Space Engineering Technology Associate of Applied Science (A.A.S.) degree program will be able to:

- Understand the operation and interaction of all the major systems of satellite technology – propulsion, launch, structures, power, telemetry, tracking and command/control/communication
- Use the quality assurance and quality management techniques that are needed to make spacecraft systems highly reliable
- Use electronics technology and computer software to design and maintain spacecraft systems and subsystems
- 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

Space Engineering Technology

Associate of Applied Science Degree (A.A.S)
Program Code: ENGR.SPACE.AAS (Former Code: 670)

Program Concentration .....39-40 Credits
ENT 1900 Introduction to Space Technology 3

First-time college students are expected to take PAS 1010 Principles and Strategies of Successful Learning (3 Credits). PAS 1010 is required for students when they take DVR 0060. For more information, see Chapters 2, 6, and 8.

ENT 1920 Quality Management: Engineering Process 3
Programming elective 3-4
CIS 1130 or ENT 1770
ENT 1710 Circuits and Measurement Techniques . . . 3
ENT 1720 Circuit Analysis and Design 3
ENT 1780 Analog Circuits 4
ENT 1800 Digital Circuits 4
ENT 1850 Circuit Evaluation and Repair 2
ENT 2900 Systems Analysis Project** 3
Technical Electives 11
Choose three or more courses from the following:
ENT 2200 High-Rel. Soldering/Fabrication
ENT 2560 Computer-Aided Electronic Design
ENT 2730 Electronic Communication
ENT 2810 CPU Architecture
ENT 2830 Telecommunications
ENT 2960-2980 Cooperative Education

Required General Education Courses . . . . . 23 Credits
English Composition I and II* 6
Humanities* 3
SPH 1010
Mathematics* 3
MAT 1340 or higher
Science* 8
PHY 1570 and lab science elective (PHY 1010 recommended)
Social Sciences* 3

Minimum Required for A.A.S. Degree . . . . . 62 Credits

Computer Systems Technology Option

of Space Engineering Technology Associate of Applied Science Degree (A.A.S)

Program Code: COMP.SYSTEC.AAS (Former Code: 671)

Program Concentration . . . . . 38-39 Credits
ENT 1900 Introduction to Space Technology 3
ENT 1920 Quality Management: Engineering Process 3
ENT 2900 Systems Analysis Project** 3
Programming elective* 3-4
CIS 1130 or ENT 1770
CIS 1610 Software Quality Assurance 3
CIS 1700 Understanding Operating Systems 3
CIS 2720 UNIX/Linux Operating System 4
CIS 2130 Advanced Programming: C++ 4
Technical electives 12
Choose three or more courses from CIS, ENT or approved MAT courses.

Required General Education Courses . . . . . 23 Credits
English Composition I and II* 6
Humanities* 3
SPH 1010
Mathematics* 3
MAT 1340 or higher
Science* 8
PHY 1570 and lab science elective (PHY 1010 recommended)
Social Sciences* 3

Minimum Required for A.A.S. Degree . . . . . 61 Credits

Quality Assurance Technology Option

of Space Engineering Technology Associate of Applied Science Degree (A.A.S)

Program Code: ENGR.QA.AAS (Former Code: 672)

Program Concentration . . . . . 39-40 Credits
ENT 1900 Introduction to Space Technology 3
ENT 1920 Quality Management: Engineering Process 3
ENT 2900 Systems Analysis Project** 3
Programming elective* 3-4
CIS 1130 or ENT 1770
ENT 1710 Circuits and Measurement Techniques . . . 3
ENT 1860 Fundamentals of Quality Assurance 3
ENT 2010 Configuration Management and Project Integrity 3
ENT 2020 Quality Improvement Techniques 3
MAT 1140 Introduction to Statistics 3
Technical electives 12
Choose from the following courses:
ENT 1600 Introduction to CAD with AutoCAD
ENT 1720 Circuit Analysis and Design
ENT 2200 High-Reliability Soldering/Fabrication
ENT 2960-2980 Cooperative Education
Other technical elective (see department chair)

Required General Education Courses . . . . . 23 Credits
English Composition I and II* 6
Humanities* 3
SPH 1010
Mathematics* 3
MAT 1340 or higher
Science* 8
PHY 1570 and lab science elective (PHY 1010 recommended)
Social Sciences* 3

Minimum Required for A.A.S. Degree . . . . . 62 Credits

Quality Assurance

Certificate

Program Code: ENGR.QA.CT (Former Code: 638)

Students who complete this program should be ready to take the Certified Quality Auditor (CQA) and Certified Quality Engineer (CQE) examinations offered by the American Society for Quality. The courses also can be used towards the Quality Assurance Technology Option of the Space Engineering Technology A.A.S. degree.

ENT 1710 Circuits and Measurement Techniques . . . 3
ENT 1860 Fundamentals of Quality Assurance 3
ENT 2010 Configuration Management and Project Integrity 3
MAT 1340 Trigonometry with Applications to Technology (or higher) 4

Total Required for Certificate . . . . . 13 Credits

✶ Satisfies general education requirement (see Chapter 4, pages 28–31)
✶✶ Satisfies culminating experience requirement for the Associate of Applied Science (A.A.S.) degree

Teacher Education Programs

The field of education encompasses many areas: early childhood, elementary, secondary and special education. Each area has different requirements and, therefore, different goals and outcomes.

Students are highly encouraged to consult the department chairperson at 301-583-5250 for advisement before beginning their coursework to ensure they are in the correct program.

Each program is outlined below with the specific career objectives and outcomes for each program of study.

Early Childhood Education

Associate of Applied Science Degree (A.A.S.)

Program Code: TCHR.ECHILD.AAS (Former Code: 763)

The Early Childhood Education A.A.S. degree program provides the educational background to teach preschool children in private early childhood centers and direct early childhood centers. The program introduces students to child development theories, current early childhood education issues, the exceptional child, assessment skills, developmentally appropriate curricula, management and language skills. For more information, call 301-583-5250.

Graduates of the Early Childhood Education A.A.S. degree program 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
- Use technology and technological resources to plan and teach lessons, find information and inform others
- Demonstrate the skills necessary to direct a large group child care facility
- 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
- Reflect upon their classroom experiences and learning to critically examine the learning and teaching process

Program Concentration . . . . . 39 Credits

ECE 1050 Principles and Practices in Early Childhood Education 3
ECE 1510 Child Growth and Development 3
ECE 1540 Observing and Recording Child Behavior . 3
ECE 1560 Introduction to Early Childhood Special Education. 3
ECE 1700 Multicultural Education in the Preschool Classroom 3
ECE 1910 Early Childhood Program Management. . . 3
ECE 2510 Language Arts in Early Childhood Education
or
EDU 2100 Processes and Acquisition of Reading 3
HLE 2150 Introduction to Child Health 3
ECE 2570 Curriculum Development in Early Childhood Education 3
ECE 2620 Fieldwork in Early Childhood Education**
or
ECE 2200 Internship in Special Education I** 3
Early Childhood Electives 9
Choose three courses from the following:

ECE 1650	ECE 2590	ECE 2600
EDU 2000	EGL 2230	PSY 2030
PSY 2060		

Required General Education Courses . . . . . 24-26 Credits

English Composition I and II* 6
EGL 1010 and EGL 1020
Humanities* 6
SPH 1010 or SPH 1090 and one of the following: ART 1010, ART 2730, MUS 1010, PHL 1010, THE 1010 or any foreign language course
Mathematics* 3-4
MAT 1050 recommended
Science* 3-4
BIO 1010 recommended
Social Sciences* 3
PSY 1010
Computer Literacy* 3
CIS 1010

Minimum Required for A.A.S. Degree . . . . . 63 Credits

Mastery in Early Childhood Education

Certificate

Program Code: TCHR.MASTERY.CT (Former Code: 764)

This 30-credit certificate is designed for students who desire to become senior staff in a child care center. All courses transfer into the ECE A.A.S. degree and some courses are also applicable to the ECE A.A.T. degree program. For more information, call 301-583-5250.

ECE 1510 Child Growth and Development 3
ECE 1540 Observing and Recording Child Behavior 3
ECE 1560 Introduction to Early Childhood Special Education. 3
ECE 2510 Language Arts in Early Childhood Education 3
ECE 2620 Fieldwork in Early Childhood Education
or
ECE 2200 Internship in Special Education I. 3
ECE 2570 Curriculum Development in Early Childhood Education 3
ECE 1700 Multicultural Education in the Preschool Classroom. 3
ECE 1050 Principles and Practices in Early Childhood Education 3
Early Childhood Education Elective. 3
Choose one course from the following:

ECE 1650	ECE 2590	ECE 2600
EDU 2000	EGL 2230	PSY 2030
PSY 2060		

HLE 2150 Introduction to Child Health 3

Total Required for Certificate . . . . . 30 Credits

First-time college students are expected to take PAS 1010 Principles and Strategies of Successful Learning (3 Credits). PAS 1010 is required for students when they take DVR 0060. For more information, see Chapters 2, 6, and 8.

Early Childhood Special Education

Certificate

New Program Code: TCHR.SPECED.CT (Former Code: 765)

This 12-credit certificate is designed for students who want to have additional proficiency in working with children with special needs. All courses transfer into the ECE A.A.S. degree and some courses are also applicable to the ECE A.A.T. degree program. For more information, call 301-583-5250.

ECE 1510 Child Growth and Development 3
ECE 1560 Introduction to Early Childhood Special Education. 3
ECE 2200 Internship in Special Education I. 3
ECE 2600 Guiding Behavior in Early Childhood Education 3

Total Required for Certificate . . . . . 12 Credits

Early Childhood Education

Associate of Arts in Teaching Degree (A.A.T.)

Program Code: TCHR.ECHILD.AAT (Former Code: 121)

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).

Graduates of the Early Childhood Education A.A.T. degree program will be able to:

- Successfully transfer to a four-year institution to complete their bachelor's degree
- 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
- 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

Program Concentration . . . . . 21 Credits

ECE 1050 Principles and Practices in Early Childhood Education 3
ECE 1510 Child Growth and Development 3
ECE 1560 Introduction to Early Childhood Special Education. 3
ECE 1700 Multicultural Education in the Preschool Classroom. 3
ECE 2570 Curriculum Development in Early Childhood Education 3
ECE 2620 Fieldwork in Early Childhood Education** 3
EDU 2100 Processes and Acquisition of Reading 3

Required General Education Courses . . . . . 45 Credits

English* 9
EGL 1010 Composition I
EGL 1020 Composition II
EGL 2230 Children's Literature
Humanities* 3
ART 2730 Integrated Arts
Mathematics* 12
MAT 1050 Elements of Mathematics
MAT 1060 Elements of Geometry and Logic
MAT 1160 Elements of Probability and Statistics
Science* 12
BIO 1010 General Biology
PSC 1200 Exploring Chemistry and Physics Concepts
PSC 1210 Exploring Earth and Space Science Concepts
Social Sciences* 9
HST 1410 History of the United States I
GEO 1010 Physical Geography
PSY 1010 General Psychology

Minimum Required for A.A.T. Degree . . . . . 66 Credits

Note: 2.75 GPA, 45 hours of supervised field experience and passing grade on PRAXIS I exam or equivalent SAT or ACT score are required. Students may be required to take additional courses as part of the requirements for a bachelor's degree and teacher certification at four-year institutions.

Elementary Education/Generic Special Education PreK-12 (A.A.T.)

Associate of Arts in Teaching Degree (A.A.T.)

Program Code: TCHR.ELEM.AAT (Former Code: 115)

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 special education. For more information, call 301-583-5250.

Graduates of the Elementary Education PreK-12th Grade A.A.T. degree program 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
- 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
- Successfully transfer to a four-year institution to complete their bachelor's degree

Program Concentration . . . . . 18 Credits

EDU 2000 Foundations of Education 3
EDU 2330 Field Experience for Foundations of Education 1
EDU 2030 Introduction to Special Education. 3
EDU 2340 Field Experience for Special Education‡ . . 1
EDU 2350 Field Experience for Educational Psychology‡ 1
EDU 2100 Processes and Acquisition of Reading 3
EDU 1510 Child Growth and Development. 3

Elementary Education/Generic Special Education PreK-12 *continues on next page*

✶ Satisfies general education requirement (see Chapter 4, pages 28–31)
✶✶ Satisfies culminating experience requirement for the Associate of Applied Science (A.A.S.) degree

Elementary Education/Generic Special Education PreK-12 *continues from previous page*

PSY 2060 Educational Psychology 3

Required General Education Courses . . . . . .48 Credits

English Composition I and II* 6

Humanities* 6

ART 2730 Integrated Arts
SPH 1090 Interpersonal Communication

Mathematics* 12

MAT 1050 Elements of Mathematics
MAT 1060 Elements of Geometry and Logic
MAT 1160 Elements of Probability and Statistics

Science* 12

BIO 1010 General Biology
PSC 1200 Exploring Chemistry and Physics Concepts
PSC 1210 Exploring Earth and Space Science Concepts

Social Sciences* 9

HST 1410 History of the United States I
POS 1010 American National Government
PSY 1010 General Psychology

Health/Physical Education 3

HLE 2300 Integrated Health and Physical Education

Minimum Required for A.A.T. Degree . . . . . .66 Credits

Note: 2.75 GPA and passing grade on PRAXIS I exam or equivalent SAT or ACT score are required. Students may be required to take additional courses as part of the requirements for a bachelor's degree and teacher certification at four-year institutions.

‡ Satisfies culminating experience requirement for the Associate of Arts in Teaching (A.A.T.) degree

Secondary Education— Chemistry (A.A.T.)

Associate of Arts in Teaching Degree (A.A.T.)
Program Code: TCHR.CHEM.AAT (Former Code: 117)

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. For more information, call 301-583-5250.

Graduates of this Secondary Education A.A.T. degree program 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
- 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
- Successfully transfer to a four-year institution to complete their bachelor's degree

Program Concentration **33-34 Credits**

CHM 1010 General Chemistry I* 4
CHM 1020 General Chemistry II* 3
CHM 1030 General Chemistry II Laboratory 2
CHM 2010 Organic Chemistry I 4
CHM 2020 Organic Chemistry II 3
CHM 2040 Organic Chemistry II Laboratory 2
MAT 2410 Calculus I for Science and Engineering* . . 4
MAT 2420 Calculus II for Science and Engineering . . 4
PHY 1030 General Physics I 3
PHY 2030 General Physics II 4
(Two semesters of calculus-based physics will transfer to all institutions offering chemistry and secondary teacher certification.)
or
PHY 1010 Introductory Physics I. 4
PHY 1020 Introductory Physics II 4
(Two semesters of algebra-based physics will transfer to Towson University, Hood College, Columbia Union College, Goucher College or Frostburg State University.)

Pre-Professional Courses . . . . . .15 Credits

EDU 2000 Foundations of Education 3
EDU 2330 Field Experience for Foundations of Education‡ 1
EDU 2030 Introduction to Special Education 3
EDU 2340 Field Experience for Special Education . . . 1
PSY 2060 Educational Psychology 3
EDU 2350 Field Experience for Educational Psychology‡ 1
PSY 2040 Adolescent Psychology. 3

Required General Education Courses . . . . . .15 Credits

English* 6

EGL 1010 Composition I
EGL 1020 Composition II

Humanities* 6

ART 2730 Integrated Arts
SPH 1090 Interpersonal Communication

Social Sciences* 3

PSY 1010 General Psychology

Minimum Required for A.A.T. Degree . . . . . .63 Credits

Note: 2.75 GPA and passing grade on PRAXIS I exam or equivalent SAT or ACT score are required. Students may be required to take additional courses as part of the requirements for a bachelor's degree and teacher certification at four-year institutions.

‡ Satisfies culminating experience requirement for the Associate of Arts in Teaching (A.A.T.) degree

Secondary Education—English (A.A.T.)

Associate of Arts in Teaching Degree (A.A.T.)
Program Code: TCHR.ENGLISH.AAT

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 this Secondary Education A.A.T. degree program 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
- 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
- Successfully transfer to a four-year institution to complete their bachelor's degree

Program Concentration . . . . . 18 Credits
EGL 2270 Applied Grammar 3
Choose one course from the following literature surveys: 3
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 course from the following literature surveys: 3
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 course from the following: 3
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: 6
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

Pre-Professional Courses . . . . . 15 Credits
EDU 2000 Foundations of Education 3
EDU 2330 Field Experience for Foundations of Education 1
EDU 2030 Introduction to Special Education 3
EDU 2340 Field Experience for Special Education . . . 1
PSY 2060 Educational Psychology 3
EDU 2350 Field Experience for Educational Psychology‡ 1
PSY 2040 Adolescent Psychology 3

Required General Education Courses: . . . . . 28 Credits
English* 6
EGL 1010 Composition I
EGL 1020 Composition II (Writing about Literature)
Humanities* 6
ART 2730 Integrated Arts
SPH 1090 Interpersonal Communication
Mathematics* 3
MAT 1120 or higher
Science* 7
Two courses, one of which must carry laboratory credit.
Social Sciences* 6
PSY 1010 General Psychology
One nonhistory course from the general education list

Minimum required for A.A.T. Degree . . . . . 61 Credits

Note: 2.75 GPA and passing grade on PRAXIS I exam or equivalent SAT or ACT score are required. Students may be required to take additional courses as part of the requirements for a bachelor's degree and teacher certification at four-year institutions.

‡ Satisfies culminating experience requirement for the Associate of Arts in Teaching (A.A.T.) degree

Secondary Education—Mathematics (A.A.T.)

Associate of Arts in Teaching Degree (A.A.T.)
Program Code: TCHR.MATH.AAT (Former Code: 119)

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. For more information, call 301-583-5250.

Graduates of this Secondary Education A.A.T. degree program 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
- 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
- Successfully transfer to a four-year institution to complete their bachelor's degree

Program Concentration . . . . . 23-24 Credits
MAT 2410 Calculus for Science and Engineering 4
MAT 2420 Calculus II for Science and Engineering . . 4
MAT 2430 Calculus III for Science and Engineering 4
MAT 2450 Linear Algebra 4
PHY 1030 General Physics I 3
PHY 2030 General Physics II 4
(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.)
or
PHY 1010 Introductory Physics I. 4

Secondary Education—Mathematics *continues on next page*

✶ Satisfies general education requirement (see Chapter 4, pages 28–31)
✶✶ Satisfies culminating experience requirement for the Associate of Applied Science (A.A.S.) degree

Secondary Education—Mathematics *continues from previous page*

PHY 1020 Introductory Physics II 4
(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 are acceptable.)
or
CHM 1010 General Chemistry I* 4
CHM 1020 General Chemistry II* 3

Pre-Professional Courses . . . . . 15 Credits
EDU 2000 Foundations of Education 3
EDU 2330 Field Experience for Foundations of Education 1
EDU 2030 Introduction to Special Education 3
EDU 2340 Field Experience for Special Education . . . 1
PSY 2060 Educational Psychology 3
EDU 2350 Field Experience for Educational Psychology‡ 1
PSY 2040 Adolescent Psychology 3

Required General Education Courses . . . . . 24 Credits
English* 6
EGL 1010 Composition I
EGL 1020 Composition II
Humanities* 9
ART 2730 Integrated Arts
SPH 1090 Interpersonal Communication
One elective (PHL 1010 or PHL 1090 recommended)
Social Sciences* 9
PSY 1010 General Psychology
One history course from the general education list
One non-history course from the general education list

Minimum Required for the A.A.T. Degree . . . . 62 Credits

Note: 2.75 GPA and passing grade on PRAXIS I exam or equivalent SAT or ACT score are required. Students may be required to take additional courses as part of the requirements for a bachelor's degree and teacher certification at four-year institutions

‡ Satisfies culminating experience requirement for the Associate of Arts in Teaching (A.A.T.) degree

Secondary Education—Physics (A.A.T.)

Associate of Arts in Teaching Degree (A.A.T.)
Program Code: TCHR.PHYSICS.AAT (Former Code: 118)

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. For more information, call 301-583-5250.

Graduates of this Secondary Education A.A.T. degree program will be able to:

- Successfully transfer to a four-year institution to complete their bachelor's degree
- 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
- 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

Program Concentration . . . . . 27 Credits
PHY 1030 General Physics I* 3
PHY 2030 General Physics II* 4
PHY 2040 General Physics III 4
MAT 2410 Calculus for Science and Engineering* . . . 4
MAT 2420 Calculus II for Science and Engineering . . 4
MAT 2460 Differential Equations 4
CHM 1010 General Chemistry. 4
BIO 1010 General Biology. 4

Pre-Professional Courses . . . . . 15 Credits
EDU 2000 Foundations of Education 3
EDU 2330 Field Experience for Foundations of Education 1
EDU 2030 Introduction to Special Education 3
EDU 2340 Field Experience for Special Education . . . 1
PSY 2060 Educational Psychology 3
EDU 2350 Field Experience for Educational Psychology‡ 1
PSY 2040 Adolescent Psychology 3

Required General Education Courses . . . . . 21 Credits
English* 6
EGL 1010 Composition I
EGL 1020 Composition II
Humanities* 6
ART 2730 Integrated Arts
SPH 1090 Interpersonal Communication
Social Sciences* 9
PSY 1010 General Psychology
One history course from the general education list
One non-history course from the general education list

Minimum Required for A.A.T. Degree . . . . . 63 Credits

Note: 2.75 GPA and passing grade on PRAXIS I exam or equivalent SAT or ACT score are required. Students may be required to take additional courses as part of the requirements for a bachelor's degree and teacher certification at four-year institutions.

‡ Satisfies culminating experience requirement for the Associate of Arts in Teaching (A.A.T.) degree

Secondary Education—Spanish (A.A.T.)

Associate of Arts in Teaching Degree (A.A.T.)
Program Code: TCHR.SPAN.AAT (Former Code: 120)

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. For more information, call 301-583-5250.

Graduates of this Secondary Education A.A.T. degree program 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
- 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
- Successfully transfer to a four-year institution to complete their bachelor's degree

Program Concentration . . . . . .12 Credits
SPN 1020 Spanish for Advanced Beginners 3
(SPN 1010 is the prerequisite.)
SPN 2010 Intermediate Spanish I. 3
SPN 2020 Intermediate Spanish II 3
SPN 2040 Advanced Conversation. 3
Pre-Professional Courses . . . . . .15 Credits
EDU 2000 Foundations of Education 3
EDU 2330 Field Experience for Foundations of Education 1
EDU 2030 Introduction to Special Education 3
EDU 2340 Field Experience for Special Education . . . 1
PSY 2060 Educational Psychology 3
EDU 2350 Field Experience for Educational Psychology‡ 1
PSY 2040 Adolescent Psychology. 3
Required General Education Courses . . . . . .34 Credits
English* 6
EGL 1010 Composition I
EGL 1020 Composition II
Humanities* 9
ART 2730 Integrated Arts
SPH 1090 Interpersonal Communication
One elective from approved list
(SPN 1010 if needed)
Mathematics* 3
MAT 1120 or higher
Science* 7
Two courses, one of which has a laboratory component
Social Sciences* 9
PSY 1010 General Psychology
One history course from general education list
One non-history course from the general education list
Minimum Required for A.A.T. Degree . . . . . .61 Credits

Note: 2.75 GPA and passing grade on PRAXIS I exam or equivalent SAT or ACT score are required. Students may be required to take additional courses as part of the requirements for a bachelor's degree and teacher certification at four-year institutions.

‡ Satisfies culminating experience requirement for the Associate of Arts in Teaching (A.A.T.) degree

Professional Education Courses for Maryland Certification

(for persons who already have a bachelor's degree)

This course of study is designed for persons who already have a bachelor's degree and wish to become a certified teacher in Maryland. There are four requirement areas to become certified in Maryland for all certification areas:

1. All certification areas require Maryland passing scores on one of the basic skills tests: Praxis I, SAT or ACT. Check with www.ets.org for required Maryland Praxis I tests and scores. Praxis I is usually taken early in a student's academic career and must be passed prior to transcript submission to MSDE.
2. Certification courses: Students may enroll in these courses, but students should also have their college transcripts evaluated by the Maryland State Department of Education (MSDE), Division of Certification. 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. Upon receipt of the transcript evaluation, students may use the charts below to determine what courses Prince George's Community College offers that meet the MSDE Professional Development course requirements.
3. Most certification areas require Maryland passing scores on the Praxis II: Subject Assessments. Check www.ets.org for required Maryland Praxis II tests and scores. Praxis II is usually taken after completing methods courses.
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 (PreK–grade 3)

PGCC Course Equivalent	MSDE Course Requirement
ECE 1510: Child Growth and Development or PSY 2030: Child Psychology	Child Development
PSY 2060: Educational Psychology	Human Learning
ECE 2570: Curriculum Development in ECE	Teaching Methodology
EDU 2030: Intro to Special Education	Inclusion of Special Needs Student Populations

Early Childhood Certification (PreK–grade 3) *continues on next page*

✶ Satisfies general education requirement (see Chapter 4, pages 28–31)
✶✶ Satisfies culminating experience requirement for the Associate of Applied Science (A.A.S.) degree

Early Childhood Certification (PreK–grade 3) *continues from previous page*

PGCC Course Equivalent	MSDE Course Requirement
EDU 2050: Assessment of Students	Assessment of Students
EDU 2100: Processes and Acquisition of Reading EDU 2110: Instruction of Reading EDU 2120: Assessment of Reading EDU 2130: Materials for Reading	Reading

Elementary 1–6 and Middle School Certification

PGCC Course Equivalent	MSDE Course Requirement
EDU 1510: Child Growth and Development	Child Development (3 Credits)
PSY 2060: Educational Psychology	Human Learning (3 Credits)
EDU 2400: Elementary Methods	Teaching Methods (3 Credits)
EDU 2030: Intro to Special Education	Inclusion of Special Needs Student Populations (3 Credits)
EDU 2050: Assessment of Students	Assessment of Students (3 Credits)
EDU 2100: Processes and Acquisition of Reading EDU 2110: Instruction of Reading EDU 2120: Assessment of Reading EDU 2130: Materials for Reading	Reading (12 Credits)

Academic Subjects (N–12) and (6–12) Secondary Certification

PGCC Course Equivalent	MSDE Course Requirement
PSY 2040: Adolescent Psychology	Adolescent Development (3 Credits)
PSY 2060: Educational Psychology	Human Learning (3 Credits)
EDU 2500: Secondary Methods	Teaching Methods (3 Credits)
EDU 2030: Intro to Special Education	Inclusion of Special Needs Student Populations (3 Credits)
EDU 2140: Teaching Reading in the Content Areas: Part I EDU 2150: Teaching Reading in the Content Areas: Part II	Reading (6 Credits)

Generic Special Education Infant/Primary (Birth-Grade 3)

PGCC Course Equivalent	MSDE Course Requirement
EDU 2030: Intro to Special Education	Historical, Philosophical and Legal Foundations of Special Education (3 Credits)
PSY 2070: Human Growth and Development EDU 1510: Child Growth and Development	Human Growth and Development (6 Credits)
EDU 2050: Assessment of Students EDU 2230: Special Ed Assessment: Part I EDU 2240: Special Ed Assessment: Part II	Assessment, Diagnosis and Prescriptive Techniques (9 Credits)
EDU 2200: Special Ed Methods: Birth-12th Grade EDU 2210: Special Ed Methods: Birth-8th Grade	Curriculum and Methodology of Instruction (6 Credits)
EDU 2100: Processes and Acquisition of Reading EDU 2110: Instruction of Reading EDU 2120: Assessment of Reading EDU 2130: Materials for Teaching Reading	Reading (12 Credits)
SPH 1090: Interpersonal Communication	Communication Skills (3 Credits)

Generic Special Education Elementary/ Middle School (Grades 1–8) Certification

PGCC Course Equivalent	MSDE Course Requirement
EDU 2030: Intro to Special Education	Historical, Philosophical and Legal Foundations of Special Education (3 Credits)
PSY 2070: Human Growth and Development EDU 1510: Child Growth and Development	Human Growth and Development (6 Credits)
EDU 2050: Assessment of Students EDU 2230: Special Ed Assessment: Part I EDU 2240: Special Ed Assessment: Part II	Assessment, Diagnosis and Prescriptive Techniques (9 Credits)
EDU 2200: Special Ed Methods: Birth-12th Grade EDU 2210: Special Ed Methods: Birth-8th Grade	Curriculum and Methodology of Instruction (6 Credits)

First-time college students are expected to take PAS 1010 Principles and Strategies of Successful Learning (3 Credits). PAS 1010 is required for students when they take DVR 0060. For more information, see Chapters 2, 6, and 8.

PGCC Course Equivalent	MSDE Course Requirement
EDU 2100: Processes and Acquisition of Reading EDU 2110: Instruction of Reading EDU 2120: Assessment of Reading EDU 2130: Materials for Teaching Reading	Reading (12 Credits)
SPH 1090: Interpersonal Communication	Communication Skills (3 Credits)

Generic Special Education Secondary/Adult (Grades 6–12)

PGCC Course Equivalent	MSDE Course Requirement
EDU 2030: Intro to Special Education	Historical, Philosophical and Legal Foundations of Special Education (3 Credits)
PSY 2070: Human Growth and Development PSY 2040: Adolescent Psychology	Human Growth and Development (6 Credits)
EDU 2050: Assessment of Students EDU 2230: Special Ed Assessment: Part I EDU 2240: Special Ed Assessment: Part II	Assessment, Diagnosis and Prescriptive Techniques (9 Credits)
EDU 2200: Special Ed Methods: Birth-12th Grade EDU 2210: Special Ed Methods: Birth-8th Grade	Curriculum and Methodology of Instruction (6 Credits)
EDU 2140: Teaching Reading in the Content Areas: Part I	Essentials of the Reading Process (3 Credits)
EDU 2150: Teaching Reading in the Content Areas: Part II	Teaching Students to Learn From Text (3 Credits)
SPH 1090: Interpersonal Communication	Communication Skills (3 Credits)

Technical Studies Program

The Technical Studies A.A.S. degree program provides a means for students to earn an associate's degree using education obtained outside of the traditional college environment. Apprenticeship programs leading to journeyman status can provide this learning through programs sponsored by businesses, labor unions and professional and trade associations. The technical core for each degree option consists of 30 credit hours obtained through the specific approved apprenticeship program for that option and transferred in to the college. The technical electives and general studies courses are the same for all options. The program currently has one option, Electrical Construction Technology, with additional options pending.

For more information, contact the Construction and Development Institute at 301-322-0034.

Technical Studies

Associate of Applied Science Degree (A.A.S.)
Program Code: TECH.STUDY.AAS (Former Code: 680)

Program Concentration . . . . . 30 Credits
Specific courses will vary by option.
Program Electives . . . . . 9 Credits
Choose any CIS, CSM or ENT courses.
Required General Education Courses . . . . . 21-22 Credits
English Composition I and II* 6
Humanities* 3
SPH 1010 recommended
Mathematics* 3
MAT 1340 or higher
Science* 3-4
PHY 1570 recommended
Social Sciences* 3
Computer Literacy* 3
CIS 1010
Minimum Required for A.A.S. Degree . . . . 60-61 Credits

Electrical Construction Technology Option

of Technical Studies Associate of Applied Science Degree (A.A.S.)
Program Code: TECH.ECT.AAS (Former Code: 682)

Graduates of this program of study will be able to:

- Identify safety hazards in electrical equipment
- Fabricate electrical conduit properly
- Read electrical blueprint drawings
- Perform appropriate electrical calculations for voltage, current and power in series, parallel and series-parallel circuits, for AC and DC circuits, including three-phase AC circuits
- Use diagnostic equipment, such as multimeters and oscilloscopes, properly
- Design, build and test semiconductor circuits using diodes, transistors, amplifiers and SCRs
- Demonstrate proper grounding and bonding techniques for equipment enclosures and buildings, including ground-fault protection devices
- Demonstrate proper design, operation and installation of a complete three-phase motor control system
- Demonstrate competency in an area of chosen specialization, such as motor control, programmable controllers (PLCs), fire alarm systems, instrumentation, structured cabling or high voltage power distribution

Note: Students taking Electrical Construction Technology (ECT) courses must be participants in the International Brotherhood of Electrical Workers (IBEW) apprentice program. For information on the apprentice program, call IBEW #26 at 301-429-2575.

Program Concentration . . . . . 30 Credits
ECT 1010 Electrical Construction Technology Year 1A 3
ECT 1020 Electrical Construction Technology Year 1B. 3
ECT 1030 Electrical Construction Technology Year 2A 3
ECT 1040 Electrical Construction Technology Year 2B. 3

Electrical Construction Technology Option *continues on next page*

✶ Satisfies general education requirement (see Chapter 4, pages 28–31)
✶✶ Satisfies culminating experience requirement for the Associate of Applied Science (A.A.S.) degree

Electrical Construction Technology Option *continues from previous page*

ECT 2010 Electrical Construction Technology Year 3A 3
ECT 2020 Electrical Construction Technology Year 3B** 3
ECT 2030 Electrical Construction Technology Year 4A 3
ECT 2040 Electrical Construction Technology Year 4B. 3
ECT 2050 Electrical Construction Technology Year 5A 3
ECT 2060 Electrical Construction Technology Year 5B. 3

Program Electives . . . . . 9 Credits
Choose any CIS, CSM or ENT courses.

Required General Education Courses . . . . . 21-22 Credits
English Composition I and II* 6
Humanities* 3
SPH 1010 recommended
Mathematics* 3
MAT 1340 or higher
Science* 3-4
PHY 1570 recommended
Social Sciences* 3
Computer Literacy* 3
CIS 1010

Minimum Required for A.A.S. Degree . . . . . 60 Credits

Electrical Construction Technology

Certificate
Program Code: TECH.ECT.CT (Former Code: 681)

Note: Students taking Electrical Construction Technology (ECT) courses must be participants in the International Brotherhood of Electrical Workers (IBEW) apprentice program. For information on the apprentice program, call IBEW #26 at 301-429-2575.

Program Concentration . . . . . 18 Credits
ECT 1010 Electrical Construction Technology Year 1A 3
ECT 1020 Electrical Construction Technology Year 1B. 3
ECT 1030 Electrical Construction Technology Year 2A 3
ECT 1040 Electrical Construction Technology Year 2B. 3
ECT 2010 Electrical Construction Technology Year 3A 3
ECT 2020 Electrical Construction Technology Year 3B. 3

Program Electives . . . . . 6 Credits
Choose any CIS, CSM or ENT courses.

General Education Courses . . . . . 9 Credits
Choose at least 9 credits from the following:
English Composition I* 3
English Composition II* 3
Humanities* 3
SPH 1010 recommended
Mathematics* 3
MAT 1340 or higher
Science* 3-4
PHY 1570 recommended
Social Sciences* 3
Computer Literacy* 3
CIS 1010

Total Required for Certificate . . . . . 33 Credits

Theatre

Theatre Arts Option

of General Studies Associate of Arts Degree (A.A.)
Program Code: THTR.AA (Former Code: 012)

Graduates of the Theatre Arts Option of the General Studies A.A. degree program will be prepared to:

- Transfer to a four-year college or university to pursue a bachelor's degree in theatre performance or theatre foundations

Program Concentration . . . . . 24 Credits
Choose one of the following two tracks and complete the courses listed:

Theatre Foundations Track
THE 1130 Fundamentals of Design 3
THE 1150 Technical Theatre. 3
THE 2010 Principles of Acting I. 3
THE 2030 Fundamentals of Script Analysis 3
THE 2050 Fundamentals of Theatre History I 3
Electives. 9
Choose three courses from the following:
SPH 1070 Voice and Diction
SPH 1170 Oral Interpretation of Literature
THE 1090 Fundamentals of Movement
THE 2020 Principles of Acting II
TRF 1310 Introduction to Mass Communication
PAS 1010 Principles and Strategies of Successful Learning

Theatre Performance Track
THE 1050 Play Production. 3
THE 1150 Technical Theatre. 3
THE 2010 Principles of Acting I. 3
THE 2030 Fundamentals of Script Analysis 3
THE 1090 Fundamentals of Movement. 3
THE 2020 Principles of Acting II 3
SPH 1070 Voice and Diction 3
Elective 3

Required General Education Courses . . . . . 37-38 Credits
English Composition I and II* 6
Humanities* 9
Choose one course from each group:
Group 1: SPH 1010, SPH 1090 or SPH 1110
Group 2: THE 1010
Group 3: Any 2000-level English Literature course
Mathematics* 3
MAT 1120 or higher
Science* 7-8

First-time college students are expected to take PAS 1010 Principles and Strategies of Successful Learning (3 Credits). PAS 1010 is required for students when they take DVR 0060. For more information, see Chapters 2, 6, and 8.

Two courses, one course must carry laboratory credit.
Social Sciences* 9
Group 1: One history course from the general education list
Group 2: Two courses from social science general education list, one course must be non-history.
Computer Literacy* 3
CIS 1010
Minimum Required for A.A. Degree . . . . . .61 Credits

Theatre and Entertainment Technology

Certificate
Program Code: THTR.CT (Former Code: 355)

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. These newly trained technicians can work at a variety of venues in the greater Washington, D.C. area including, but not limited to, The Kennedy Center, National Theatre, Ford's Theatre, Warner Theatre, Wolf Trap, Verizon Center and their associated contractors. The second goal is to upgrade and enrich the skills of existing IATSE members. For more information on the Theatre and Entertainment Technology program, call 301-322-0926.

THE 1030 Introduction to Stage Technology 1
THE 1040 Staging/Grips 4
THE 1060 Theatrical Rigging 4
THE 1080 Lighting for the Stage 4
THE 1100 Concert and Stage Sound Reinforcement 4
THE 2040 Theatrical Audiovisual/Multimedia for Special Events 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 Required for Certificate . . . . . .33 Credits

Visual Communication Program

In addition to the Visual Communication/Graphic Design degree and the certificate programs listed below, see the Art Option of the General Studies Associate of Arts degree on page 36.

Visual Communication/Graphic Design

Associate of Applied Science Degree (A.A.S.)
Program Code: ARTS.GRAPHD.AAS (Former Code: 341)

The Visual Communication (VisComm) A.A.S. degree program prepares students in production methods, digital media and traditional design related to the visual communications field. Students acquire professional skills to compete in the visual communication industry. They learn to communicate effectively in a variety of media to a range of audiences. Students gain the skills to be self-reliant professionals able to meet the business community's need for formally trained visual communicators. Included in this program are courses that enrich the student's experience beyond workforce training.

The courses are designed for maximum transfer for students who decide to continue their education. Students are encouraged to consult with an academic adviser. Non-degree students who wish to upgrade and enrich their basic visual communication skills will benefit from this program.

Graduates of the Visual Communication Associate of Applied Science degree program will be able to:

- Articulate visual communication concepts in written, verbal and visual form
- Produce original artwork using a variety of traditional and computer-based methods
- Understand and adjust to the changing needs of the visual communication industry
- Employ critical thinking and technological skills to solve visual communication problems
- Understand and work competently in all aspects of visual communication from the inception of an idea, to design, layout and production
- Understand and honor the highest professional ethical standards within the industry

Program Concentration . . . . . .40 Credits
ART 1010 Introduction to Art
or
ART 2700 Art Survey I
or
ART 2710 Art Survey II
or
ART 2740 Contemporary Art 3
ART 1510 Basic Design 3
ART 1530 Drawing I 3
ART 1570 Introduction to Computer Graphics 3
ART 1580 Portfolio Development for Visual Art** . . . 1
ART 1610 Commercial Art I. 3
ART 1620 Publication Design Using Computers. 3
ART 1640 Color Theory and Application 3
ART 2610 Commercial Art II 3
ART 2570 Lettering, Typography and Layout 3
ART 2620 Design and Illustration on Computers 3
ART 2650 Animation and Multimedia I 3
ART 2720 African-American Art. 3
Art Studio Elective. 3
Required General Education Courses/Electives. . . . . .24-25 Credits
English Composition I and II* 6
Humanities* 3
SPH 1010, SPH 1050, SPH 1090 or SPH 1110
Mathematics* 3
MAT 1120 or higher
Science* 3-4
Social Sciences* 3

Visual Communication Program *continues on next page*

✶ Satisfies general education requirement (see Chapter 4, pages 28–31)
✶✶ Satisfies culminating experience requirement for the Associate of Applied Science (A.A.S.) degree

Visual Communication Program *continues from previous page*

ART 2730 Integrated Arts* 3
Elective 3
Any credit course except PED
Minimum Required for A.A.S. Degree . . . . . .64 Credits

Graphic Design

Certificate
Program Code: ARTS.GRAPHD.CT (Former Code: 344)

Students who complete the Graphic Design Certificate will have the ability to produce artwork for commercial purposes using traditional and computer-based methods. Students will be able to assemble a professional portfolio suitable for workforce entry or professional advancement.

EGL 1010 Composition I. 3
ART 1010 Introduction to Art
or
ART 2700 Art Survey I
or
ART 2710 Art Survey II. 3
ART 1510 Basic Design 3
ART 1530 Drawing I 3
ART 1570 Introduction to Computer Graphics. 3
ART 1610 Commercial Art I. 3
ART 1620 Publication Design Using Computers. 3
ART 2610 Commercial Art II
or
ART 2620 Design and Illustration on Computers 3
ART 2570 Lettering, Typography and Layout 3
ART 2650 Animation and Multimedia I. 3
ART 1580 Portfolio Development for Visual Art. 1
Total Required for Certificate . . . . . .31 Credits

Illustration

Certificate
Program Code: ARTS.ILLUS.CT (Former Code: 343)

Students who complete the Illustration Certificate will be able to produce original artwork using traditional and digital mediums. Students will be able to assemble a professional portfolio suitable for workforce entry or professional advancement.

EGL 1010 Composition I. 3
ART 1010 Introduction to Art
or
ART 2700 Art Survey I
or
ART 2710 Art Survey II. 3
ART 1510 Basic Design 3
ART 1530 Drawing I 3
ART 1540 Painting I
or
ART 1590 Watercolor I
or
Art Studio Elective. 3
ART 1570 Introduction to Computer Graphics. 3
ART 1610 Commercial Art I
or
ART 2620 Design and Illustration on Computers 3
ART 1630 Commercial Illustration I. 3
ART 2630 Commercial Illustration II
or
ART 2640 Computer Painting
or
ART 2530 Drawing II. 3
ART 2580 Digital Photography
or
ART 2660 Digital Imaging 3
ART 1580 Portfolio Development for Visual Art. 1
Total Required for Certificate . . . . . .31 Credits

Animation/Hypermedia

Certificate
Program Code: ARTS.ANIM.CT (Former Code: 342)

Students who complete the Animation/Hypermedia Certificate will be able to create interactive audio/video projects for Web publication and screen-based graphics utilizing animation concepts and methods. Students will be able to assemble a professional portfolio suitable for workforce entry or professional advancement.

EGL 1010 Composition I. 3
ART 1010 Introduction to Art
or
ART 2700 Art Survey I
or
ART 2710 Art Survey II. 3
ART 1510 Basic Design 3
ART 1530 Drawing I 3
ART 1570 Introduction to Computer Graphics. 3
ART 1610 Commercial Art I. 3
CIS 1850 Web Site Design and Implementation 3
ART 2650 Animation and Multimedia 3
ART 2670 Three-Dimensional Computer Graphics 3
ART 2730 Integrated Arts
or
Art Studio Elective. 3
ART 1580 Portfolio Development for Visual Art. 1
Total Required for Certificate . . . . . .31 Credits

Women's Studies

The Women's Studies Option of General Studies A.A. degree program gives students the opportunity to study the perspectives and contributions of women while promoting an understanding of and respect for gender differences and interdependence. This option emphasizes the interdisciplinary nature of research and data in women's issues and provides a broad foundation in various disciplines..

Graduates of the Women's Studies Option of the General Studies A.A. degree program will be:

- Able to understand the history, psychology, sociology and philosophy of women around the globe today
- Ready to step into leadership roles within the community
- Challenged to assist women moving into academic, corporate and governmental positions

- Encouraged to explore their many career options
- Prepared to transfer into a bachelor's degree program at a four-year college or university

Women's Studies Option

of General Studies Associate of Arts Degree (A.A.)
Program Code: WMST.STUDIES.AA (Former Code: 291)

Program Concentration . . . . . 23-24 Credits
WMS 1010 Introduction to Women's Studies. 3
HST 2100 The History of Women in America 3
EGL 2500 Women in Literature 3
HLE 2250 Health Issues for Women 3
PSY 2100 The Psychology of Women 3
SOC 1020 Marriage and the Family. 3
PHL 1370 Philosophy and Feminism 3
Elective 2-3
CAP 1020 recommended
Required General Education Courses . . . . . 37-38 Credits
English Composition I and II* 6
Humanities* 9
Choose one course from each group:
Group 1: SPH 1010, SPH 1050, SPH 1090, SPH 1110
Group 2: ART 1010, MUS 1010, PHL 1010, PHL 1090, THE 1010, any foreign language
Group 3: EGL 2170 recommended or another 2000-level EGL literature course
Mathematics* 3
Science* 7
Two courses; one course must carry laboratory credit
Social Sciences* 9
Group 1: One history course other than HST 2100
Group 2: PSY 1010, SOC 1010
Computer Literacy* 3
CIS 1010
Minimum Required for A.A. Degree . . . . . 60 Credits

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 requirements for the degree objective as shown in the last catalog in which the program appeared. No students are being allowed to select these programs as their degree objectives at this time.

Associate's Degree Programs
American Studies Option of General Studies (294)
Computer Information Systems options (513, 516, 518, 519, 532, 533, 534)
Drafting Technology (660)
Early Childhood Education Transfer Option of Teacher Education (215)
Information Technology—All options (027, 028, 037, 038)
Investigative Forensics (814)
Medical Office Management (465)
Microcomputer Systems (517)
Office Administration—All options (451, 455)

Certificate Programs
Architectural Drafting (662)
Engineering Drafting (664)
Forensic Science Technology (815)
Medical Office Management (466)
Medical Transcriptionist (781)
Microcomputer Applications Specialist (527)
Microcomputer Systems (515)
Office Technology—All options (461, 462, 463)

Currently enrolled students with questions about graduation requirements in any of these programs should consult with the department chair of the individual program.

✶ Satisfies general education requirement (see Chapter 4, pages 28–31)
✶✶ Satisfies culminating experience requirement for the Associate of Applied Science (A.A.S.) degree

Chapter 6
Course Descriptions

Course Numbering Information

New Numbering System

As of the fall, 2008 semester, the college switched from three-digit numbers to four-digit numbers for all credit classes. This was accomplished by adding a zero to the end of all courses. For example, EGL 101 in past years is now EGL 1010; DVR 006 is now DVR 0060; MAT 241 is now MAT 2410. Please remember this change as you look for courses in this catalog or in the credit schedules of classes.

0010-0990—Developmental courses intended for students who need further preparation before enrolling in college-level courses. These courses award Continuing Education Units (CEUs) rather than academic credits and do not satisfy degree or certificate requirements.

1000-2990—College-level courses offered for credit and applicable to the Associate of Arts, Associate of Science, Associate of Applied Science and Associate of Arts in Teaching degrees, as well as all certificate programs.

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 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, 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 nontraditonal 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.)

Accounting (ACC)

Accounting Department
Bladen Hall, Room 210
301-322-0713

ACC 1000 Fundamentals of Accounting. ***3 Credits***
Preparation for ACC 1010 for students lacking background in accounting. Enroll in ACC 1000 directly or transfer from 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 1010 or higher.

ACC 1010 Principles of Accounting I. ***4 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. Prerequisites: Math (DVM 0070 with P4 or appropriate test score) and Reading proficiency or ACC 1000 or ACC 1030 with C or higher.

ACC 1020 Principles of Accounting II. ***4 Credits***
Second semester of sequence. Continues focus on accounting theories, principles and applications. Regular classroom and online formats available. Prerequisite: ACC 1010. (Honors version available, spring only.)

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 1010.

ACC 1050 Payroll Accounting. ***1 Credit***
Covers payroll preparation, payroll rules, recordkeeping 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 1010 or ACC 1030.

ACC 1080 Introduction to Spreadsheet Accounting. ***1 Credit***
Basic spreadsheet applications in accounting. Use of spreadsheets for recordkeeping, computation, analysis and presentation of accounting data is covered. Prerequisites: Reading proficiency, ACC 1010 or ACC 1030 and CIS 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 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 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 1020 with C or higher. (Classroom sections offered fall semester only. Online sections offered spring semester 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. (Classroom sections offered spring semester only. Online sections offered fall semester 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 1020. (Classroom sections offered fall semester 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 1020. (Offered fall semester only.)

ACC 2080 Spreadsheet Accounting. ***3 Credits***
Applies spreadsheet skills to financial and managerial accounting applications, analysis and problem solving. Prerequisites: ACC 1020 and CIS 1010. 3 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 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 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 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 PGCC 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.

Accounting (ACC) *continues on next page*

Accounting (ACC) *continues from previous page*

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 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***

African-American Studies (AFA)

History, Political Science and Geography Department
Marlboro Hall, Room 3078
301-322-0561

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.

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)

Anthropology, Economics and Sociology Department
Marlboro Hall, Room 2054
301-322-0525

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 2050 Peoples and Cultures. ***3 Credits***
Cultures of a major world region. The region studied varies and may include one of the following: Sub-Saharan Africa, India, Circum-Mediterranean, Middle East, Far East and the Americas. Prerequisite: One of the following courses—ANT 1010, ANT 1030, ANT 2030, HST 2470 or SOC 1010.

ANT 2130 Magic, Witchcraft and Religion: An Anthropological Interpretation. ***3 Credits***
A survey of religion and related phenomena in a variety of societies around the world. Considers the relationship of religion to other aspects of culture. Prerequisite: ANT 1030, PSY 1010 or SOC 1010.

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 310
301-322-0946

ARB 1000 Arabic for Beginners. ***3 Credits*** **H**
Designed for students who are true beginners without any background knowledge of the Arabic language. The course focuses on the four skills of listening, speaking, reading and writing. 3 class, 1 lab hour or equivalent.

ARB 1010 Elementary Arabic. ***3 Credits*** **H**
Continues to focus on the four skills of listening, speaking, reading and writing. Students will be studying Modern Standard Arabic, which is close to classical Arabic. (It is the language used for reading and writing Arabic today.) Students will advance their knowledge of grammar, pronunciation, vocabulary and reading and writing of Arabic. 3 class, 1 lab hour or equivalent. Prerequisite: ARB 1000 or permission of the instructor.

Art (ART)

Art and Music Department
Marlboro Hall, Room 1034
301-322-0966

ART 1010 Introduction to Art. ***3 Credits*** **H**
The art of seeing is developed through the examination of the fundamentals of visual art. Emphasis is on exploration and understanding of styles, techniques, principles and major innovations of art. Both lecture and hands-on teaching methods may be used to involve the student in the creative process. Artistic ability or experience are not required. Prerequisite: Reading proficiency. (Honors version available.)

ART 1510 Basic Design. ***3 Credits***
This course introduces the organization of visual elements on a two dimensional plane. The elements of art and principles of design are examined through lectures, demonstrations and related studio problems for students to explore and solve. Students will develop techniques for handling a variety of art materials. 6 studio hours.

ART 1530 Drawing I. ***3 Credits***
Introduction to basic drawing techniques through the exploration of the human figure and natural and man-made forms. A variety of drawing tools and materials are introduced. 6 studio hours.

ART 1540 Painting I. ***3 Credits***
An introduction to basic techniques and theories of painting. Emphasis is on learning the skill of painting and application of materials. Students explore the basic elements of two-dimensional art as a means to create interesting compositions, manipulate space and develop solid forms. The course is designed for beginners with little or no experience in painting. Proficiency in drawing is beneficial but not critical to successful completion of this course. 6 studio hours.

ART 1550 Sculpture I. ***3 Credits***
Introduction to basic sculptural techniques. Elements and principles of 3-D art are emphasized through practice in bronze casting, welding, carving and fabrication. Development of ideas will be encouraged through critique of and historic references to specific sculptures and artists. 6 studio hours.

ART 1560 Photography I. ***3 Credits***
Contemporary principles and terminologies are introduced by developing basic skills with camera operation and handling, photographing, black and white film processing, black and white darkroom techniques and print finishing and presentation. The students are exposed to a brief history, color theory and the aesthetics of the photographic vision. No prior experience required. 6 studio hours.

ART 1570 Introduction to Computer Graphics. ***3 Credits***
Designed to provide a survey of the role of the computer in visual communication design. Students will receive basic training on the primary types of software and peripherals with which designers must be familiar. This includes painting-type (raster) software as well as structured graphics (vector) applications. Students will be encouraged to develop creative approaches to projects coupled with increased technical proficiency. 6 studio hours.

ART 1580 Portfolio Development for Visual Art. ***1 Credit***
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 and/or employment opportunities. Students will prepare a portfolio in their area of specialization in a variety of formats. Prerequisites: ART 1510, ART 1530, completion of a 2000-level studio art course and a second 2000-level studio course completed or concurrent. 3 studio hours.

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***

ART 1610 Commercial Art 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 or ART 1570. 6 studio hours.

Art (ART) *continues on next page*

Art (ART) *continues from previous page*

ART 1620 Publication Design Using Computers. ***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***
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. 6 studio hours.

ART 2510 Design II. ***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 2530 Drawing II. ***3 Credits***
An advanced studio course that emphasizes further development of individual drawing skills, a thorough understanding of drawing principles and a greater exploration of the various drawing materials and techniques. The human figure, landscape and man-made objects are the source of investigation. Prerequisite: ART 1530. 6 studio hours.

ART 2540 Painting II. ***3 Credits***
An advanced studio course that stresses further development of individual painting skills and techniques and a broader understanding of color theory. Students are encouraged to explore complex issues and to develop greater understanding of the medium. Prerequisite: ART 1540. 6 studio hours.

ART 2550 Sculpture II. ***3 Credits***
This course offers the student the opportunity to more thoroughly explore concepts of three-dimensional art. Emphasis is placed on independent selection of materials and their aesthetic implications and how they relate to contemporary sculptural images. Prerequisite: ART 1550. 6 studio hours.

ART 2560 Photography II. ***3 Credits***
Continues the exploration of the photographic vision. Under the supervision of the instructor, the student defines and completes a personal project by using advanced camera handling and lighting techniques, darkroom manipulation and altered processes including electronic scanning and printing. Prerequisite: ART 1560. 6 studio hours.

ART 2570 Lettering, Typography and Layout. ***3 Credits***
Designed to deepen the student's understanding of fundamental publication and presentation design. The overall goal of the course is to expand the student's ability to explore creative solutions for text based visual information. Prerequisite: ART 1620. 6 studio hours.

ART 2580 Digital Photography I. ***3 Credits***
This course is a general introduction to the terms and technologies employed in digital photography. Students will utilize digital cameras, scan film and photographs, manipulate images and produce finished prints with laser and inkjet printers. Students must have access to a 35mm or digital camera for use in this course. 6 studio hours.

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 Commercial Art 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 Design and Illustration on Computers. ***3 Credits***
Provides a survey of computer-based methods of producing artwork used commercially. This includes extensive use of object-oriented and image processing software packages. Projects may include package design, editorial support illustration, logo/icon design, creative Web pages, statistical charts and graphs and technical illustration. Prerequisite: ART 1570. 6 studio hours.

ART 2630 Commercial Illustration II. ***3 Credits***
Designed to expand a student's exploration of illustration techniques. Emphasis is on the creative approach to preparing imaginative, effective illustrations. Prerequisite: ART 1630. 6 studio hours.

ART 2640 Computer Painting. ***3 Credits***
In-depth use and investigation of bit-mapped graphics (paint) programs. Prerequisite: ART 1570. 6 studio hours.

ART 2650 Animation and Multimedia I. ***3 Credits***
Focuses on two-dimensional animation and multimedia, with an emphasis on creativity, originality and experimentation. Various software packages will be utilized to create animated sequences complete with sound and special effects. Prerequisite: ART 1570. Students also will be expected to have an aptitude for learning a variety of software packages. 6 studio hours.

ART 2660 Digital Imaging. ***3 Credits***
Advanced techniques in computer graphics creation and image manipulation. Includes use of scanners, digital cameras and CD-ROM sources. Prerequisite: ART 1570. 6 studio hours.

ART 2670 Three-Dimensional Computer Graphics. ***3 Credits***
Focus is on three-dimensional modeling and animation techniques, with an emphasis on creativity, originality and experimentation. Various software packages will be used to create 3-D stills and animated sequences complete with sound and special effects. A survey of modeling techniques and examples from a variety of industries will be provided. Prerequisite: ART 1570. Students also will be expected to have an aptitude for learning a variety of software packages. 6 studio hours.

ART 2700 Art Survey I. ***3 Credits*** **H**
A survey of art and architecture from prehistoric times through Gothic art. Works of painting, sculpture and architecture are analyzed both in terms of their style, iconography and technique and in terms of their significance within the historical, social, religious and economic context in which they were produced. Prerequisite: Reading proficiency.

ART 2710 Art Survey II. ***3 Credits*** **H**
Survey of art and architecture from the Renaissance to the 20th century. Works of painting, sculpture and architecture are analyzed both in terms of their style, iconography and technique and in terms of their significance within the historical, social, religious and economic context in which they were produced. Prerequisite: Reading proficiency.

ART 2720 African-American Art. ***3 Credits***
Beginning with the major historic African cultures, this course traces the artistic achievement of African-Americans from before slavery through the colonial period. Discover how they were influenced by Western or European cultures. Students will study major artists and trends in African-American art including contemporary expressions. Prerequisite: Reading proficiency. 3 class hours.

ART 2730 Integrated Arts. ***3 Credits*** **H**
Introduces the student to the areas of visual arts, dance, music and theater through an exploration of representative works. This experience will enhance self-expression and provide a better understanding of the human experience. The course meets part of the Maryland State integrative arts requirement for the Associate of Arts in Teaching degree. Prerequisite: Reading proficiency.

ART 2740 Contemporary Art. ***3 Credits***
Introduction to art and architecture from the late 19th century to the present. Visual arts from traditional works to conceptual forms, installation, video and performance art are analyzed both in terms of style, technique and philosophy and their political, social and economic significance. The history and philosophy of the various movements and their relationship to contemporary thought and culture will be explored. Prerequisites: Reading proficiency.

ART 2750 Animation and Multimedia II. ***3 Credits***
A continuation of ART 2650. Student will explore advanced vector drawing, computer animation techniques, Web interface design, interactivity and digital and video/audio production. Course exercises will include 2-D animations, screen-based graphics and digital video presentations. Prerequisite: ART 2650. 6 studio hours.

ART 2780 Digital Photography II. ***3 Credits***
This course is a continuation of ART 2580, Digital Photography I. Students will explore complex techniques and contemporary concerns associated with advanced electronic imaging. The students will utilize digital cameras; film and flatbed scanners to digitize negatives, slides and photographs; manipulate images; and produce finished prints with laser and inkjet printers. Students must have access to a 35mm or digital camera for use in the course. Prerequisite: ART 2580.

ART 2890H Honors Colloquium in Art. ***3 Credits***
This honors colloquium will examine special topics in the field of art and their relevance across disciplinary perspectives. The issues to be addressed in each colloquium will vary from semester to semester. These courses are designed for students in the Honors program, but are open to others with the approval of the honors coordinator or the instructor. Prerequisites: Reading proficiency and permission of instructor or honors coordinator.

ART 2910-2930 Cooperative Education. ***1–3 Credits***

Biology (BIO)

Biological Sciences Department
Chesapeake Hall, Room 100
301-322-0420

BIO 1010 General Biology. ***4 Credits*** **Sc**
University-parallel introductory biology for non-science majors. Cells and cell processes, tissues, microorganisms, vertebrate anatomy and physiology and genetics. Credit may not be earned for both BIO 1010 and BIO 1030 or BIO 1140. 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.

Biology (BIO) *continues on next page*

Biology (BIO) *continues from previous page*

BIO 1080 Reproduction Biology. ***4 Credits*** **Sc**
An examination of biological principles and contemporary issues in reproductive biology. Demonstration of critical thinking, reasoning and writing skills is expected. Prerequisite: Reading proficiency. 3 class/3 lab hours.

BIO 1100 Forensic Biology. ***4 Credits*** **Sc**
An introduction to the principles and concepts of the biological aspects of forensic science. An examination of the role of the laboratory in criminal investigation and human identification using forensic pathology, serology, anthropology, molecular biology and other specializations. Prerequisite: Reading proficiency.

BIO 1110 Environmental Biology. ***3 Credits*** **Sc**
Survey of basic scientific principles needed to understand current environmental problems and evaluate alternatives for solving those problems. Prerequisite: Reading proficiency.

Note: Periodically, linked sections of BIO 1110 and BIO 1120 are offered, featuring local field trips and in the travel study format, featuring a trip to Florida or the Rocky Mountains. Any student who registers for a linked section of BIO 1110 also must register for the corresponding BIO 1120 section.

BIO 1120 Environmental Biology Laboratory. ***1 Credit*** **Sc**
Supplements BIO 1110, providing laboratory and field experiences relevant to environmental issues. Prerequisite: BIO 1110 completed or concurrent. 3 lab hours.

BIO 1130 Principles of Biology: Evolution, Ecology and Behavior. ***4 Credits*** **Sc**
Evolution, ecology and behavior, including Mendelian genetics, population genetics, natural selection, coevolutionary relationships, ethology and contemporary issues. (Formerly BIO 104. Students may receive credit for only one of the following BIO 1130, BIO 1010 or BIO 104). Prerequisite: Reading proficiency. 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. (Formerly BIO 103. Students may not receive credit for both BIO 103 and BIO 1140. In addition, students may not take BIO 1140 if they have completed BIO 1010.) Prerequisite: CHM 1010. (Honors version available.). 3 class/3 lab hours.

BIO 1290 Biology for Senior Citizens. ***3 Credits***
Review of biology with application to the aging process, including laboratory exercises designed to promote health awareness and longevity. Prerequisite: Reading proficiency. (Offered spring only.)

BIO 2010 Microbiology. ***4 Credits***
Structure and function of microorganisms and their role in pathology. Laboratory includes culture methods, staining and identification of bacteria. Prerequisite: BIO 1010 or BIO 1140 or BIO 2050. 2 class/4 lab/1 recitation hours.

BIO 2030 Genetics. ***3 Credits***
Genetics and heredity. Analysis of classical and molecular genetics, emphasizing contemporary issues. Prerequisite: BIO 1010 or BIO 1140. 3 class/2 recitation hours. (Offered spring 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. DVM 0070 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 sequence. Structure and function of circulatory, respiratory, digestive, urinary, reproductive and endocrine systems. Laboratory includes vertebrate dissection. Prerequisite: BIO 2050. 3 class/3 lab /1 rec 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*** **Sc**
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 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*

Business (BUS)

Public Safety and Law Department
Bladen Hall, Room 208
301-322-0553

BUS 1220 Business Law I. *3 Credits*
Basic theory and applications of business law; covers contracts, agency and property. Prerequisite: Reading proficiency.

BUS 1240 Business Law II. *3 Credits*
Second semester of sequence. Covers partnership law, corporations, sales and commercial paper. Prerequisite: BUS 1220.

Career Assessment and Planning (CAP)

Career Assessment and Planning Department
Bladen Hall, Room 122
301-322-0886

CAP 1020 Achieving College Success. *2 Credits*
Techniques, skills, attitudes and behaviors associated with effective learning and college success. Includes test taking, memory, study skills, time management and personal goal setting. (Credit may not be received for both CAP 1020 and CAP 1100.)

CAP 1030 Math Study Skills. *1 Credit*
This course is designed to introduce study skill strategies for success in mathematics. It allows students to explore their feelings about math and develop strategies to overcome math avoidance. Emphasis will be placed on problem solving, critical thinking and learning styles. This course is open to students at all levels of mathematical skill, whether preparing for a job, college-level math courses, taking math tests or living in a world where numbers matter.

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 1100 Introduction to College Life. *3 Credits*
This course helps the student adapt to the college community and explore the purposes of higher education and the potential roles of the student within the college. Students will focus on the development of personal and academic goals, develop learning strategies to enhance their academic success and acquire a working/practical knowledge of campus resources, services and procedures. (Credit may not be received for CAP 1100 and CAP 1020 or CAP 1300.)

CAP 1110 Effective Test Taking. *1 Credit*
This course provides students with an opportunity to develop an awareness of how they can attain peak performance by recognizing test performance anxiety, analyzing negative self-talk and working in study groups to enhance performance. Students will focus on developing strategies to prepare for and take exams.

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.

CAP 1320 Getting a Job and Keeping It. *1 Credit*
This course is designed for students who are in the process of searching for a job. It will help the student begin to understand their most valuable career asset—their unique talent–in the form of marketable skills. The student will learn procedures designed to develop skills that will match their talents with a job, help them acquire that "dream" job and help them grow in their job/career.

CAP 1330 Choosing a Career in Allied Health. *2 Credits*
A dynamic course integrating theory and clinical training covering a variety of allied health professions. Students will participate in classroom instruction and direct clinical observation of each profession at local medical centers. Students will have an opportunity to observe open-heart surgery and an optional autopsy at the Anatomy Board.

Chemistry (CHM)

Physical Sciences and Engineering Department
Chesapeake Hall, Room 100
301-322-0420

CHM 1010 General Chemistry I. *4 Credits* **Sc**
University-parallel introductory chemistry sequence. Structure of matter, bonding, reactions and changes of state. Prerequisite: MAT 1040 or appropriate test score. 3 class/3 lab/1 rec hours.

Chemistry (CHM) *continues on next page*

Chemistry (CHM) *continues from previous page*

CHM 1020 General Chemistry II. ***3 Credits*** **Sc**
Continuation of university-parallel sequence. Systems in equilibrium, thermodynamics, electrochemistry, kinetics and nuclear chemistry. Prerequisite: CHM 1010.

CHM 1030 General Chemistry II Laboratory. ***2 Credits***
Introduction to quantitative, qualitative and instrumental analysis with applications to a broad range of chemical systems. Prerequisite: CHM 1010; CHM 1020 completed or concurrent. 1 class/3 lab hours.

CHM 1120 Essentials of Organic and Biochemistry. ***4 Credits*** **Sc**
A one-semester survey of organic chemistry. Introduction to organic nomenclature and reactions, characteristics of biochemical compounds with biological applications and basic laboratory procedures. Prerequisite: CHM 1010. 3 class/4 lab hours.

CHM 2010 Organic Chemistry I. ***4 Credits*** **Sc**
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*** **Sc**
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 1030. 3 class/4 lab hours. (Offered spring only.)

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***

Chinese (CHN)

Language Studies Department
Bladen Hall, Room 310
301-322-0942

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 continues to 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.

College Learning Skills (CLS)

Career Assessment and Planning Department
Bladen Hall, Room 122
301-322-0886

CLS 1030 Learning to Learn: A Problem-Solving Approach.
3 Credits
This course covers problem solving, personal learning styles, motivation, concentration, time management, test taking and vocabulary development. Students will apply the skills and strategies in content area courses. Prerequisite: Reading proficiency.

Computer Information Systems (CIS)

Computer Information Systems Department
Center for Advanced Technology, Room 129
301-322-0752

Prince George's Community College is a member of CyberWATCH, a consortium of colleges, universities and business and government partners dedicated to increasing the quality and quantity of Information Security/Assurance professionals. CyberWATCH course numbering, which has been agreed to by member institutions, can assist students who may want to take a particular course at another community college due to work schedules, availability of courses during a particular semester or moving to another county. The common numbering also is useful to institutions articulating with PGCC by helping them quickly determine that a course is based on a common CyberWATCH model curriculum in Information Security. Each CIS and ENT course included in this program will show their CyberWATCH common course equivalents immediately after the college's course number and title. All CIS prerequisites must be passed with a grade of C or higher.

CIS 0990 IC3 Test Preparation. ***1 CEU***
Preparation for students who prefer to satisfy their computer literacy requirement by becoming Internet and Computing Core Certification (IC3) certified and who wish to take a rapid review in preparation for testing. Designed to be taken instead of enrolling in CIS 1010 or upon advice after screening on the first day of CIS 1010. Also recommended for any student, including those who have already taken CIS 1010, who wishes to prepare for taking the IC3 exams. Students overview the IC3 objectives and procedures, as well as rapidly reviewing concepts from the three areas covered in the IC3 exams: computer fundamentals, key applications and living online. The course will reflect the latest updates on the current exams.

Note: will not satisfy program concentration requirement in CIS-related curricula. At least part of the course will be conducted online.

CIS 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 CIS 1010 or upon advice after screening on the first day of CIS 1010. Students gain familiarity and comfort with using a personal computer and are introduced to using a keyboard and a mouse to operate a personal computer, using the touch keying system. Topics include navigating the World Wide Web; using a word processor to enter text; saving, opening and modifying files using secondary storage media. 1 class/1 lab hour.

Note: Does not satisfy program concentration requirement in CIS-related curricula. May **not** be taken for credit if credit has previously been received for CIS 1010 or higher. May be substituted for CIS 1250.

CIS 1010 Computer Literacy. ***3 Credits*** **CL**
(CyberWATCH common course equivalent: CW 120.)

Computer literacy is a survey course in evolving computer technology and its relevance to individuals and society. The societal issues stressed include: privacy, security, ergonomics, accessibility, intellectual property, pervasive computing, as well as other timely topics such as new laws impacting computer use. Becoming fluent in necessary technology applications is integrated into the course and may include such topics as word processing, use of e-mail and Web browsers, spreadsheets, distance learning platforms and others.

Students possessing skills and knowledge in this area may receive credit for CIS 1010 by passing the department's challenge exam (currently the three Internet and Computing Core Certification tests, known as IC3) at the college's Assessment Center. Students who are already IC3 certified may receive credit for CIS 1010 by presenting their three certificates to the transfer evaluator in the Office of Admissions and Records. Prerequisite: Reading proficiency. 3 class hours with open lab. (Honors version available.)

Note: CIS 0990, "IC3 Test Preparation," is available as a test preparation course. Students with little or no computer experience should consider taking CIS 1000 Using a Personal Computer, to get the necessary prerequisite skills. All students take a screening test during their first class in CIS 1010. Results are used to advise students regarding which course to take.

CIS 1030 Introduction to Visual Basic. ***4 Credits***
Introduction to computer programing using Visual Basic language with emphasis on objects and on structure program logic and design. Topics include variables, operators, control structures, functions, arrays, strings, graphical objects and the Integrated Development Environment. Prerequisite: CIS 1010. 3 class/3 lab hours.

CIS 1130 Introduction to C++. ***4 Credits***
Introduction to computer programming using the C++ language. Emphasis is placed on programming design and development, data types, control structures, functions and arrays. Prerequisite: CIS 1010. 3 class/ 3 lab hours.

CIS 1150 Introduction to Database Management Systems.
4 Credits
Introduction to database management techniques using Microsoft Access. Includes fundamentals of database design and programming with emphasis on relational file processing. Prerequisite: CIS 1010, CIS 1330 recommended. 3 class/2 lab hours.

CIS 1200 Introduction to Java. ***4 Credits***
Introduction to Java programming incorporating object oriented design for both applications and applets. Methods, classes and objects are explored. The use of control structures, character strings and arrays are studied as well as a first look at creating graphical user interfaces. Prerequisite: CIS 1010. 3 class/3 lab hours.

CIS 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 and use of matrices. Object oriented programming introduced. Structured programming and object design stressed. Java based. Prerequisites: MAT 2410; CIS 1030 or CIS 1200 or CIS 1130 recommended. 3 class/3 lab hours.

CIS 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. 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. Prerequisites: CIS 1210; MAT 2420; 3 class/ 3 lab hours

CIS 1250 Operating the Keyboard. ***1 Credit***
Develops basic skills to operate the computer keyboard by using the "touch" system. Alphabetic, numeric and special symbols will be taught. Prerequisite: Reading proficiency. 1 class/1 lab hour.

Computer Information Systems (CIS) *continues on next page*

Computer Information Systems (CIS) *continues from previous page*

CIS 1290 Beginning Microsoft Word. ***1 Credit***
An introductory course that demonstrates the proper procedures to create documents suitable for professional purposes and personal use. Procedures include creating, entering, saving, printing and correcting text. Textbook and disk required. Prerequisite: Reading proficiency. Students will demonstrate touch keyboarding proficiency at first class meeting. 1 class/1 lab hour.

CIS 1330 Integrated Software Applications. ***3 Credits***
Provides in-depth coverage of a software suite. Includes a review of basic word processing and spreadsheets, as well as more advanced features, introduction to fundamentals of presentation and database software, followed by the production of integrated documents combining elements produced by the different suite applications. Emphasis is placed on data sharing through object linking and embedding. Prerequisite: CIS 1010 or ENT 1770 or equivalent. 2 class/2 lab hours.

CIS 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. Prerequisite: CIS 1010. 2 class/2 lab hours.

CIS 1390 Intermediate Microsoft Word. ***1 Credit***
Builds on the knowledge and skills developed in CIS 1290. Reinforces business letter styles and presents reports and tables. Textbook and disk required. Prerequisite: Reading proficiency. 1 class/1 lab hour.

CIS 1400 Introduction to Local Area Networks. ***3 Credits***
An overview of local area networks and the role these systems play in complete information systems. Emphasis will be placed on LAN hardware, software, standards and protocols Prerequisite: CIS 1010 or ENT 1770.

CIS 1610 Software Quality Assurance. ***3 Credits***
Fundamental concepts of assuring and managing the quality of software using such techniques as inspection and testing, lifecycle, metrics, requirements/design/ implementation/maintenance, SQA functions and planning, product attributes, SQ models and ISO standards. This course is part of the Quality Assurance degree program and includes topics related to ASQ certification and as CSQE. Prerequisite: CIS 1010 or equivalent.

CIS 1620 Computer Security, Security+. ***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. Prerequisite: CIS 1010; CIS 1700 recommended. 2 class/2 lab hours.

CIS 1630 Securing the Network Infrastructure. ***3 Credits***
(CyberWATCH common course equivalent: CW 225)

Provides the skills needed to implement security in an existing network. The course covers operating system hardening, router security, firewall systems, intrusion detection systems, virus protection, virtual private networks (VPN), TCP packet analysis and disaster recovery. Prerequisites: CIS 1620 and CIS 1700. 2 class/2 lab hours.

CIS 1660 Network Defense and Countermeasures. ***3 Credits***
(CyberWATCH common course equivalent: CW 235)

Focuses on the understanding of the network security architecture. The course covers network attacks and defenses, firewall systems, network design and configuration, virtual personal networks (VPN) configuration, intrusion detection system design and configuration, intrusion signatures and network security policies and configurations. Prerequisite: CIS 1630. 2 class/2 lab hours.

CIS 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 Language Interfaces. Students will demonstrate proficiency by completing various task-related laboratory assignments. Focus also is on the main topics covered in the A+ Operating Systems Technologies Examination. Prerequisites: Reading proficiency; CIS 1010 or ENT 1770. 2 class/2 lab hours.

CIS 1760 Introduction to the New Mainframe: z/OS Basics.
3 Credits
Provides students of information systems technology with the background, knowledge and skills necessary to begin using the basic facilities of a mainframe system running IBM System z/OS. Topics covered include: the mainframe in business today, including mainframe job roles; mainframe interfaces; job control language; mainframe hardware and architecture; middleware for the mainframe; application programming on the mainframe; networking and security topics. 2 class/2 lab hours.

Note: Students without experience working from a command prompt will benefit from CIS 1700 or a similar course prior to taking this course. An exposure to programming also may be helpful. Prerequisites: CIS 1010 or equivalent.

CIS 1800 Internet and Web Technology. ***3 Credits***
Provides an introduction to programming with HTML and XHTML and expands knowledge of Internet services. Topics include creating a Web page with hyperlinks, list items, tables and image maps. Cascading styles (CSS) are used to enhance

Web documents. Students are exposed to current Web standards and techniques for creating accessible and professional Web sites. Web pages are published using file transfer protocol (FTP) programs. Prerequisite: Reading proficiency; CIS 1010 recommended. 2 class/ 2 lab hours.

CIS 1850 Web Site Design and Implementation. *3 Credits*
An advanced course that introduces the design and implementation of World Wide Web sites. Students learn how to add multimedia elements to Web pages and design frames and forms. Web pages are created using HTML/XHTML, CSS and Web site design tools such as Dreamweaver. JavaScript is introduced. Emphasis is on the creation of Web pages that conform to strict HTML/XHTML standards and accessibility guidelines. Prerequisite: CIS 1010; CIS 1800 or ART 1570 recommended. 2 class/2 lab hours.

CIS 1860 Advanced Web Development. *3 Credits*
A continuation of CIS 1850 that will expand the student's knowledge of JavaScript. Includes techniques for adding animation and interactivity to Web pages using an appropriate programming language such as Ajax. Web site administration for clients is discussed in detail along with an introduction to Web server administration. Prerequisite: CIS 1850. 2 class/2 lab hours.

CIS 2030 Advanced Programming in Visual Basic. *4 Credits*
A second course in Visual Basic, CIS 2030 focuses on advanced graphical controls (built-ins, third party and user-designed), data access using the ADO.NET technology, Web-based application, error trapping and handling, software configuration management, help files and multilanguage applications. Prerequisite: CIS 1030. 3 class/3 lab hours.

CIS 2070 Troubleshooting the Microcomputer Environment. *3 Credits*
This course focuses on support issues related to solving problems with microcomputer software. Application-specific troubleshooting procedures and proven techniques are presented to address printing problems, error messages, damaged or corrupted files, macroviruses and file security. In addition, this course deals with operating system issues that can affect application software. Network security and configuration and client concerns in Internet Explorer are examined. Prerequisite: CIS 1330; ENT 1840 recommended. 2 class/2 lab hours.

CIS 2080 Introduction to Oracle: SQL and PL/SQL. *4 Credits*
This course offers students an extensive introduction to data server technology. The class covers the concepts of both relational and object relational databases and the powerful SQL and PL/SQL programming languages. Students are taught to create and maintain database objects and to store, retrieve and manipulate data. In addition, students learn to create PL/SQL blocks of application code that can be shared by multiple forms, reports and data management applications. Prerequisites: CIS 1030 or CIS 1130. 3 class/2 lab hours.

CIS 2130 Advanced Programming: C++. *4 Credits*
Advanced features of C++ as an object oriented language are covered including pointers and strings, classes and objects, operator overloading, inheritance, virtual functions and polymorphism, templates and exception handling. Prerequisite: CIS 1130. 3 class/ 3 lab hours.

CIS 2180 Data Modeling and Database Design. *4 Credits*
Students will learn a top-down, systematic approach to database development using entity-relationship models, normalization and relational database design. They will use this approach to identify and define business information requirements and to transform the requirements into an initial database design. Prerequisite: CIS 2080. 3 class/2 lab hours.

CIS 2200 Advanced Programming in Java. *4 Credits*
Advanced features of Java as an object oriented language are covered including graphical user interfaces, event-driven programs, inheritance, exception handling, swing components, file input and output and multithreading and animation. Prerequisite: CIS 1200. 3 class/3 lab hours.

CIS 2240 Web Server Implementation and Administration. *4 Credits*
Web designers and developers need to understand the reasons for the specific Web site structure and the technical support that must be provided to keep a Web site up and running. This course includes the installation of Web server (IIS and Apache) and dynamic Web site production. Prerequisites: CIS 1700. 3 class/2 lab hours.

CIS 2300 Windows Network Operating System Administration. *3 Credits*
(CyberWATCH common course equivalent: CW 232)
Students will learn basic Windows network operating system administration and configuration. Topics covered include installing/configuring the Windows operating system, troubleshooting, network protocol implementation and basic system security. This course charges an additional $32.00 per credit hour Information Technology Certification fee. Prerequisites: CIS 1010. CIS 1400 recommended. 2 class/2 lab hours.

CIS 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 system access, troubleshooting devices, monitoring and optimizing system performance, implementation of virtual private networks (VPNs) and system security configuration. This course charges an additional $32.00 per credit hour Information Technology Certification fee. Prerequisite: Recommended—CIS 2300 completed or concurrent. 2 class/ 2 lab hours.

CIS 2320 Network Infrastructure Implementation. *3 Credits*
Students will experience Implementing the components of a Windows network infrastructure, implementing Windows Internet Name Service (WINS) and Domain Name System (DNS), deploying Dynamic Host Configuration Protocol (DHCP), providing Remote Access Services (RAS) and Network Address Translation (NAT). This course charges an additional $32.00 per credit hour Information Technology Certification fee. Prerequisite: CIS 2310. 2 class/2 lab hours.

Computer Information Systems (CIS) *continues on next page*

Computer Information Systems (CIS) *continues from previous page*

CIS 2330 Directory Services Infrastructure Implementation. ***3 Credits***
Students will learn the fundamental skills necessary to install and administer an active directory infrastructure. Topics covered include configuring and administering active directory to centrally manage entities, configuring domain name system (DNS), using remote installation services (RIS), monitoring and optimizing active directory performance. This course charges an additional $32.00 per credit hour Information Technology Certification fee. Prerequisite: CIS 2310. 2 class/2 lab hours.

CIS 2350 Designing Directory Services Infrastructure. ***3 Credits***
Students will analyze business requirements, identifying current and future networking needs to design a directory services infrastructure. Topics covered include assessing the impact of active directory on existing systems and processes, creation of a forest model and schema modification plan, defining and naming domains, designing site topology and developing the structure of organizational units. This course charges an additional $32.00 per credit hour Information Technology Certification fee. Prerequisite: CIS 2310. 2 class/2 lab hours.

CIS 2360 Designing Network Security. ***3 Credits***
Students will analyze business requirements, evaluating and identifying security risks and implementing security baselines. Topics covered include planning an authentication strategy and Public Key Infrastructure, control access to resources, designing security for Windows network services, developing an IPSec data encryption scheme and management strategy and providing secure connections for users of remote access services and VPNs. This course charges an additional $32.00 per credit hour Information Technology Certification fee. Prerequisite: CIS 2310. 2 class/2 lab hours.

CIS 2370 Designing Network Infrastructure. ***3 Credits***
Students will analyze business requirements including information flow, company processes and the IT structure assessing current and future network needs. Topics covered include scalability and performance, evaluating multi-protocol routing designs, creating secure name resolution services, selecting components for Internet/Intranet access, developing remote access solutions and monitoring and managing Windows network services. Prerequisite: CIS 2320. 2 class/2 lab hours.

CIS 2390 Letter and Memo Mastery. ***1 Credit***
Develop skills and knowledge necessary to produce letters and memos at the advanced level that includes various styles, special features, template files and wizards and some graphics. Textbook and disk required. Prerequisites: Reading proficiency; CIS 1010. 1 class/1 lab hour.

CIS 2410 Novell Network Administration. ***3 Credits***
An overview of network operating systems and how the software manages the hardware resources of the computer network. Emphasis will be placed on Novell systems and students will be able to create and manage objects within the eDirectory Structure. Prerequisites: CIS 1400 or equivalent. 2 class/2 lab hours.

CIS 2420 Novell Network Installation and Management. ***3 Credits***
A continuation of CIS 2410 with an emphasis on Novell's ZENworks, policies and configuring applications for distribution. Optimization and management of the Novell server also will be emphasized. Students will perform a basic Novell NetWare installation. Prerequisite: CIS 2410. 2 class/2 lab hours.

CIS 2690 Information Security Capstone. ***3 Credits***
(CyberWATCH common course equivalent: CW 270)
This capstone course in the Information Security A.A.S. degree program should be taken near the end of the student's program of study. Students will be required to analyze, research, design and develop a fully-documented network attack strategy. Functioning in teams, students will design a strategy for attacking a fictitious network. The teams will defend their network attack strategy during class presentations. Prerequisite: CIS 1620; CIS 1660 recommended. 2 class/2 lab hours.

CIS 2720 UNIX/Linux Operating System. ***4 Credits***
(CyberWATCH common course equivalent: CW 140)
An introduction to the features of the UNIX/Linux operating system, including the file system, with an emphasis on programming using a UNIX/Linux shell. The course is conducted on an IBM System zSeries mainframe computer. Prerequisite: CIS 1030 or CIS 1130 or CIS 1200. 3 class/3 lab hours. .

CIS 2760 UNIX/Linux System Administration. ***4 Credits***
(CyberWATCH common course equivalent: CW 241)
An introduction to the procedures and concepts related to the functions of a UNIX/Linux system administrator. Topics include interdependencies of file systems, backups and restores, management of user accounts, peripheral devices, troubleshooting and security. The course is conducted on an IBM System zSeries mainframe computer. Prerequisite: CIS 1700. 3 class/3 lab hours.

CIS 2840 Systems Analysis. ***4 Credits***
A structured approach to analysis, design and development of computer information systems, including a team project and research assignment. This capstone course in the Computer Information Systems A.A.S. and Information Science A.S. programs should be taken near the end of the student's program of study. Prerequisites: Students should have completed a minimum of 18 credits of CIS coursework prior to enrolling in this course. 3 lecture/3 lab hours.

CIS 2890H Honors Colloquium in Computer Information Systems. ***3 Credits***
This honors colloquium will examine special topics in the field of Computer Information Systems 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. Prerequisite: Reading proficiency and permission of instructor or honors coordinator.

CIS 2910-2930 Cooperative Education. ***1–3 Credits***

Construction Management (CSM)

Construction Management Program
Marlboro Hall, Room 1095
301-341-3075

CSM 1410 Construction Math. ***3 Credits***
Specialized mathematics for the construction industry useful for success in core construction management courses. 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 basic materials and techniques used in the construction of wood, steel and concrete buildings. (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***
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.)

CSM 1480 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.) Prerequisite: CSM 1410.

CSM 1500 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. Recommended: MAT 1120, completed or concurrent.

CSM 1510 Residential Construction Management. ***3 Credits***
An overview of the residential construction process, from concept through design, finance and construction, to turnover. This course is aimed at the owner/builder and is designed to explain his/her role in each step of the process. (May also be taken as a noncredit course, CST 346 Build Your Own House.)

CSM 1600 Construction Safety. ***3 Credits***
OSHA policies, procedures, standards and safety and health principles, including the scope and application of the 29 CFR 1926. Students successfully completing the course will receive OSHA 30-hour construction safety cards. (May also be taken as a noncredit course, CST 311 Construction Safety.)

CSM 1830 Construction Print Reading. ***3 Credits***
Basic construction print reading and interpretation of construction drawings. Emphasis on architectural, structural, mechanical and site work aspects of working drawings for residences and light commercial construction. (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 of the current version of the International Building Code, with emphasis on commercial construction.

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 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 2910-2930 Cooperative Education. ***1-3 Credits***

Correctional Services (COR) Formerly COS

Public Safety and Law Department
Bladen Hall, Room 208
301-322-0553

COR 1510 Introduction to Corrections. ***3 Credits***
Introduction to the field of corrections as it relates to the justice system. It focuses on the history of corrections and the forms of criminal sanctions at the federal, state and local levels. (Formerly COS 151) Prerequisite: Reading proficiency.

COR 1530 Corrections Management. ***3 Credits***
A study of the administration of the corrections system to include organizational structure, function and theory related to the practice of policy management. (Formerly COS 153) Prerequisite: Reading proficiency.

COR 2510 Community-Based Corrections. ***3 Credits***
A survey of the types of programs in operation and the managerial practices underlying these programs. (Formerly COS 251) Prerequisite: Reading proficiency.

COR 2530 Probation and Parole. ***3 Credits***
A survey of the dimensions of probation and parole, including responsibilities, goals, techniques and impact. Prerequisite: Reading proficiency.

Criminal Justice (CJT)

Public Safety and Law Department
Bladen Hall, Room 208
301-322-0553

CJT 1510 Introduction to Criminal Justice. ***3 Credits***
A survey of the history, philosophy and social development of police, courts and corrections in a democratic society. Identification and operations of local, state and federal agencies will be covered with criminal justice career orientation. Prerequisite: Reading proficiency.

CJT 1520 Police Operations. ***3 Credits***
Understanding the duties, authority, responsibilities and rights of the uniformed police officer. Emphasis is on the function of the patrol officer as it relates to criminal investigation, intelligence, vice units and traffic administration. Prerequisite: Reading proficiency.

CJT 1530 Law Enforcement and the Community (Cross-Cultural Relations). ***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***
A study of the administration of police to include the organizational structure, function and theory related to the practice of police management. Prerequisite: Reading proficiency.

CJT 1550 Juvenile Delinquency. ***3 Credits***
Examines studies of youth crime: its volume, causes and trends. 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: Reading proficiency.

CJT 1620 Victimology. ***3 Credits***
The study of the victims of crime and their impact on the administration of justice. Prerequisite: Reading proficiency. (Offered spring semester only.)

CJT 1700 Domestic Violence. ***3 Credits***
The study of domestic violence and the ways in which the criminal justice system deals with this problem. Prerequisite: Reading proficiency. (Offered only in the fall semester.)

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***
The study of substantive criminal law as applied to the local, state and federal systems. Court decisions are used to address various sources and types of criminal laws. 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. ***3 Credits***
An overview of the historical aspects of terrorism, past and present. Students will learn the origins, causes and issues and how the media plays a part in today's world of terrorism. Prerequisite: Reading proficiency.

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.

Culinary Arts (CUL)

Hospitality, Tourism and Culinary Arts Department
Chesapeake Hall, Room 100
301-341-3090

CUL 1100 Introduction to Culinary Arts. ***3 Credits***
Introductory food production class for culinary students. Topics include the theories and methods of cooking, vocabulary and the development of safe and sanitary kitchen practices. Production items will include vegetable and starch preparation, stocks and soups and egg cookery. Prerequisite: HSM 1550 completed or concurrent. 2 class/2 lab hours.

CUL 1150 Food Production I. ***3 Credits***
A continuation of CUL 1100. Topics include stocks, soups, sauces, beef, pork and poultry items, vegetables and starches. Utilizing recipes and techniques as presented in class, students will prepare a number of buffets. Prerequisite: CUL 1100. 1 class/4 lab hours

CUL 1300 Baking Skills. ***3 Credits***
An introductory course in the principles of baking, with emphasis on bakeshop ingredients, their function, measurement and scaling. Scratch baked items to include quick breads and muffins, yeast breads, cookies, Danish pastries and assorted pies. Prerequisite: CUL 1100. 1 class/4 lab hours

CUL 2150 Food Production II. ***3 Credits***
An advanced food production class. Production topics will include principles of plate presentation, entrée, starch, vegetables, seafood, veal and lamb cookery. Additional topics will include menu construction, pricing and production. Prerequisite: CUL 1150. 1 class/4 lab hours

CUL 2200 Garde Manger and Catering. ***3 Credits***
This course focuses on cold food preparation and presentation in buffet and catering applications, including appetizers, hors d'oeuvres, canapés, pates, sausages, terrines and buffet salads, buffet design, layout and execution and menu planning. Prerequisite: CUL 2150. 1 class/4 lab hours

CUL 2300 Advanced Baking and Pastry. ***3 Credits***
A continuation of CUL 1300. Topics include tarts, cakes and restaurant-style desserts, production and use of sauces and plate presentations. Students will be required to create a dessert menu and demonstrate baking proficiency through production of selected menu items. Prerequisites: CUL 1100 and CUL 1300. 1 class/4 lab hours

CUL 2450 International Cuisine. ***3 Credits***
A continuation of CUL 2150. Production will include French, Italian, Asian and other ethnic and regional cuisines. Discussion topics will include indigenous ingredients, flavors, cooking methods and techniques. Prerequisite: CUL 2150. 1 class/4 lab hours.

CUL 2760 Internship. ***3 Credits***
This course is a 600-hour paid work internship in a food production environment (Two 300-hour internships). Student will prepare a report detailing their experience. Students are required to have the internship approved by the program coordinator. Prerequisite: CUL 1150 and permission of the program coordinator.

Developmental English (DVE)

Developmental English and Reading Department
Marlboro Hall, Room 2118
301-322-0495

Courses meet for 3 class hours and 2 open-lab hours per week or equivalent.

DVE 0010 Developmental Composition. ***0 Credits (4 CEUs)***
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 paragraph and correcting weaknesses in sentence structure, grammar and usage. Four Continuing Education Units (CEUs) awarded for successful completion.

Developmental Learning Support (DLS)

Educational Development Division
Marlboro Hall, Room 2118
301-322-0495

DLS 0010 Fundamental Arithmetic Skills. ***0 Credits (2 CEUs)***
Preparation for DVM 0030. Review of basic arithmetic operations on whole numbers, fractions and decimals, including number properties. Two Continuing Education Units (CEUs) awarded for successful completion.

DLS 0030 Fundamental Language Skills. ***0 Credits (4 CEUs)***
Preparation for DVE 0010. 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 Continuing Education Units (CEUs) awarded for successful completion.

Developmental Math (DVM)

Developmental Mathematics Department
Marlboro Hall, Room 2118
301-322-0495

The Developmental Mathematics sequence prepares students for programs that require MAT 1040 as a prerequisite. All students enrolling in their first DVM course must take CAP 1030 Math Confidence Building (1 Credit) or PAS 101 Principles and Strategies of Successful Learning (3 Credits) during that same semester.

DVM 0020 Arithmetic and Algebra Review. ***0 Credits (1 CEU)***
This is not a regular class in the DVM sequence. This is a review course only. Includes all content of DVM 0030 and DVM 0070. 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-credit-hour equivalent unit (CEU) awarded for successful completion. 1 class/1 lab hour per week.

DVM 0030 Prealgebra. ***0 Credits (4 CEUs)***
Preparation for DVM 0070 Review of basic arithmetic operations; applications including ratio and proportion, percent, geometry, measurement and statistics; signed numbers and equations. Four-credit-hour load equivalent. (CEUs) awarded for successful completion. Prerequisites: Reading proficiency or concurrent enrollment in DVR 0060 and satisfactory basic mathematics placement test score. 4 class/1 lab hour per week.

DVM 0070 Introductory Algebra. ***0 Credits (4 CEUs)***
Preparation for MAT 1040. Linear equations and inequalities, graphing, polynomials, algebraic fractions, radicals, quadratic equations and applications. Four credit-hour load equivalent. Four Continuing Education Units (CEUs) awarded for successful completion. Prerequisite: Reading proficiency or concurrent enrollment in DVR 0060 and satisfactory basic mathematics placement test score or completion of DVM 0030 is required. 4 class/1 lab hour per week.

DVM 0080 Elementary and Intermediate Algebra Review.
0 Credits (1 CEU)
This is not a regular class in the DVM sequence. This is a review course only. Includes all content from DVM 0070 and MAT 1040. 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-credit-hour equivalent unit (CEU) awarded for successful completion. Prerequisite: Satisfactory placement score or successful completion of DVM 0030. 1 class/1 lab hour per week.

Developmental Reading (DVR)

Developmental English and Reading Department
Marlboro Hall, Room 2118
301-322-0495

Courses meet for 3 class hours and 2 open-lab hours per week or equivalent.

DVR 0050 Developmental Reading. ***0 Credits (4 CEUs)***
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 credit hour equivalent units (CEUs) awarded for successful completion. 3 class/2 lab hours.

DVR 0060 College Reading and Study Skills. ***0 Credits (4 CEUs)***
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-credit-hour equivalent. (CEUs) awarded for successful completion. Successful completion meets the Reading proficiency required for enrollment in credit courses. 3 class/2 lab hours. Students enrolled in DVR 0060 must take PAS 1010 in the same semester.

Early Childhood Education (ECE)

Education Department
Chesapeake Hall, Room 310E
301-322-0780 or
301-583-5250

All ECE prerequisites must be passed with a grade of C or higher.

ECE 1000 Basic Concepts in Early Childhood Education. ***3 Credits***
Required for those not meeting the reading test score prerequisite for ECE 1510. Covers basic topics in child development for early childhood educators with emphasis on improving reading, writing and presentation skills.

ECE 1010 Transition to the Credit Program in Early Childhood Education. ***1 Credit***
Designed to provide a positive transition for 90-hour, non-credit course completers seeking upward mobility by enrolling in the credit program. Emphasis is on theoretical foundations of the profession, major topics in child development and skills and techniques to ensure readiness for entry into the credit A.A.S. or A.A.T. degree program. Preparation to take course equivalency tests for ECE 1510 and ECE 2570 is included. Prerequisite: 90-hour child care course in Continuing Education and permission of the department chairman.

ECE 1050 Principles and Practices in Early Childhood Education. ***3 Credits***
Provides a conceptual framework for understanding the role of the early childhood education professional and services in the field of educating and caring for young children, birth to age eight. Emphasis is placed on applying developmentally appropriate practices to child care and early childhood development settings. Prerequisite: ECE 1510

ECE 1510 Child Growth and Development. ***3 Credits***
An introduction to the growth and development of children, from conception through adolescence. Emphasis is on physical, intellectual, emotional and social aspects of child development and techniques to foster optimum development in early education settings (Credit may not be received for both ECE 1510 and EDU 1510.) Prerequisite: Reading proficiency or ECE 1000 with a grade of C or better.

ECE 1540 Observing and Recording Child Behavior. ***3 Credits***
Observing, interpreting and recording children's behavior in various settings using principles of early childhood development and education. Prerequisite: ECE 1510.

ECE 1560 Introduction to Early Childhood Special Education. ***3 Credits***
Introduction to the field of special education for children from birth to age eight, including characteristics of children with disabilities and related instructional techniques to apply in child care and early childhood development settings. Prerequisite: ECE 1510. (Honors version available.)

ECE 1650 Planning Programs for Infants and Toddlers. ***3 Credits***
Designing and implementing a developmentally appropriate program for infants and toddlers. Prerequisite: ECE 1510.

ECE 1700 Multicultural Education in the Preschool Classroom. ***3 Credits***
Cultural diversity with emphasis on understanding cultural pluralism and avoiding stereotyping. Prerequisite: Reading proficiency. (Honors version available.)

ECE 1910 Early Childhood Program Management. ***3 Credits***
Basic organization, management and operation of child care/early childhood education programs. Prerequisite: ECE 1510.

ECE 2200 Internship in Special Education. ***3 Credits***
Guided introductory experience in developmental programs for children with special needs. The weekly seminar focuses on the professional role and responsibilities of the special educator. Principles of quality developmental education, contemporary practices and professional trends and issues will be covered with emphasis on ongoing professional development and self-evaluation skills. Students will begin to prepare a professional portfolio reflecting their experience. Prerequisites: ECE 1510 and ECE 1560. 2 class/6 field hours. A grade of C or better is required for graduation.

ECE 2510 Language Arts in Early Childhood Education. ***3 Credits***
Curriculum strategies for enhancing the language and literacy skills of children from birth to age eight in child care/early learning centers. Emphasis will be placed on the interrelationship of oral language, reading and writing and the key role of the early childhood environment in programming literacy. Students will learn to foster language skills in all domains of the curriculum for young children. Prerequisite: ECE 1510.

ECE 2570 Curriculum Development in Early Childhood Education. ***3 Credits***
Students will use knowledge of child development to plan developmentally appropriate curriculum and activities for young children. Students also will explore current theories, philosophies and models of curriculum development within the field of early childhood education. Prerequisite: ECE 1510 completed or concurrent.

ECE 2590 Planning for Creativity. ***3 Credits***
Curriculum activities and techniques to enhance creativity of young children. Prerequisite: ECE 1510. (Offered fall semester only.)

ECE 2600 Guiding Behavior in Early Childhood Education. ***3 Credits***
Fostering positive social behavior in the early childhood center. Causes of various kinds of behavior and methods to solve behavior problems will be explored. Prerequisite: ECE 1510.

ECE 2620 Fieldwork in Early Childhood Education. ***3 Credits***
Supervised educational on-the-job experience in an early childhood center or primary elementary classroom. Related instruction and conferences supplement work with children. Prerequisites: ECE 2570, ECE 1510 and ECE 1560. 2 class hours/6 field hours. A grade of C or better is required for graduation.

ECE 2910–2930 Cooperative Education. ***1–3 Credits***

Economics (ECN)

Anthropology, Economics and Sociology Department
Marlboro Hall, Room 2054
301-322-0525

ECN 1010 Economic Development. ***3 Credits*** **SS**
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 Economics I. ***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 0070 completed or concurrent.

ECN 1040 Principles of Economics II. ***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: Reading and mathematics proficiencies or DVM 0070 completed or concurrent.

Economics (ECN) *continues on next page*

Economics (ECN) *continues from previous page*

ECN 1990 Special Topics: Money and Banking I. ***3 Credits***
This special topics course provides an in-depth study of the Federal Reserve System, financial institutions and the nature and effectiveness of the Federal Reserve's use of monetary policy tools. This course is the first of two that prepare students to make a presentation before the Federal Reserve Bank in Baltimore. (Also offered as MGT 1990. Students may not receive credit for both ECN 1990 and MGT 1990.) Prerequisites: Math proficiency; ECN 1030 with a B or higher.

ECN 2890H Honors Colloquium in Economics. ***3 Credits***
This honors colloquium will examine special topics in the field of economics 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. Prerequisite: Reading proficiency and permission of instructor or honors coordinator.

ECN 2910–2930 Cooperative Education. ***1–3 Credits***

ECN 2990 Special Topics: Money and Banking II. ***1 Credit***
Uses the concepts learned in ECN 1990 to develop a presentation on monetary policy that a team of students will deliver to the Federal Reserve officials at the Federal Reserve Bank in Baltimore. (Also offered as MGT 2990. Students may not receive credit for both ECN 2990 and MGT 2990.) Prerequisite: ECN 1990 or MGT 1990.

Electrical Construction Technology (ECT)

Engineering Technology Department
Center for Advanced Technology, Room 129
301-322-0751

ECT course enrollment is restricted to participants in the IBEW Local 26 apprenticeship program.

ECT 1010 Electrical Construction Technology, Year 1A. ***3 Credits***
Study of conductor types, conduit, electrical symbols and blueprint reading. Basic electrical circuit calculations using voltage, current, resistance and power. The combination of ECT 1010 and 1020 equates to ACE's 0001NJAT course. Prerequisite: member of the IBEW Local 26 apprenticeship program. 2 class/2 lab hours.

ECT 1020 Electrical Construction Technology, Year 1B. ***3 Credits***
Study of parallel and series DC circuits, superposition, Kirchoff's voltage and current laws; Thevenin and Norton equivalent circuits and three-wire, single-phase circuits with grounding. The combination of ECT 1010 and 1020 equates to ACE's 0001NJAT. Prerequisites: ECT 1010, member of the IBEW Local 26 apprenticeship program. 2 class/2 lab hours.

ECT 1030 Electrical Construction Technology, Year 2A. ***3 Credits***
Study of multimeter and oscilloscope use and AC circuits, including series and parallel capacitive and inductive circuits. The combination of ECT 1030 and 1040 equates to ACE's 0002NJAT. Prerequisites: ECT 1020 member of the IBEW Local 26 apprenticeship program. 2 class/2 lab hours.

ECT 1040 Electrical Construction Technology, Year 2B. ***3 Credits***
Analysis of series and parallel RC, RL and RLC circuits. Includes series and parallel resonance, filters, power factor, transformers, and three-phase systems. The combination of ECT 1030 and 1040 equates to ACE's 0002NJAT. Prerequisites: ECT 1030, member of the IBEW Local 26 apprenticeship program. 2 class/2 lab hours.

ECT 2010 Electrical Construction Technology, Year 3A. ***3 Credits***
Analysis and measurement of semiconductor circuits—diodes, transistors, rectifier circuits, amplifiers, operational amplifiers and SCRs. The combination of ECT 2010 and 2020 equates to ACE's 0003NJAT. Prerequisites: ECT 1040, member of the IBEW Local 26 apprenticeship program. 2 class/2 lab hours.

ECT 2020 Electrical Construction Technology, Year 3B. ***3 Credits***
Study of the complete electrical system, including grounding and overcurrent protection systems, three-phase transformers using WYE and DELTA connections, motor control circuits and protection. The combination of ECT 2010 and 2020 equates to ACE's 0003NJAT. Prerequisites: ECT 2010, member of the IBEW Local 26 apprenticeship program. 2 class/2 lab hours.

ECT 2030 Electrical Construction Technology, Year 4A. ***3 Credits***
In both classroom and field experience, students learn basic theory and demonstration skills in HVAC, motor controls, electronics and industrial electronics. The combination of ECT 2030 and 2040 equates to ACE's 0004NJAT.

Note: This course is restricted to participants of the IBEW Local 26 apprenticeship program.

ECT 2040 Electrical Construction Technology, Year 4B. ***3 Credits***
In both classroom and field experience, students expand skills learned in ECT 2030 and will demonstrate mastery of HVAC, motor controls, electronics and industrial electronics. Students are also introduced to basic digital logic circuits and fiber optics theory. The combination of ECT 2030 and 2040 equates to ACE's 0004NJAT.

Note: This course is restricted to participants of the IBEW Local 26 apprenticeship program.

ECT 2050 Electrical Construction Technology, Year 5A. ***3 Credits***
In both classroom and field experience, students learn basic theory and demonstrate skills in the use of national electrical codes, security and fire alarm systems, sensors, instrumentation testing techniques and equipment. Students also learn theory of flow, pressure, level temperature and pneumatics. The combination of ECT 2050 and 2060 equates to ACE's 0005NJAT.

Note: This course is restricted to participants of the IBEW Local 26 apprenticeship program.

ECT 2060 Electrical Construction Technology, Year 5B. ***3 Credits***
In both classroom and field experience, students expand skills learned in ECT 2050 and will demonstrate mastery of national electrical codes, instrumentation and control techniques and equipment, build networking cable systems, install and inspect fire alarm systems, install security and telephone monitoring systems, use distributed power generation systems, supervise field experience in electrical construction, apply instrumentation and testing techniques and complete all NJATC examinations (written,

demonstration and field competency) with a passing grade. The combination of ECT 2050 and 2060 equates to ACE's 0005NJAT.

Note: This course is restricted to participants of the IBEW Local 26 apprenticeship program.

Education (EDU)

Education Department
Chesapeake Hall, Room 310E
301-322-0780 or
301-583-5250

EDU 1510 Child Growth and Development *3 Credits*
An introduction to the growth and development of children from conception through adolescence. Emphasis is on physical, intellectual, emotional and social aspects of child development and techniques to foster optimum development in early education settings. (Credit may not be received for both ECE 1510 and EDU 1510.) Prerequisite: Reading proficiency or ECE 1000 with a grade of C or better.

EDU 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. Students who are considering teaching as a career should take this course with EDU 2330. Prerequisite: EGL 1010 or departmental approval. (Honors version available.)

EDU 2030 Introduction to Special Education. *3 Credits*
Designed as an introduction to the field of special education. The course covers the education of exceptional students: historical, philosophical, educational and legal issues and current practices in assessment, diagnosis and teaching. The course is designed for teacher preparation, in-service and recertification. Prerequisites: Open to all in-service teachers. Undergraduates seeking the Associate of Arts in Teaching degree must complete EDU 2000 and EDU 2330 prior to enrolling in this course. A.A.T. students should take EDU 2340 at the same time as EDU 2030.

EDU 2050 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. Prerequisite: In-service teacher or department approval.

EDU 2100 Processes and Acquisition of Reading. *3 Credits*
Intended for students seeking the Elementary or Early Childhood Associate of Arts in Teaching degree and for in-service teachers and career changers. Students will be able to explain the language and cognitive precursors to the reading acquisition process. Students will demonstrate a knowledge of phonemic awareness, phonics, vocabulary, comprehension and fluency in developing readers. Prerequisites: EDU 2000 (Elementary A.A.T. students); ECE 1050 (Early Childhood A.A.T. students)

EDU 2110 Instruction of Reading. *3 Credits*
Intended for in-service teachers and career changers. This course 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 phenomic awareness, phonics, vocabulary, comprehension and fluency. Prerequisite: In-service elementary teacher or departmental approval.

EDU 2120 Assessment of Reading. *3 Credits*
Intended for elementary in-service teachers and career changers. 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. Prerequisite: In-service elementary teacher or departmental approval.

EDU 2130 Materials for Teaching Reading. *3 Credits*
Intended for elementary in-service teachers and career changers. It 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. Prerequisite: In-service teacher or departmental approval.

EDU 2140 Teaching Reading in the Content Areas: Part I.
3 Credits
Focuses on the essentials of reading processes necessary for secondary students to become proficient readers. Participants gain an understanding of the purposes and types of reading, methods of assessing reading, strategies and skills in reading instruction and affective dimensions of reading. Prerequisite: In-service secondary teacher or department approval.

EDU 2150 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. Prerequisite: EDU 2140.

EDU 2200 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. Prerequisite: In-service teacher seeking Generic Special Education certification.

Education (EDU) *continues on next page*

Education (EDU) *continues from previous page*

EDU 2210 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. Prerequisite: In-service teacher seeking Generic Special Education certification.

EDU 2220 Special Education Methods: Grade 6—Age 21. ***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. Prerequisite: In-service teacher seeking Generic Special Education certification.

EDU 2230 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. Prerequisite: In-service teacher seeking Generic Special Education certification.

EDU 2240 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, observation techniques, family assessment, vocational assessment, work sample analysis, task analysis, portfolios and teacher-made tests will be explored. Prerequisite: In-service teacher seeking Generic Special Education certification.

EDU 2330 Field Experience for Foundations of Education. ***1 Credit***
This course is required for education majors. It is an opportunity for students 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 the Foundations course. Prerequisite: EDU 2000, completed or concurrent.

EDU 2340 Field Experience for Special Education. ***1 Credit***
This course is required for education majors. Students will engage in guided observations of special education practice in local public schools for a total of 15 hours. They will assist model teachers as requested. Prerequisite: EDU 2030, completed or concurrent.

EDU 2350 Field Experience for Educational Psychology. ***1 Credit***
This course is required for education majors. 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 PGCC 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. Students also may provide assistance to classroom teachers as requested. Prerequisite: PSY 2060, completed or concurrent.

EDU 2400 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. Prerequisite: In-service elementary teacher or department approval.

EDU 2500 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. Prerequisite: In-service secondary teacher or department approval.

Emergency Medical Technician/ Paramedic (EMT)

Allied Health Department
Lanham Hall, Room 304
301-322-0733

Note: All courses incorporate Statewide Protocols for EMT-Paramedic as applicable.

EMT 1510 Prehospital Environment. ***2 Credits***
Introduces the paramedic student to the roles and responsibilities central to the delivery of emergency prehospital advanced life support-level care. Includes paramedic and technical report writing, laws governing practice, psychosocial issues and ethical considerations and aspects of the prehospital EMT systems and emergency field communications. Prerequisite: EMT-B. EMT 1520, EMT 1540, EMT 1550, EMT 1570 and EMT 1590 concurrent.

EMT 1520 Medical Emergencies. ***3 Credits***
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. College laboratory, computer-assisted education will be used extensively. Prerequisite: EMT-B. Program admission and departmental approval. EMT 1510, EMT 1540, EMT 1550, EMT 1570 and EMT 1590 concurrent. 2 class/2 lab hours.

EMT 1540 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: EMT-B. EMT 1510, EMT 1520, EMT 1550, EMT 1570 and EMT 1590 concurrent. 2 class/2 lab hours.

EMT 1550 Paramedic Practice I. ***2 Credits***
Provides the paramedic student with an opportunity to integrate and apply knowledge and skills introduced in EMT 1510 and 1520. Precepted patient care experiences are facilitated in various settings: extended care facilities, hospital emergency departments, intensive care and surgical departments. Prerequisite: EMT-B. EMT 1510, EMT 1520, EMT 1540, EMT 1570 and EMT 1590 concurrent. 8 clinical hours/ week.

EMT 1570 IV Therapy and Pharmacology. ***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 pharmacologic management plan. At the completion of the course the student will be able to safely and precisely access the venous circulation and administer medications. Prerequisite: EMT-B. EMT 1510, EMT 1520, EMT 1540, EMT 1550 and EMT 1590 concurrent. 2 class/2 lab hours.

EMT 1580 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. Prerequisite: EMT 1510, EMT 1520, EMT 1530, EMT 1540, EMT 1550, EMT 1570, EMT 1590. EMT 1600, EMT 1620, EMT 2000 and EMT 2510 concurrent. 3 class/2 lab hours.

EMT 1590 Medical Math for Allied Health Professionals.
2 Credits
Provides the allied health professional with a review of mathematical principles as they relate to the field of emergency medicine. At the end of the course, the student will be able to calculate correct drug dosages and prepare medications for appropriate administration. Prerequisite: EMT-B. EMT 1510, EMT 1520, EMT 1540, EMT 1550 and EMT 1570 concurrent. 2 class hours.

EMT 1600 Cardiology and EKG Interpretation. ***4 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: EMT 1510, EMT 1520, EMT 1540, EMT 1550, EMT 1570 and EMT 1590. EMT 1580, EMT 1620, EMT 2000 and EMT 2510 concurrent. 3 class/2 lab hours.

EMT 1620 Paramedic Practice II. ***3 Credits***
Supervised experience is provided in the hospital and field setting correlating with knowledge, skills and techniques presented in EMT 1550, 1570 and 1590. Emphasis is placed on patient assessment, cardiac and respiratory emergencies, shock and trauma. Prerequisites: EMT 1510, EMT 1520, EMT 1540, EMT 1550, EMT 1570 and EMT 1590. EMT 1600, EMT 2000 and EMT 2510 concurrent. 12 clinical hours/week.

EMT 2000 Preparation for EMT-I Certification. ***2 Credits***
Provides a comprehensive review and synthesis of the knowledge base of the Emergency Medical Technician-Intermediate. Integration and application of assessment, information-gathering skills, critical thinking and decision-making will be employed through various labs, computer-assisted and scenario-based exercises. Upon completion of the course, students will be prepared to take the National Registry EMT-I written and practical exam. Prerequisites: EMT 1510, EMT 1520, EMT 1540, EMT 1550, EMT 1570 and EMT 1590 with grades of C or higher. EMT 1580, EMT 1600, EMT 1620 and EMT 2510 concurrent. 4 lab hours.

EMT 2510 Special Patient Populations and Medical Emergencies II. ***3 Credits***
Analysis of pediatric emergencies, environmental 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: EMT 1510, EMT 1520, EMT 1550, EMT 1570 and EMT 1590. EMT 1600, EMT 1620 and EMT 2000 concurrent. 2 class/2 lab 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 prehospital 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 prehospital 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 prehospital environment. Prerequisite: EMT-I Certification and program admission. EMT 2530 concurrent. 2 class/2 lab hours.

EMT 2530 Paramedic Practice III. ***4 Credits***
Supervised experience is 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. EMT 2520 concurrent. 16 clinical hours/week.

EMT 2540 Paramedic Practice IV. ***4 Credits***
Practice of comprehensive patient assessment and intervention in specialty facilities on advanced life support units. Includes a final written review examination, advanced practical skills review and mock practical exam. Final cumulative program course. Prerequisites: EMT 2520 and EMT 2530. EMT 2580* and EMT 2560 concurrent. 16 clinical hours/week.

Emergency Medical Technician (EMT) *continues on next page*

Emergency Medical Technician (EMT) *continues from previous page*

EMT 2560 Preparation for EMT—P Certification. ***2 Credits***
Provides student with a comprehensive review and synthesis of the knowledge base of the paramedic. Integration and application of assessment, information-gathering skills and decision-making will be employed through computer-assisted and scenario-based exercises. Prerequisites: EMT 2520 and EMT 2530. EMT 2580* and EMT 2540 concurrent. 4 lab hours.

EMT 2580 Study of Human Systems for Paramedics.** ***4 Credits
This course is a co-requisite for the EMT-Paramedic Program, following the DOT EMT-Paramedic program guidelines. It 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 structures function in diseased states during medical emergencies encountered by the paramedic in the prehospital environment. Prerequisites: EMT 2530 and EMT 2520 with C or higher. EMT 2540 and EMT 2560 concurrent. 3 class/2 lab hours.

* Certificate option only. Degree option must take BIO 2050 and BIO 2060 instead.

Engineering (EGR)

Physical Sciences and Engineering Department
Chesapeake Hall, Room 100
301-322-0420

A grade of C or higher is required for any course used to satisfy a prerequisite for any other course.

EGR 1010 Introductory Engineering. ***3 Credits***
Engineering as a career choice; the engineer's role in society, including engineering ethics considerations. The engineering design process and its spin-off topics—oral, written and graphical communication. Team activity and a design project. Prerequisite: MAT 2410 completed or concurrent. 2 class/3 lab hours.

EGR 1020 Statics. ***3 Credits***
Points, bodies and assemblies in static equilibrium, including trusses, frames, beams, point and distributed loading and moments of inertia, two-dimensional and three-dimensional scalar and vector analysis. Prerequisites: MAT 2410, EGR 1010 and PHY 1030; MAT 2420 completed or concurrent.

EGR 1140 Computer Programming for Engineers and Scientists. ***2 Credits***
This is a high-level introduction to computer tools and computer programming for the engineer and scientist. The goal is to develop within the student sufficient knowledge to perform analysis using common engineering and science programming languages. Topics will include algorithm analysis and solution, program structures, data structures, modular design and overviews of the computer hardware, various computer tools available to solve real world problems and object-oriented structure. A variety of languages will be introduced such as MATLAB, Fortran and C along with engineering specific languages such as Spice and VHDL. Prerequisite: MAT 1350 or higher with grade of C or better.

EGR 2010 Dynamics. ***3 Credits***
Kinematics and kinetics of particles, systems and bodies in planar motion. Prerequisites: MAT 2420, EGR 1020 and PHY 1030.

EGR 2020 Mechanics of Materials. ***3 Credits***
Deformable bodies in axial, torsional, bending and combined loading. Statically indeterminate and temperature effect analysis; beam, column and pressure vessel configurations. Prerequisites: MAT 2420 and EGR 1020.

EGR 2030 Circuit Analysis. ***3 Credits***
Principles of circuit analysis, including Kirchoff's laws, node and mesh analysis, transient analysis of first and second order systems, DC and AC steady state, phasors and Thevenin and Norton theorems. Prerequisites: MAT 2460 and PHY 1030.

EGR 2050 Introductory Numerical Methods. ***3 Credits***
Numerical methods of analysis using computer techniques, including algorithms for roots of nonlinear equations, systems of linear equations, regression and interpolation, integration and differentiation and solving differential equations. Requires some knowledge of computer programming. Prerequisite: 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. Prerequisites: MAT 2420 and PHY 2030.

EGR 2300 Material Science for Engineers and Scientists. ***3 Credits***
Introduces the foundations of the chemistry and physics of materials used in engineering applications. Develops the relationship between the atomic and molecular structure of materials and the macroscopic properties and performance of engineering material. In particular, includes thorough discussion of the chemical and physical properties of metals, ceramics, polymers, semiconductors, superconductors and nanomaterials. Prerequisites: EGR 1010 and CHM 1020.

EGR 2440 Digital Logic Design. ***3 Credits***
Number systems and base conversions, Boolean algebra, truth tables, logic circuits, Karnaugh maps, sequential logic, programmable logic devices and characteristics of logic families. Prerequisites: EGR 1010 and EGR 2030. 3 class hours.

EGR 2450 Electronic and Digital Circuit Laboratory. ***2 Credits***
Introduction to basic circuit measurement techniques and laboratory equipment (voltmeter, oscilloscope, power supply, function generator). Design, construction and performance measurement of circuits containing passive elements, digital logic circuits, transformers, diodes and operational amplifiers. Transient and steady state response. Prerequisites: EGR 1010, EGR 2030 and EGR 2440. 1 class/3 lab hours.

EGR 2910–2930 Cooperative Education. ***1–3 Credits***

Engineering Technology (ENT)

Engineering Technology Department
Center for Advanced Technology, Room 129
301-322-0751

ENT 1600 Introduction to CAD with AutoCAD. ***3 Credits***
Techniques for creating, editing and dimensioning two-dimensional CAD drawings. Prerequisite: Drafting background helpful but not required. 2 class/3 lab hours.

ENT 1640 Three-Dimensional CAD with AutoCAD. ***3 Credits***
Creation of three-dimensional AutoCAD drawings using wire-frame models, surface models and solid models. Prerequisite: ENT 1600. 2 class/3 lab hours.

ENT 1710 Circuits and Measurement Techniques. ***3 Credits***
Analysis of linear electronic circuits and systems. Includes network theorems and hands-on use of electronic test equipment. Prerequisites: MAT 1040 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 1040 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 computer operating systems, such as MS-DOS and Windows XP/Vista; introduction to an engineering problem-solver, such as MathCad; and an introduction to a high-level programming language, such as C++. Prerequisite: ENT 1710 completed or concurrent or permission of department chair. 2 class/3 lab hours.

ENT 1780 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. 3 class/3 lab hours.

ENT 1800 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 274; students may not receive credit for both ENT 1800 and ENT 274.) Prerequisite: ENT 1710, completed or concurrent. 3 class/3 lab hours.

ENT 1830 Fiber Optics. ***3 Credits***
Basic principles of fiber optics and data transmission using lasers and photodiodes. Current state-of-the-art GHz transceivers and their noise measurements and their use in fiber optic network systems. Prerequisite: ENT 274 or ENT 1800. 2 class/1 lab hour.

ENT 1840 Introduction to Personal Computer Hardware.
3 Credits
Hands-on assembly, reconfiguration and upgrades for IBM-compatible personal computers. Basic hardware/software fault isolation. No electronics background required. 2 class/2 lab hours.

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 1860 Fundamentals of Quality Assurance. ***3 Credits***
Fundamental principles, tools and application of quality assurance (QA). Extensive utilization of case studies and personalized implementation of QA to product, job and business. Prerequisite: MAT 1340 or higher, completed or concurrent or permission of department chair. 3 class hours.

ENT 1880 Personal Computer Configuration and Assembly.
1 Credit
Students will learn how to configure and assemble a personal computer, install software and optimize operation. Prerequisite: ENT 1840 or permission of department chair.

Note: Students must purchase components necessary to assemble their own computers.

ENT 1890 Network Hardware. ***3 Credits***
Installation and operation of a computer network from the physical, rather than software or user, standpoint. Students will build and test working networks and associated wiring. 2 lecture/2 lab hours.

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 1040 or MAT 1340 or higher, completed or concurrent or permission of department chair.

ENT 1920 Quality Management: Engineering Process. ***3 Credits***
Principles of quality management applied to engineering processes: leadership, customer and supplier focus, quality measurements and metrics, quality tools, benchmarking, QFD and continuous quality improvement. Principles reinforced with practical case studies. 3 class hours.

ENT 1940 Router Technology I: Network Fundamentals.
4 Credits
(CyberWATCH common course equivalent: CW 150)

First of a four-course sequence to prepare for CCNA certification. TCP, UDP and IP protocols; Ethernet concepts and operation; network subnetting; basic router configuration commands. This class charges an additional $32.00 per credit hour Information Technology Certification fee. 3 class/2 lab hours.

ENT 1950 Router Technology II: Routing Protocols. ***4 Credits***
(CyberWATCH common course equivalent: CW 151)

Engineering Technology (ENT) *continues on next page*

Engineering Technology (ENT) *continues from previous page*

Configuration of RIPEIGRP and OSPF routing protocols; configuration of static routes. Design, configuration and troubleshooting of VLSM networks. This course charges an additional $32.00 per credit hour Information Technology Certification fee. Prerequisite: ENT 1940. 3 class/2 lab hours.

ENT 1960 Router Technology III: LAN Switching and Wireless. ***4 Credits***
(CyberWATCH common course equivalent: CW 250)

Design, configuration and troubleshooting of switched LANs, including virtual LANs, trunking and spanning tree. Design, configuration and troubleshooting of wireless networks, including security and privacy components. This course charges an additional $32.00 per credit hour Information Technology Certification fee. Prerequisite: ENT 1950. 3 class/2 lab hours.

ENT 1970 Router Technology IV: Wide Area Networks. ***4 Credits***
(CyberWATCH common course equivalent: CW 251)

Configuring NAT, PAT and DHCP to increase usable addresses. Access lists and other security measures. Design, configuration and troubleshooting of wide area networks using PPP or frame relay. This course charges an additional $32.00 per credit hour Information Technology Certification fee. Prerequisite: ENT 1960. 3 class/2 lab hours.

ENT 2010 Configuration Management and Project Integrity. ***3 Credits***
Configuration Management (CM) principles and implementation, project integrity assurance and the ISO 9000 quality standard CM requirements. Hardware, software and firmware applications illustrated by a comprehensive case study. 3 class hours.

ENT 2020 Quality Improvement Techniques. ***3 Credits***
Six-sigma quality improvement: tools, statistical methods, process mapping, performance goals, metrics, capability analysis, "greenbelt and blackbelt" teams and implementation. Case studies and applications to product, job and business. Prerequisite: MAT 1140. 3 class hours.

ENT 2190 Wireless LANs. ***3 Credits***
(CyberWATCH common course equivalent: CW 245)

Principles of wireless communications, protocols and standards used to build, configure, secure and troubleshoot WLANs. Covers basic and extended WLANs (BSS, IBSS and ESS) Preparation for CWNA certification. Prerequisite: ENT 1890 or ENT 1940 completed. ENT 2730 recommended but not required. 2 class/2 lab hours.

ENT 2200 High-Reliability Soldering and Fabrication. ***2 Credits***
Survey and hands-on application of NASA standards in hand soldering, cable assembly and fabrication, automated wave-soldering, surface-mount technology and fiber-optic connection. Prerequisite: ENT 1710 or permission of department chair. 1 class/2 lab hours.

ENT 2560 Computer-Aided Electronic Design. ***2 Credits***
Use of standard software packages such as PSpice and Orcad to draw schematics, analyze circuits and design printed circuit boards. Prerequisites: ENT 1780, ENT 1800 or ENT 274. 1 class/ 3 lab hours.

ENT 2660 Customizing AutoCAD. ***3 Credits***
Customizing and maximizing AutoCAD via macros, scripts and slides. Students will create their own menus, icons and dialog boxes. Introduction to AutoLISP. Prerequisite: ENT 1600. 2 class/ 3 lab hours.

ENT 2680 CAD Portfolio Development. ***3 Credits***
Students, working individually or in teams, will create a set of CAD drawings using techniques learned in earlier CAD courses. Prerequisite: ENT 1600. Individual-study course equivalent to 2 class/ 3 lab hours.

ENT 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 2810 CPU Architecture. ***4 Credits***
Architecture and operation of the central processing unit (CPU) using 8- and 16-bit machines. Machine and assembly language programming. Prerequisites: ENT 1770 and ENT 1800 or ENT 274. 3 class/3 lab hours.

ENT 2830 Telecommunications. ***3 Credits***
Operation of the US telecommunications system, including the local loop, the SS7 long distance system and Voice Over IP. Coding, compression and error-checking systems used to improve performance. Prerequisite: Computer or electronics background.

ENT 2840 Computer Repair. ***4 Credits***
Diagnosis and troubleshooting techniques for personal computers, with emphasis on setup, configuration conflicts and operating system issues. Material prepares students for hardware portion of A+ certification. Prerequisite: ENT 1840. 3 class/3 lab hours.

ENT 2860 Advanced PC Configuration and Repair. ***4 Credits***
Advanced personal computer troubleshooting and repair. Emphasis is on software, firmware and memory-related problems, specifically BIOS, operating system and registry issues. Prerequisite: ENT 2840. 3 class/3 lab hours.

ENT 2900 Systems Analysis Project. ***3 Credits***
Working individually or in teams, students will use standard design and troubleshooting methodologies to complete a major project in an area of their choosing. The project will include either design, fabrication, testing of a new system or troubleshooting and repair of an existing system, along with written reports and oral presentations. Prerequisite: ENT 1780 or ENT 1890 or ENT 2810 or ENT 2840. 3 class/3 lab hours.

ENT 2960-2980 Cooperative Education. ***1–3 Credits***

English (EGL)

English Department
Marlboro Hall, Room 3078
301-322-0561

EGL 1000 Introduction to Composition. ***4 Credits***
Preparation for EGL 1010. Grammar and punctuation, sentence construction, paragraph development and short essay writing. Prerequisite: Reading and writing proficiency. May be taken concurrently with DVR 0060. Does not fulfill English requirements for graduation or transfer. Not open to students who have completed EGL 1010. 4 class hours.

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 or a P grade in EGL 0990. (Honors version available.)

EGL 1020 Composition II: Writing About Literature.
3 Credits **E**
Second semester composition using literature as the subject for discussion and writing. Study various kinds of literature (e.g., drama, poetry, short story). EGL 1100, EGL 1320 or EGL 1340 also will fulfill the Composition II requirement. Prerequisite: EGL 1010 with a grade of C or higher. (Honors version available.)

EGL 1040 Media Writing. ***3 Credits***
History of mass media; study and writing of news articles, editorials, columns, reviews, radio and TV scripts. Prerequisite: EGL 1010 (with a grade of C or higher or permission of instructor).

EGL 1100 Composition II: Writing About Issues and Ideas.
3 Credits **E**
Second semester composition. Reading, analyzing and writing about contemporary issues, demonstrating clear reasoning and persuasive writing skills. EGL 1020, EGL 1320 or EGL 1340 also will fulfill the Composition II requirement. Prerequisite: EGL 1010 with a grade of C or higher. (Honors version available.)

EGL 1320 Composition II: Writing for Business. ***3 Credits*** **E**
Second semester composition. Students develop and sharpen critical thinking and writing skills, applying them to materials from business and the professions with an emphasis on evidence-based analysis, evaluation, interpretation and persuasive presentation. EGL 1020, EGL 1100 or EGL 1340 also will fulfill the Composition II requirement. Prerequisite: EGL 1010 with a grade of C or higher.

EGL 1340 Composition II: Writing About Technical Topics.
3 Credits **E**
Second semester composition. Includes preparation of various types of technical business, government and scientific communications, including resumes; progress, examination and recommendation reports; proposals; and memoranda. EGL 1020, EGL 1100 or EGL 1320 also will fulfill the Composition II requirement. Prerequisite: EGL 1010 with a grade of C or higher.

EGL 1360 Principles of Editing. ***3 Credits***
Practice in editing manuscripts and evaluating publication formats. Prerequisite: EGL 1010.

EGL 2010 British Literature from the Anglo-Saxon Period Through the 18th Century. ***3 Credits*** **H**
British literature to around 1800 and its historical and cultural background. Prerequisite: EGL 1020 or EGL 1100 or EGL 1320 or EGL 1340. (Offered every other year.)

EGL 2030 British Literature of the 19th and 20th Centuries. ***3 Credits*** **H**
British literature from the Romantic period to modern times and its historical and cultural background. Prerequisite: EGL 1020 or EGL 1100 or EGL 1320 or EGL 1340. (Offered every other year.)

EGL 2050 American Literature from the Beginnings to the Late 19th Century. ***3 Credits*** **H**
American literature from the colonial period to the Civil War and its social and intellectual backgrounds. Prerequisite: EGL 1020 or EGL 1100 or EGL 1320 or EGL 1340. (Offered every other year.)

EGL 2070 American Literature from the Late 19th Century to the Present. ***3 Credits*** **H**
American literature from the Civil War to the present and its social and intellectual backgrounds. Prerequisite: EGL 1020 or EGL 1100 or EGL 1320 or EGL 1340.

EGL 2090 World Literature from Ancient Times Through the Middle Ages. ***3 Credits*** **H**
Study of world literary masterpieces from ancient times through the medieval period. Prerequisite: EGL 1020 or EGL 1100 or EGL 1320 or EGL 1340. (Offered every other year.)

EGL 2110 World Literature from the Renaissance to the Present. ***3 Credits*** **H**
Contemporary world literature in English from England and America and other countries such as Africa, India, France and the Caribbean. Prerequisite: EGL 1020 or EGL 1100 or EGL 1320 or EGL 1340. (Offered every other year.)

EGL 2120 Introduction to African Literature. ***3 Credits*** **H**
A general introduction to the oral and written literatures of Africa, with emphasis on their formal and aesthetic properties and their sociopolitical, cultural and linguistic significance for contemporary African societies, as well as the literature's place within the canon of literature of the African diaspora. Prerequisite: EGL 1020 or EGL 1100 or EGL 1320 or EGL 1340.

EGL 2130 African-American Literature I. ***3 Credits*** **H**
Study of African-American folk tradition and literature from pre-1800s to 1920. Prerequisite: EGL 1020 or EGL 1100 or EGL 1320 or EGL 1340.

EGL 2140 African-American Literature II. ***3 Credits*** **H**
A study of African-American literature from the early 1900s to the present. Prerequisite: EGL 1020 or EGL 1100 or EGL 1320 or EGL 1340.

English (EGL) *continues on next page*

English (EGL) *continues from previous page*

EGL 2150 Introduction to Creative Writing. ***3 Credits***
Techniques of writing fiction, poetry and plays with critique of student work. Prerequisite: EGL 1010.

EGL 2160 Advanced Creative Writing. ***3 Credits***
An intensive, genre-specific workshop which aims to further the philosophies, issues and possibilities of craft explored in its predecessor, EGL 2150. This course will encourage the serious creative writing student to pursue more sophisticated and complex expression in a selected genre (fiction, poetry or drama). Although the course will contain reading and analysis of contemporary authors, the focus will be on the creation of original work with constructive feedback from peers considered during the revision process. Prerequisites: EGL 1020 or EGL 1100 or EGL 1320 or EGL 1340; and EGL 2150 or permission of instructor.

EGL 2170 Major American Writers. ***3 Credits*** **H**
Study of major American writers, selected each semester from among: Poe and Hawthorne, Fitzgerald and Hemingway, Thoreau and Twain, Hughes and Wright and Toni Morrison and Zora Neale Hurston. Prerequisite: EGL 1020 or EGL 1100 or EGL 1320 or EGL 1340. (Offered every other year.)

EGL 2210 The Shakespeare Plays. ***3 Credits*** **H**
Introduction to the drama of Shakespeare using text and videos. Prerequisite: EGL 1020 or EGL 1100 or EGL 1320 or EGL 1340.

EGL 2230 Children's Literature. ***3 Credits*** **H**
Study of various genres in children's literature with focus on analysis of the content and quality of works from nursery level through the elementary grades. Prerequisite: EGL 1020 or EGL 1100 or EGL 1320 or EGL 1340.

EGL 2250 Literature for Teenagers. ***3 Credits*** **H**
Analysis of the content and quality of literature written for adolescents. Offered every other year. Prerequisite: EGL 1020 or EGL 1100 or EGL 1320 or EGL 1340.

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. Formerly EGL 121. Students may not receive credit for both EGL 121 and EGL 2270. Prerequisites: EGL 1010 and EGL 1020 with grades of C or better or permission of the instructor.

EGL 2320 Literature and Film. ***3 Credits*** **H**
A study of the various relationships between film and literature, examining such themes as self and society as well as relevant cinematic and literary techniques. Prerequisite: EGL 1020 or EGL 1100 or EGL 1320 or EGL 1340. (Honors version available.)

EGL 2330 Modern Literature. ***3 Credits*** **H**
Major writers, their themes and their views of the modern world. Prerequisite: EGL 1020 or EGL 1100 or EGL 1320 or EGL 1340. (Offered every other year.)

EGL 2370 Studies in Biblical Literature: The Old Testament. ***3 Credits*** **H**
Analysis of the Bible as literature, emphasizing major ideas, characters, themes and literary techniques of the Old Testament. Prerequisite: EGL 1020 or EGL 1100 or EGL 1320 or EGL 1340.

EGL 2390 Studies in Biblical Literature: The New Testament. ***3 Credits*** **H**
Analysis of the Bible as literature, emphasizing major ideas, characters, themes and literary techniques of the New Testament. Prerequisite: EGL 1020 or EGL 1100 or EGL 1320 or EGL 1340.

EGL 2410 Mythology, Legend and Folklore. ***3 Credits*** **H**
Overview of myth, legend and folklore, tracing themes and motifs common to Western and other literatures. Prerequisite: EGL 1020 or EGL 1100 or EGL 1320 or EGL 1340.

EGL 2430 Survey of Science Fiction. ***3 Credits*** **H**
European and American science fiction with emphasis on history, themes, forms and relationship to Western culture and literature. Prerequisite: EGL 1020 or EGL 1100 or EGL 1320 or EGL 13400. (Offered every other year.)

EGL 2440 Survey of Mystery and Detective Fiction. ***3 Credits*** **H**
Study of the literary genre of mystery and detective fiction, presenting an historical overview of the genre from its 19th century beginnings through the "golden age" of the early 20th century and the "hard boiled" detectives of the 1930s to contemporary writers as well as ethnic, regional and international authors. Students will read the fiction and also view selected films, analyzing the elements of mystery, its literary roots and its reflection of cultural contexts and issues. Prerequisite: EGL 1020 or EGL 1100 or EGL 1320 or EGL 1340. (Offered every other year.)

EGL 2500 Women in Literature. ***3 Credits*** **H**
Women's voices over the centuries expressed autobiographically and in short stories, plays and poems. Prerequisite: EGL 1020 or EGL 1100 or EGL 1320 or EGL 1340. (Offered every other year.)

EGL 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***

English as a Second Language (ESL)

Language Studies Department
Bladen Hall, Room 310
301-322-0946

All ESL courses meet for 3 class hours and 1 additional lab hour per week or equivalent.

ESL 0810 English as a Second Language: Basic Reading Skills. ***0 Credits (3 CEUs)***
For nonnative speakers of English whose reading ability is minimal. Develops vocabulary and basic reading comprehension. Continuing Education Units (CEUs) awarded for successful completion. Placement by exam.

ESL 0820 English as a Second Language: Elementary I. ***0 Credits (3 CEUs)***
For nonnative speakers whose English writing and speaking skills are minimal. Elementary grammar and English structures through writing and speaking. CEUs awarded for successful completion. Placement by exam.

ESL 1000 English as a Second Language: Elementary II. ***3 Credits***
For nonnative speakers whose English writing and speaking skills are limited. Practice in basic American English grammar and writing. Prerequisite: ESL 0820 with a grade of C or higher or placement by exam.

ESL 1010 English as a Second Language: Intermediate I. ***3 Credits***
For nonnative speakers whose writing and speaking skills are limited. Practice in low intermediate American English grammar, sentence structure and paragraph writing. Prerequisite: ESL 1000 with a grade of C or higher or placement by exam.

ESL 1020 English as a Second Language: Intermediate II. ***3 Credits***
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. Prerequisite: ESL 1010 with a grade of C or higher or placement by exam.

ESL 1050 English as a Second Language: Intermediate Reading Skills. ***3 Credits***
Acquainting nonnative speakers with American culture and idiomatic American English through reading and vocabulary development. Prerequisite: ESL 0810 with a grade of C or higher or placement by exam.

ESL 1060 English as a Second Language: Advanced Reading Skills. ***3 Credits***
Continuation of ESL 1050. Focus on reading, word and study skills, vocabulary expansion and summary writing. Prerequisites: ESL 1020 with a grade of C or higher and ESL 1050 with a grade of C or higher or placement by exam.

ESL 2010 English as a Second Language: Composition. ***3 Credits***
For nonnative speakers who have a good command of English. Focus on paragraph-length compositions and complex grammar and sentence structures. Prerequisite: ESL 1020 with a grade of C or higher or placement by exam.

ESL 2020 English as a Second Language: Advanced Composition. ***3 Credits***
For nonnative speakers whose writing and speaking skills are at a high level. Focus on essay writing and advanced grammar. Prerequisite: ESL 2010 with a grade of C or higher or placement by exam.

Forensic Science (FOS)

Public Safety and Law Department
Bladen Hall, Room 208
301-322-0553

FOS 2500 Forensic Science. ***3 Credits***
An introduction to 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. (Formerly FOS 101. Students may not receive credit for both FOS 101 and FOS 2500.) Prerequisite: Reading proficiency.

FOS 2510 Forensic Aspects of Death Investigation. ***3 Credits***
A medicolegal examination of death from mutual cooperation between the medical examiner and the homicide investigator. (Formerly FOS 151. Students may not receive credit for both FOS 151 and FOS 2510.) Prerequisites: FOS 2500. (Online version offered only in the fall semester.)

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. (Formerly FOS 152. Students may not receive credit for both FOS 152 and FOS 2520.) Prerequisite: FOS 2500. (Online and evening sections offered spring semester only.)

FOS 2530 Fire and Arson Investigation. ***3 Credits***
A study of the standards or guidelines for proper fire scene investigation. (Formerly FOS 153. Students may not receive credit for both FOS 153 and FOS 2530.) Prerequisite: FOS 2500. (Offered spring semester only.)

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. (Formerly FOS 154. Students may not receive credit for both FOS 154 and FOS 2540.) Prerequisite: FOS 2500. (Offered fall semester only.)

Forensic Science (FOS) *continues on next page*

Forensic Science (FOS) *continues from previous page*

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. (Formerly FOS 155. Students may not receive credit for both FOS 155 and FOS 2550.) 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. (Formerly FOS 157. Students may not receive credit for both FOS 157 and FOS 2570.) Prerequisite: FOS 2500. (Offered fall semester only.)

FOS 2580 Basic Accident Investigation. ***3 Credits***
An understanding of the latest methods of conducting traffic accident investigations. (Formerly FOS 158. Students may not receive credit for both FOS 158 and FOS 2580.) Prerequisite: FOS 2500. (Offered spring semester only.)

FOS 2590 Crime Scene Investigation. ***3 Credits***
A practical hands-on approach to evidence identification, documentation, collection and handling from the crime scene to the crime laboratory to presentation in court. A fixed lens 35 mm camera or digital camera is required by the student. (Formerly FOS 159. Students may not receive credit for both FOS 159 and FOS 2590.) Prerequisite: FOS 2500.

FOS 2600 Computer Forensics I. ***3 Credits***
(CyberWATCH common course equivalent: CW 170)

The investigation of computer-related crime, such as threatening e-mail, child pornography and Internet-related crimes. (Formerly FOS 160.) Students may not receive credit for both FOS 160 and FOS 2600. Prerequisites: CIS 1010 and FOS 2500. 2 class/2 lab hours.

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.

French (FRN)

Language Studies Department
Bladen Hall, Room 310
301-322-0946

All French courses meet for 3 class hours and 1 additional lab hour per week or equivalent.

FRN 1010 French for Beginners. ***3 Credits*** **H**
Introduction to the language (reading, writing, understanding and speaking) and to the culture of France and Francophone countries.

FRN 1020 French for Advanced Beginners. ***3 Credits*** **H**
Continued development of French language skills and cross-cultural understanding begun in FRN 1010. Prerequisite: FRN 1010 or two years of high school French or equivalent.

FRN 2010 Intermediate French I. ***3 Credits*** **H**
Intermediate study of the French language and Francophone culture, building on the foundation of French for Beginners. Prerequisite: FRN 1020 or three years of high school French or equivalent.

FRN 2020 Intermediate French II. ***3 Credits*** **H**
Continuation of FRN 2010 with emphasis on the culture of France and other Francophone countries. Prerequisite: FRN 2010 or four years of high school French or equivalent.

FRN 2040 Advanced Conversation. ***3 Credits*** **H**
Advanced preparation for students who wish to develop fluency and confidence in speaking French. Prerequisite: FRN 2010 or four years of high school French or equivalent.

Fire Science (FSC)

Public Safety and Law Department
Bladen Hall, Room 208
301-322-0553

Fire Science (FSC) courses are taught by the Maryland Fire and Rescue Institute (MFRI) at various locations within the state of Maryland and are restricted to employees and volunteers of the Fire/EMS Department. Credits for the MFRI courses will be transferred into the college based upon the recommendation of the American Council of Education (ACE) as published in the current edition of the National Guide to Educational Credit for Training Programs.

FSC 1010 Firefighter I. ***3 Credits***
Provides students with the knowledge and skills to safely and effectively perform basic firefighting operations as part of a firefighting team. Restricted to employees and volunteers of the Fire/EMS Department.

FSC 1020 Emergency Medical Technician Basic. ***6 Credits***
Provides students with the necessary knowledge and skills to perform emergency medical care in a pre-hospital environment at the basic life support level. Restricted to employees and volunteers of the Fire/EMS Department.

FSC 1030 Hazardous Materials Operations. ***1 Credit***
Provides the student with the knowledge and skills to perform hazardous materials first response. Restricted to employees and volunteers of the Fire/EMS Department.

FSC 1200 Principles of Building Construction (Combustible). ***1 Credit***
Provides knowledge about the classification system of buildings; the importance of fire resistance for structural support elements and the risks associated with performing fire-suppression activities inside and around buildings involved in fire. Restricted to employees and volunteers of the Fire/EMS Department.

FSC 1210 Principles of Building Construction (Non-Combustible). ***1 Credit***
Enables students to cite key features of non-combustible or fire-resistive buildings which affect emergency operations. Fire and safety concerns that exist in non-combustible and fire-resistive structures are studied. Restricted to employees and volunteers of the Fire/EMS Department.

FSC 1300 Emergency Vehicle Operator. ***2 Credits***
Provides students with information on sensible and safe emergency vehicle driving procedures and collision avoidance and will develop basic skills in the operation of fire and rescue service apparatus. Restricted to employees and volunteers of the Fire/EMS Department.

FSC 2010 Firefighter II. ***2 Credits***
Provides students with the knowledge and skills needed to become a journeyman firefighter. Restricted to employees and volunteers of the Fire/EMS Department. Prerequisite: FSC 1010.

FSC 2020 Truck Company Fireground Operations. ***1 Credit***
Provides the student with the fundamental principles of truck company operations and how they are integrated during fireground operations. Restricted to employees and volunteers of the Fire/EMS Department. Prerequisite: FSC 1010.

FSC 2060 Firefighter Survival and Rescue. ***1 Credit***
Provides students with the knowledge and skills needed to prevent death or injury by addressing concerns when operating on structural fires. Restricted to employees and volunteers of the Fire/EMS Department. Prerequisite: FSC 1010.

FSC 2910–2930 Fire Science Internships. ***1–3 Credits***
The internship is a practicum with measurable learning objectives designed to broaden the educational experience. Restricted to employees and volunteers of the Fire/EMS Department.

Geography (GEO)

History, Political Science and Geography Department
Marlboro Hall, Room 3078
301-322-0561

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*** **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.

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.

Health Education (HLE)

Health and Human Performance Department
Novak Field House, Room 104
301-322-0504

HLE 1150 Personal and Community Health. ***3 Credits***
Issues of individual and community health, emphasizing fitness, nutrition, emotional health, sexuality, substance abuse and social health. Fulfills PE/health degree requirement.

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. Formerly PED 200. Students may not receive credit for both HLE 2000 and PED 200.

HLE 2010 Health Issues in a Culturally Diverse Society. ***3 Credits***
Reviews the health issues and problems affecting ethnic minority groups in the United States. Emphasis will be placed on defining health problems and related issues, determining their current status and possible solutions. The American health care system will be evaluated for its ability to deal with the needs of all Americans. 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: ECE 1510.

Health Education (HLE) *continues on next page*

Health Education (HLE) *continues from previous page*

HLE 2210 Human Sexuality. *3 Credits*
Comprehensive study of the biological, physiological, developmental and social aspects of human sexuality from a multicultural perspective. Topics include male/female sexual physiology and response cycles, gender issues, contraception and abortion, conception/fertility issues, relationship sexuality, sexually transmitted infections, sexual dysfunction and treatment and sexual harassment and coercion issues.

HLE 2250 Health Issues for Women. *3 Credits*
Examines a broad range of health issues that are either unique to women or of special importance to women, including eating disorders, abuse and rape, self-esteem related to appearance and reproductive technology.

HLE 2300 Integrated Health and Physical Education. *3 Credits*
This course focuses on foundational knowledge about the interrelationship of behavior and health. It incorporates the concepts of movement to learning and development of motor skills and the leading of a healthy lifestyle.

HLE 2890H Honors Colloquium in Health Education. *3 Credits*
This honors colloquium will examine special topics in the field of health education and their relevance across disciplinary perspectives. The issues to be addressed in each colloquium will vary from semester to semester. These courses are designed for students in the Honors program but are open to others with the approval of the honors coordinator or the instructor. Prerequisites: Reading proficiency and permission of instructor/coordinator.

Health Information Management (HIM)

Allied Health Department
Lanham Hall, Room 304
301-322-0733

HIM courses are offered once per year in the fall or spring except for HIM 1530 which is offered every semester. A grade of C or higher must be maintained in all core program and required science courses. Program prerequisites require a C or higher.

HIM 1500 Fundamentals of Health Information. *5 Credits*
Organization of health care delivery; the health information management profession; emphasis on health record content and the accrediting and regulatory standards, legal aspects of releasing health information, retention and storage and retrieval systems. Prerequisites: Program admission, CIS 1010, BIO 2050; HIM 1530 completed or concurrent. 4 class/2 lab hours. (Offered fall only.)

HIM 1530 Medical Terminology. *4 Credits*
Usage, pronunciation, spelling and plural formation as they relate to body systems. Emphasis is on roots, prefixes, suffixes, eponyms, standard abbreviations, the use of medical terms in context and terminology related to cancer medicine, nuclear medicine and pharmacology.

HIM 1540 Directed Clinical Practice I. *1 Credit*
Supervised student practice in simulated laboratory and clinical practice settings; emphasis on storage and retrieval systems, MPI, incomplete documentation policies and procedures and release of health information and the associated computer applications. Prerequisite: HIM 1500. 4 clinical hours. (Offered spring only.)

HIM 1550 Disease Processes. *4 Credits*
Basic concepts of health and disease; causes, etiology, incidence and treatment of illnesses. Prerequisites: HIM 1530 and BIO 2050/2060. (Offered spring only.)

HIM 1580 Principles and Applications of ICD-9-CM. *4 Credits*
In-depth focus on the ICD-9-CM classification system, UHDDS data collection requirements for financial reporting and statistical research. Prerequisites: HIM 1500, HIM 1530 and BIO 2050/2060; HIM 1550 completed or concurrent or permission of program director. 3 class/2 lab hours. (Offered spring only.)

HIM 1600 Principles and Applications of CPT. *2 Credits*
Orientation to the coding principles of HCPCS/CPT. Special emphasis on application in the ambulatory and acute care environments. Prerequisites: HIM 1580 and HIM 1550 or permission of program director. 2 class/1 lab hours. (Offered summer only.)

HIM 1950–1990 Special Topics in Health Information Management. *1–3 Credits*
Designed for outreach into the community and for health information practitioners and students interested in health information careers. Different courses may be available each semester. Consult the schedule of classes for details.

HIM 2510 Health Information Statistics and Quality Improvement. *5 Credits*
Focuses on health data and vital statistics reporting, data presentation techniques, cancer programs and registries, quality assessment/improvement, utilization review and risk management. Prerequisites: MAT 1140, HIM 1580 and HIM 1600. 4 class/2 lab hours. (Offered fall only.)

HIM 2530 Health Information Management. *3 Credits*
Focuses on the management of a health information department and information technology. Prerequisites: HIM 2510 and MGT 1550. (Offered spring only.)

HIM 2550 Health Information in Alternative Care. *2 Credits*
Focus is on health information requirements in settings other than acute care. Content will include accreditation, regulations and reimbursement mechanisms as they relate to facilities such as hospice, home health, skilled and intermediate care, rehabilitation and mental health. Prerequisites: HIM 2510; HIM 2580 concurrent or permission of program director. (Offered spring only.)

HIM 2560 Directed Clinical Practice II. *3 Credits*
Supervised student practice in simulated laboratory and clinical practice settings; emphasis on inpatient and ambulatory coding with ICD-9-CM and HCPCS/CPT coding systems using encoder and grouper software, data abstracting and data retrieval from indices. Prerequisites: HIM 1540, HIM 1550, HIM 1580 and HIM 1600; HIM 2510 and HIM 2600 concurrent or permission of program director. 12 clinical hours. (Offered fall only.)

HIM 2580 Directed Clinical Practice III. *2 Credits*
Supervised student practice in simulated laboratory and clinical practice settings; emphasis on data access, analysis and data presentation, research methodologies, cancer registry abstracting, quality assessment/improvement, utilization review functions and specialized care facilities. Prerequisites: HIM 2510 and HIM 2560; HIM 2530 and HIM 2550 concurrent. 8 clinical hours. (Offered spring only.)

HIM 2600 Medical Reimbursement and Billing. *3 Credits*
Focus is on reimbursement and payment systems in acute and ambulatory care settings. Emphasis will be placed on prospective payment systems, third-party payers, medical claims processing and regulatory compliance issues. Prerequisites: HIM 1580 and HIM 1600; or HIM 1610 or permission of program director. 3 class/1 lab hours. (Offered fall only.)

History (HST)

History, Political Science and Geography Department
Marlboro Hall, Room 3078
301-322-0561

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 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 2110 History of Russia and the Soviet Union. *3 Credits* **SS**
Tsarist Russia from 1825, the Revolution of 1917, the Soviet regime and the former Soviet republics from 1991 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.

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.

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.

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.

HST 2360 History of Nazi Germany. *3 Credits*
Hitler's ideology, the rise of the National Socialist movement, the Nazi regime, World War II and the Holocaust. Prerequisite: Reading proficiency.

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.

HST 2450 African-American History. *3 Credits* **SS**
History of African-Americans from their arrival in the New World to the present. Prerequisite: Reading proficiency. (Honors version available.)

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 141 or HST 143 or HST 245.

HST 2910–2930 Cooperative Education. *1–3 Credits*

Honors

Honors program
Marlboro Hall, Room 1087
301-322-0433

Honors colloquia are interdisciplinary seminars which focus on varying subjects from semester to semester. These courses are designed for students in the Honors program, but are open to others with the approval of the Honors program coordinator or the instructor. Honors versions of standard courses are also offered. These colloquia are offered in most academic departments with the course number 2890 (e.g. EGL 2890H, POS 2890H).

Horticulture (HRT)

Biological Sciences Department
Chesapeake Hall, Room 100
301-322-0420

HRT 1010 Principles of Ornamental Horticulture. *4 Credits* **Sc**
Origins of horticulture and the classification, structure, growth and development of horticultural plants. Practical applications of horticultural principles and overview of the industry. 3 class/3 lab hours.

HRT 1030 Principles of Landscape Contracting and Design. *3 Credits*
Organizational, financial and managerial aspects of landscape contracting, including facilities, marketing, purchasing and quality control. 2 class/2 lab hours.

HRT 1050 Principles of Greenhouse Management. *3 Credits*
Principles and practices of greenhouse operation and management, including considerations of environmental requirements, plant response and economic factors. 2 class/2 lab hours.

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 1100 Promoting Professionalism in Ornamental Horticulture. *2 Credits*
Techniques for effective communication and positive professional relationships with business clientele.

HRT 1120 Identification of Tropical and Specialty Plants. *2 Credits*
Tropical and specialty plants used in interior plantscaping: identification, care and utilization. 1 class/2 lab hours.

HRT 1140 Annuals and Perennials. *2 Credits*
Culture, maintenance and identification of annual, biennial and perennial herbaceous plants of the mid-Atlantic region and their use in landscaping. 1 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 on evergreens and spring flowering trees. 2 class/2 lab hours.

HRT 1170 Woody Ornamental Plants II. *3 Credits*
(See description for HRT 1160.) 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 1210 Installation of Interior Plantings. *2 Credits*
Interior landscaping in malls, building lobbies and offices, including site evaluation, soils, drainage, mulches, lighting and installation. 1 class/2 lab hours.

HRT 1230 Interior Plantscape Maintenance. *2 Credits*
Indoor plant care and maintenance, including pest control and environmental requirements. 1 class/2 lab hours.

HRT 1250 Landscape Installation. *2 Credits*
Materials, methods and construction elements of landscaping from site preparation to installation. Laboratory includes a class project. 1 class/2 lab hours.

HRT 1270 Landscape Maintenance. *2 Credits*
Horticulturally sound landscape management methods and practices, including pruning, weed control, bed care and quality control. 1 class/2 lab hours.

HRT 1290 Nursery and Garden Center Management. *2 Credits*
Principles and techniques of nursery/garden center operation. 1 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.

HRT 2910-2930 Cooperative Education. *1–3 Credits*

Hospitality Services Management (HSM)

Hospitality, Tourism and Culinary Arts Department
Chesapeake Hall, Room 100
301-341-3090

HSM 1510 Introduction to the Hospitality Industry. *3 Credits*
Overview of hotel, food service and travel/tourism management. Special projects, readings, guest lectures and field trips are included.

HSM 1520 Convention Management and Service. ***3 Credits***
Defines the scope and segmentation of the convention and group business market, describes marketing and sales strategies to attract markets with specific needs and explains techniques to meet those needs as part of meeting and convention service.

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: Culinary Arts students only must take CUL 1100 concurrently.

HSM 1560 Catering and Banquet Planning. ***3 Credits***
Catering and banquet planning, including menu planning, purchasing, preparation, service details, sanitation and management. 2 class/3 lab hours. (Offered fall only.)

HSM 1620 Hotel and Resort Operations: Housekeeping Management. ***3 Credits***
Presents a systematic approach to front office procedures by detailing the flow of business through a hotel, from the reservations process to check-out and settlement. The course also examines the various elements of effective front office management, paying particular attention to the planning and evaluation of front office operations and to human resource management. Front office procedures and management are placed within the context of the overall operation of a hotel. Prerequisite: Reading proficiency.

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 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. ***1 Credit***
Introduction to bed and breakfast operations. Topics include concept development, capital requirements, operations and procedures. An overnight stay at a local inn included. One lecture session and field experience.

HSM 1750 Wines and Spirits—Mixology and Service. ***1 Credit***
Overview of wines, mixology, bar management and service techniques. Successful completion of course requirements earns Training in Alcohol Management Certification. (Minimum age 21.) 1 class/2 lab hours for 5 weeks.

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 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 1830 Hors d'Oeuvres and Appetizers. ***1 Credit***
Catering and home entertaining take on new excitement. Learn from the experts how to create visually spectacular taste sensations. 1 class/ 2 lab hours for 5 weeks.

HSM 1840 Classy Southern Cooking. ***1 Credit***
Old-time southern favorites are updated for modern palates. Sensational spices and unusual condiments are combined with a contemporary flair. 1 class/2 lab hours for 5 weeks.

HSM 1850 Fish and Shellfish Preparation. ***1 Credit***
This course will identify a large assortment of fish and shellfish as well as how to properly purchase and store them, prepare them for cooking and cook them by a variety of dry heat and moist heat methods. Seasonal and regional dishes will be highlighted when available.

HSM 1860 Catering and Event Planning. ***1 Credit***
A short course introducing the many facets of catering and event planning. Emphasis is placed on menu development, costing, purchasing and preparation. Also introduces organizational skills including service details, sanitation and legal responsibilities.

Hospitality Management Services (HSM) *continues on next page*

Hospitality Management Services (HSM) *continues from previous page*

HSM 1870 Chef Selection, Series I. ***1 Credit***
Designed to introduce culinary students to a series of different culinary topics. It provides the student with the basic knowledge of the foods, food styles and methods used to prepare food. Sanitation, nutrition and food costing will be introduced. Includes preparation and techniques, recipe development, tools and equipment requirements and presentation skills. This course includes appetizers, salads, pasta and desserts.

HSM 1880 Chef Selection, Series II. ***1 Credit***
Designed to introduce culinary students to a series of different culinary topics. It provides the student with the basic knowledge of the foods, food styles and methods used to prepare food. Sanitation, nutrition and food costing will be introduced. Includes preparation and techniques, recipe development, tools and equipment requirements and presentation skills. This course includes entrees, sauces and soups.

HSM 1890 Chef Selection, Series III. ***1 Credit***
Designed to introduce culinary students to a series of different culinary topics. It provides the student with the basic knowledge of the foods, food styles and methods used to prepare food. Sanitation, nutrition and food costing will be introduced. Includes preparation and techniques, recipe development, tools and equipment requirements and presentation skills. This course includes vegetables, potatoes, fish and shellfish.

HSM 2020 Food and Beverage Purchasing and Cost Control. ***3 Credits***
Covers the principles and procedures involved in an effective food and beverage control system, including standards determination, the operating budget, cost-volume-profit analysis, income and cost control, menu pricing, theft prevention, labor cost control and computer applications.

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 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 2070 Supervision in the Hospitality Industry. ***3 Credits***
Provides students with the principles of supervision as they apply specifically to the hospitality industry.

HSM 2100 Managing Service in Food & Beverage Operations. ***3 Credits***
Provides students with practical skills and knowledge for effective management of food service operations. It presents basic service principles while emphasizing the importance of meeting and, whenever possible, exceeding the expectations of guests.

HSM 2110 Hospitality Computer Applications. ***3 Credits***
Provides an overview of the information needs of lodging properties and food service establishments; addresses essential aspects of computer systems, such as hardware, software and generic applications; focuses on computer-based property management systems for both front office and back office functions; examines features of computerized restaurant management systems; describes hotel sales computer applications, revenue management strategies and accounting applications; addresses the selection and implementation of computer systems; focuses on managing information systems; and examines the impact of the Internet and private intranets on the hospitality industry. Students will receive training on MICROS and OPERA restaurant and hotel property management systems.

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 hotelkeeper and illustrates the possible consequences of failure to satisfy legal obligations.

HSM 2630 Hotel and Resort Operations: Front Office Management. ***3 Credits***
Functions of housekeeping, security, engineering and maintenance operations in property management and their coordination. Prerequisite: HSM 1620.

HSM 2640 Security and Loss Prevention Management. ***3 Credits***
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 2760 Hospitality Seminar. ***3 Credits***
This capstone course 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.

HSM 2910-2930 Cooperative Education. ***1–3 Credits***

Human Services (HUS)

Psychology Department
Marlboro Hall, Room 2054
301-322-0525

HUS 1010 Introduction to Human Services. ***3 Credits***
Provides an introduction to the field of human services as preparation for advanced study or employment in the human services profession. Beginning with historical developments, the course will

present issues encountered in the field as well as techniques and resources for intervention. An overview of human services ethics, research, model programs and policies will be covered. In addition, various specializations including youth care, rehabilitation, criminal justice and elder care services will be discussed. Students will develop fundamental active listening and response skills.

Humanities (HUM)

History, Political Science and Geography Department
Marlboro Hall, Room 3078
301-322-0561

HUM 1980 Artistic and Cultural Experiences. ***1 Credit***
Students earn college credit by independently attending plays, concerts, lectures, films, dance performances and art exhibits. One orientation session required. Course may be repeated for a maximum of 2 credit hours (Honors version available.)

Management (MGT)

Business Management Department
Bladen Hall, Room 210
301-322-0080

MGT 1010 Introduction to Business. ***3 Credits***
Basic characteristics of the business enterprise, its organization and role in a free society. Prerequisite: Reading proficiency. (Honors version available.)

MGT 1420 Organizational Development. ***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. Prerequisite: MGT 1010 or equivalent.

MGT 1500 Developing a Professional Image. ***1 Credit***
Techniques for developing a professional image. Attire, nuances of nonverbal communication and office etiquette.

MGT 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. Prerequisite: Reading proficiency.

MGT 1570 Small Business Management. ***3 Credits***
The basics of establishing and managing a small business. Developing a business plan, financing, managing employees and marketing. Prerequisite: Reading proficiency.

MGT 1600 Principles of Management. ***3 Credits***
The business organization, the functions of management and the role of the manager in the decision-making process. Prerequisite: Reading proficiency.

MGT 1620 Financial Planning and Investments. ***3 Credits***
Financial planning concepts, their application and the risk factor in the management of finances. Prerequisite: Reading proficiency.

MGT 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. Prerequisite: Reading proficiency.

MGT 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. Prerequisite: Reading proficiency.

MGT 1800 Microcomputer Applications for the Business Manager. ***3 Credits***
Introduction to computer business applications: word processing, spreadsheets, databases, graphics and communications. Prerequisite: Reading proficiency.

MGT 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.

MGT 1960 Managing in the Public Sector. ***3 Credits***
Introduction to the public sector. Application of management principles to federal, state and local governments. Examine the role of management in government, public responsibility and trends in the public management.

MGT 1990 Special Topics: Money and Banking I. ***3 Credits***
Provides an in-depth study of the Federal reserve System, financial institutions and the nature and effectiveness of the Federal reserve's use of monetary policy tools. This course is the first of two that prepare students to make a presentation before officials at the Federal Reserve Bank in Baltimore. (Also offered as ECN 1990. Students may not receive credit for both ECN 1990 and MGT 1990.) Prerequisite: ECN 1030 with B or higher and math proficiency.

MGT 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. Prerequisite: MGT 1010 or equivalent.

MGT 2500 Introduction to Federal Contracting. ***3 Credits***

Management (MGT) *continues on next page*

Management (MGT) *continues from previous page*

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. Prerequisite: Reading proficiency.

MGT 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. Prerequisite: Reading proficiency.

MGT 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. Prerequisite: Reading proficiency.

MGT 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. Prerequisite: Reading proficiency.

MGT 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. Prerequisite: Reading proficiency.

MGT 2550 Cost and Price Analysis. ***3 Credits***
Application of fundamental concepts and evaluation of contract price and cost principles. Prerequisites: Reading and math proficiencies.

MGT 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. Prerequisite: Reading proficiency.

MGT 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. Prerequisite: Reading proficiency.

MGT 2610 Human Resource Management. ***3 Credits***
Principles and practices of human resource management in the business organization. Prerequisite: Reading proficiency.

MGT 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. Prerequisite: Reading proficiency.

MGT 2650 Purchasing, Contracting and Materials Management. ***3 Credits***
Procurement and materials management, including specifications, source selection, pricing, contracting and inventory control. Prerequisite: Reading proficiency.

MGT 2660 Conflict Management. ***3 Credits***
Powerful techniques for dealing effectively and confidently with difficult situations. Building and strengthening more cooperative and productive working relationships. Prerequisite: Reading proficiency.

MGT 2680 Entrepreneurship. ***3 Credits***
Coverage of the basic characteristics of entrepreneurship and the free enterprise system. The course is designed to acquaint students with the many diverse areas of entrepreneurship, from beginning to end, including but not limited to: identifying a viable product or service, target markets, financing and ethics. It is designed to provide further understanding of the vital role of business ownership in a free society.

MGT 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. Prerequisite: Reading proficiency.

MGT 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. Prerequisite: Reading proficiency; MGT 1600 recommended.

MGT 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 MGT 2750.) Prerequisites: Reading and oral proficiency. (Honors version available.)

MGT 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. Prerequisite: Reading proficiency. BUS 1220 recommended.

MGT 2880 Disaster Recovery and Risk 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. Prerequisite: Reading proficiency.

MGT 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. Prerequisites: Reading proficiency and permission of instructor or honors coordinator.

MGT 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. Prerequisite: MGT 1010 or equivalent.

MGT 2910–2930 Cooperative Education. *1–3 Credits*

MGT 2990 Special Topics: Money and Banking II. *1 Credit*
Uses the concepts learned in MGT 1990 to develop a presentation on monetary policy that a team of students will deliver to Federal Reserve Officials at the Federal Reserve Bank in Baltimore. (Also offered as ECN 2990. Students may not receive credit for both ECN 2990 and MGT 2990.) Prerequisite: MGT 1990.

Marketing (MKG)

Business Management Department
Bladen Hall, Room 210
301-322-0080

MKG 2510 Introduction to Marketing. *3 Credits*
Principles and techniques of marketing goods and services, including advertising, sales promotion, retailing and wholesaling. Prerequisite: Reading proficiency.

MKG 2630 International Marketing. *3 Credits*
An understanding of the principles of marketing within the context of the international market. Prerequisite: Reading proficiency.

MKG 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. Prerequisite: Reading proficiency.

MKG 2730 Retail Business Management. *3 Credits*
Overview of retail business, including types of businesses, their organization, retail buying, selling, advertising and merchandising. Prerequisite: Reading proficiency.

MKG 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. Prerequisite: Reading proficiency.

MKG 2910–2930 Cooperative Education. *1–3 Credits*

Mathematics (MAT)

Mathematics Department
Marlboro Hall, Room 3046
301-322-0421

A grade of C or higher is required for any course used to satisfy a prerequisite for any other math course. All mathematics courses require extensive use of a computer and/or a graphing calculator. The Mathematics Sequences chart on page 134 is an overview of the sequences of courses offered by the Mathematics Department. Course descriptions should be checked for specific prerequisites. In addition, all math courses have a prerequisite of Reading proficiency.

MAT 1040 Intermediate Algebra. *4 Credits*
Continuing development and applications of algebraic, graphing, calculator and problem-solving skills, with emphasis on linear and non-linear expressions, functions, equations and inequalities. ("Non-linear" includes absolute value, polynomial, rational, radical, exponential and logarithmic.) Other topics include real and complex numbers, exponents and radicals. Prerequisites: Math placement score or DVM 0070 completed or equivalent. Reading placement score or DVR 0060 completed or concurrent or equivalent and CAP 1030 or PAS 1010 completed or concurrent. Does not satisfy general education mathematics requirement. Student must have graphing calculator.

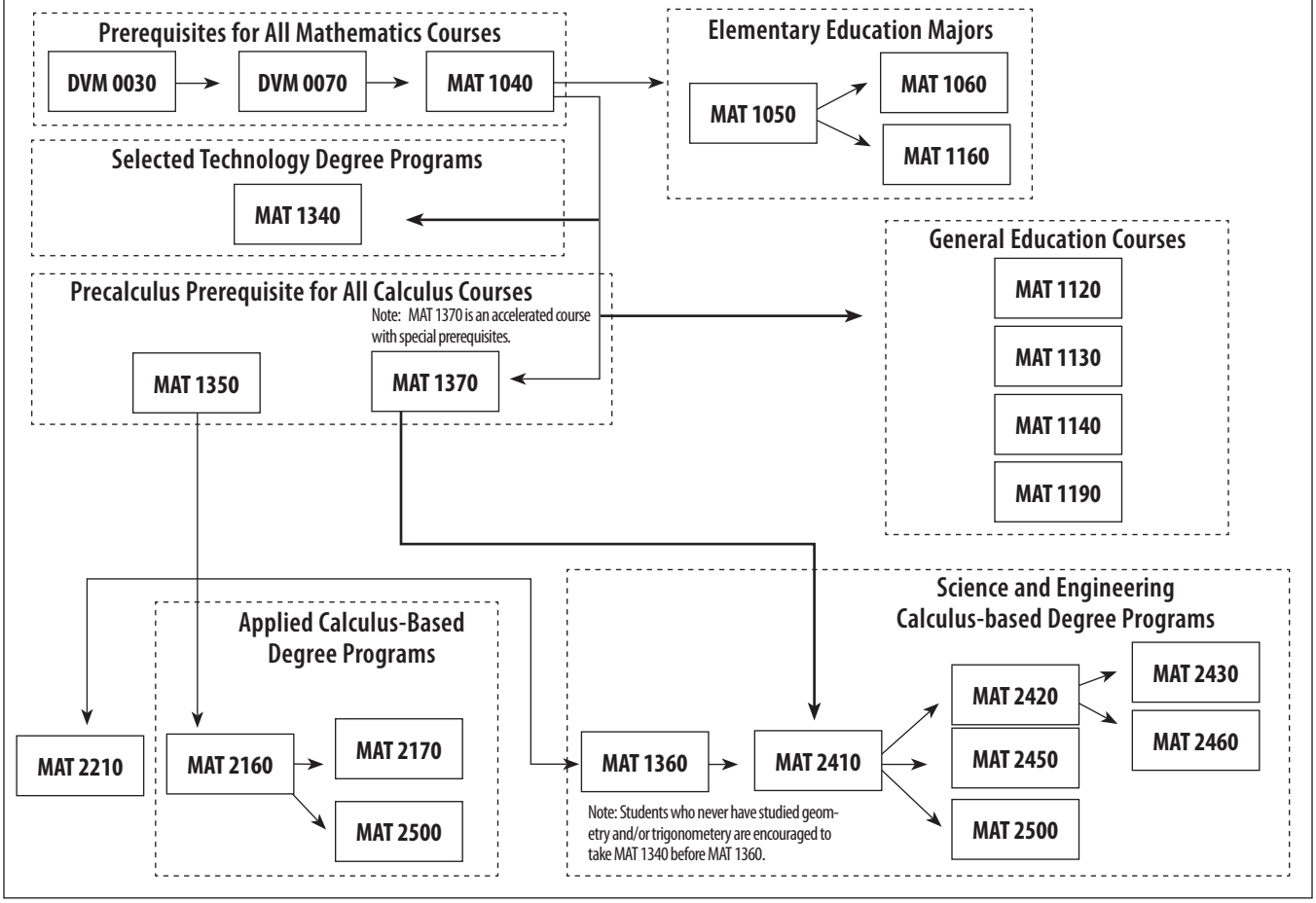
MAT 1050 Elements of Mathematics. *4 Credits* **M**
Designed for students preparing to teach at the preschool and elementary level. Overview of mathematical systems, including sets, natural numbers, integers, rational and irrational numbers, algorithms and computational methods. Prerequisite: Math placement score or MAT 1040 with grade of C or better. 3 class/2 lab hours.

MAT 1060 Elements of Geometry and Logic. *4 Credits* **M**
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 better. 3 class/2 lab hours.

MAT 1120 Finite Mathematics. *3 Credits* **M**
General overview of college-level mathematics with emphasis on applications to various fields. Use of functions, probability, statistics, graphing and computer techniques in problem-solving. Prerequisite: Math placement score or MAT 1040 with grade of C or better.

Mathematics (MAT) *continues on next page*

Mathematics Sequences



Mathematics (MAT) *continues from previous page*

MAT 1130 Mathematics for the Liberal Arts. ***3 Credits*** **M**
Survey of modern mathematics and applications, historical perspective and calculator/computer applications with emphasis on the liberal arts. Topics include: sets, probability and statistics, systems of numeration, modern algebraic structures and modern geometries. Prerequisite: Math placement score or MAT 1040 with grade of C or better.

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 1040 with grade of C or better. (Honors version available.)

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 better.

MAT 1190 Probability. ***3 Credits*** **M**
Probability and probability distributions. May be used as math elective for nontechnical majors. Intermediate algebra required. (Credit may not be received for both MAT 1190 and MAT 1160.) Prerequisite: Math placement score or MAT 1040 with grade of C or better.

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 1040 with grade of C or better. 3 class/1 lab hours.

MAT 1350 College Algebra. ***3 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. Prerequisite: Math placement score or MAT 1040 or MAT 1340 with grade of C or better. 3 class/1 recitation hour.

MAT 1360 Trigonometry and Analytic Geometry. ***4 Credits*** **M**
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. Successful completion of high school geometry and trigonometry or MAT 1340 is strongly recommended prior to this course. Prerequisite: Math placement score or MAT 1350 with grade of C or better. 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 MAT 1040 with grade of A or B. 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. (Honors version available.) Prerequisite: Appropriate math placement score or MAT 1350 with grade of C or better.)

MAT 2170 Applied Calculus II. ***3 Credits*** **M**
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 better.

MAT 2210 Statistics. ***3 Credits*** **M**
Introduction to statistical concepts and applications, including probability, random variables, sampling, hypothesis testing, regression and ANOVA. A statistical computer software package will be used. Prerequisites: MAT 1350 with grade of C or better. 3 class/1 recitation hour.

MAT 2410 Calculus I for Science and Engineering. ***4 Credits*** **M**
This is the first course in a 3-semester sequence of university level calculus for science, engineering and mathematics majors. This course is 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 better or MAT 1370 with a grade of C or better.

MAT 2420 Calculus II for Science and Engineering. ***4 Credits*** **M**
This is the second course in a 3-semester sequence of university level calculus for science, engineering and mathematics majors. This course 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 better.

MAT 2430 Calculus III for Science and Engineering. ***4 Credits*** **M**
This is the third course in a 3-semester sequence of university level calculus for science, engineering and mathematics majors. This course 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 better.

MAT 2450 Linear Algebra. ***4 Credits*** **M**
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. Prerequisite: MAT 2410 with grade of C or better.

MAT 2460 Differential Equations. ***4 Credits*** **M**
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 better.

MAT 2500 Mathematics of Discrete Structures. ***3 Credits*** **M**
For computer science majors. Sets, statements, algorithms, logic and proofs, relations, functions, induction, graphs, combinatorics, probability, matrix algebra. Prerequisite: MAT 2160 or MAT 2410 with grades of C or better. 3 class/1 recitation hour

MAT 2910–2930 Cooperative Education. ***1–3 Credits***

Multi-Disciplinary English/History (MLD)

History, Political Science and Geography Department
Marlboro Hall, Room 3078
301-322-0561

MLD 1410 Multi-Disciplinary EGL 1010/HST 1410.
6 Credits **E, SS**
A dual, interdisciplinary course applying the techniques of expository writing to the content of American history from the colonial period through the Civil War. Students will earn credit for both EGL 1010 and HST 1410. Prerequisites: Reading and writing proficiency or C or higher in EGL 1000 or in ESL 2020.

Multi-Disciplinary History/English (MLD) *continues on next page*

Multi-Disciplinary History/English (MLD) *continues from previous page*

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 better. 6 lecture hours.

Multi-Disciplinary Health Education (MHE)

Allied Health Department
Lanham Hall, Room 304
301-322-0733

MHE 1980 Continuous Quality Improvement (CQI). ***1 Credit***
Cross-disciplinary course outlining the link between improvement in outcomes and reduced cost. A must for all interested in learning accepted techniques to reduce inconsistency and to strive for quality and measurable outcomes in health care delivery. Professional continuing education units (CEUs) pending.

MHE 2000 Introduction to Medical Terms for Health Professionals. ***1 Credit***
This course 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.

Note: This is a self-directed course using CD-ROM and e-mail communication.

MHE 2900 Dysrhythmia Interpretation and ACLS Preparation.
2 Credits
Designed for second-year students in health technology programs or licensed health care professionals. Review of electrical conductivity of the heart and interpretation of atrial and ventricular dysrhythmias. Emphasis on preparation for the Advanced Cardiac Life Support Course using approved treatment algorithms of the American Heart Association. Computer practice simulations will be provided. Professional CEUs pending. Prerequisite: NUR 2510 or NUM 1560 or RAD 2410 or RST 1740 with minimum grade of C; or licensed health care professional.

MHE 2920 Advanced Cardiac Life Support: Provider Course.
1 Credit
Interdisciplinary two-day (15 hour) intensive course based on the latest consensus recommendations of the American Heart Association. The ACLS Provider Course implements case-based teaching using critical assessment and treatment action for 10 core cases of cardiovascular and cardiopulmonary emergencies. Lecture and laboratory learning.

Music (MUS)

Art and Music Department
Marlboro Hall, Room 1068
301-322-0955

MUS 1000 Fundamentals of Music Theory. ***3 Credits***
Preparation for MUS 1150 for those lacking a strong background. Basic principles of music theory. Prerequisite: Reading proficiency. 2 class/2 lab hours.

MUS 1010 Music Appreciation. ***3 Credits*** **H**
Appraisal of the different styles of music from the Middle Ages to the present time. Not open to music majors. Prerequisite: Reading proficiency.

MUS 1030 Concert Choir. ***1 Credit***
Mixed chorus performing music selected from the Renaissance to the present. Required for voice majors. May be repeated for up to 4 credits. 3 lab hours.

MUS 1050 Survey of Music Literature. ***3 Credits*** **H**
Survey of musical repertoire. Prerequisites: Reading proficiency and MUS 115 or permission of instructor.

MUS 1110 Jazz Ensemble. ***1 Credit***
Group performance for instrumentalists. Required for students taking applied instrumental lessons. May be repeated for up to 4 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. ***1 Credit***
Sight singing through use of the basic symbols of notation plus melodic/harmonic and rhythmic reading. Practice using standard music scores. 2 lab hours.

MUS 1290–1420 Applied Music (Private Instruction).* ***2 Credits***
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 1410–1420 Organ
Grade of C or better required in the first course in order to enroll in the second course in the sequence.

*Special Fee: $250.00 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 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***
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 permission of instructor.

MUS 1520 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. Prerequisite: Reading proficiency. 2 class/2 lab hours.

MUS 1600 MIDI Sequencing I. ***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. 2 class/2 lab hours

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 2290–2420 Advanced Applied Music (Private Instruction).* ***2 Credits***
Note: Enrollment in the first course in each two-course sequence requires a C or better in the 100-level courses offered in the same medium. Participation in the second semester of these two-course sequences requires a C or better in the first semester course. For example, students must have earned a C or better in MUS 1290 and 1300 in order to enroll in MUS 2290. They must then earn a C or better in MUS 2290, to qualify for enrollment in MUS 2300.
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 2410–2420 Organ

* Special Fee: $250.00 for private instruction, one hour per week per semester.

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***

Nuclear Medicine Technology (NUM)

Allied Health Department
Lanham Hall, Room 304
301-322-0733

NUM courses are offered once per year in the fall, spring or summer. Prerequisites require a grade of C or higher.

NUM 1550 Introduction to Nuclear Medicine Technology I.
4 Credits
Introduction to nuclear medicine. Topics include radiation physics, radiation detection and instrumentation and clinical applications of radionuclides. Prerequisites: Admission to the program, BIO 2050/2060, MAT 1120/1140, CHM 1010 or PSC 1150, CIS 1010 and PHY 1500, all with a grade of C or higher. 12 class hours for 5 weeks. (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. Prerequisite: NUM 1550. 6 class hours for 10 weeks. (Offered summer only.)

Nuclear Medicine Technology (NUM) *continues on next page*

Nuclear Medicine Technology (NUM) *continues from previous page*

NUM 2510 Nuclear Medicine Techniques I. ***3 Credits***
In-depth coverage of clinical procedures, instrumentation, diagnostic computer systems and advanced imaging techniques, including tomography. Prerequisites: NUM 1560; NUM 2530 concurrent. (Offered fall only.)

NUM 2520 Nuclear Medicine Techniques II. ***3 Credits***
Continuation of NUM 2510. Clinical nuclear medicine, department records and administration, radiation safety and radiation biology. Prerequisites: NUM 2510 and NUM 2530; NUM 2540 concurrent. (Offered spring only.)

NUM 2530 Clinical Nuclear Medicine Technology I. ***7 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 1560. 21 clinical hours. (Offered fall only.)

NUM 2540 Clinical Nuclear Medicine Technology II. ***9 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. 27 clinical hours. (Offered spring only.)

NUM 2550 Radiopharmacy and Radiation Chemistry. ***2 Credits***
Basic skills essential to the operation of a radiopharmacy. Production of radionuclides, how radiopharmaceuticals become FDA approved, quality control, adverse reactions, mechanisms of localization, methods of labeling, commercial kits and transportation of radiopharmaceuticals, DOT requirements, NRC requirements and inspections, radionuclide therapy and radiation safety. Prerequisite: NUM 1560. 2 class/1 lab hour. (Offered fall only.)

NUM 2600 Clinical Nuclear Medicine Technology III. ***4 Credits***
Continued practice in an affiliated hospital. The student will develop independent clinical techniques and create a clinical procedures manual. Prerequisites: NUM 2520 and NUM 2540. 36 clinical hours for 5 weeks. (Offered summer only.)

Nursing (NUR)

Nursing Department
Lanham Hall, Room 304
301-322-0731

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 better. No RN Nursing program prerequisite can be repeated more than once. LPN program prerequisites, EGL 1010, NUR 1000, BIO 2050, BIO 2060 and PSY 1010 also require a grade of C or higher. No LPN program prerequisite can be repeated more than once. Students must achieve a 2.50 GPA in the required prerequisites for either program.

NUR 1000 Introduction to Practical Nursing (PN). ***3 Credits***
This is an introductory course with a focus on preparing the student for the rigorous study required for clinical nursing courses. The patient-needs framework and nursing process concepts form the basis of the curriculum. Microbiology concepts related to nursing practices will be mastered by the students. Nursing history, dosage calculations, ethical and legal concepts, critical thinking and test-taking skills are content areas for this course. The student will be introduced to the socialization process of practical nurses. Upon satisfactory completion of this course and other prerequisites the student is eligible to petition for admission into the Practical Nursing program. Prerequisites: EGL 1010, BIO 2050, placement for college level algebra, officially enrolled as an LPN petitioner, BIO 2060 and PSY 1010 concurrent. 3 class hours. (Offered spring only.)

NUR 1010 Introduction to Nursing (RN). ***2 Credits***
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 concurrent. Upon successful completion of NUR 1010 the student may petition for admission to the Nursing program (RN). 2 class hours.

NUR 1020 Foundations of Nursing Practice. ***7 Credits***
This course introduces students to concepts about the individual, environment, health, nursing and the learning process. The acquired knowledge enables students to effectively meet patient needs across the lifespan. Introduction of nursing theory and practice that supports a safe, effective care environment, physiological and psychological integrity, as well as health promotion are emphasized. Guided practice in various health care settings is correlated with classroom and campus lab experiences. Prerequisites: NUR 1000 or NUR 1010, PSY 1010, BIO 2060, BIO 2010 completed or concurrent, admission into the Nursing program (LPN or RN). 15 weeks/3.5 class/10 clinical/2 lab hours.

NUR 1030 Reproductive Health. ***3 Credits***
This course presents a holistic approach to the care of the childbearing family. Emphasis is on principles and application of theory when using the nursing process in care of patients during all phases of the childbearing cycle. Disorders and diseases affecting the female and male reproductive tract are included. Clinical settings include mother-baby units, labor and delivery, neonatal intensive care, health clinics and postpartum home visits. Prerequisites: NUR 1020, PSY 2070 completed or concurrent. 15 weeks/1.5 class/4 clinical (12 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 a variety of supervised, structured health care settings. Prerequisites: NUR 1020; PSY 2070 completed or concurrent. 15 weeks/2.5 class/8 clinical/1.5 lab hours.

NUR 1050 Adaptation and Practices—PN. ***8 Credits***
This course includes the multifaceted approach to health promotion of children and adults with complex health needs. Nursing interventions for the patient with complex health problems in the areas of safe and effective care, psychosocial adaptation and physiological adaptation are included. The nursing role is developed with emphasis on health maintenance, health promotion and disease prevention. Selected clinical practices in the community and acute care settings allow the student to analyze and synthesize valuable skills and knowledge. Content also includes transition into practice, issues of the nursing profession, roles of the practical nurse and NCLEX-PN preparation. This is the culminating experience course for the PN program. Prerequisites: satisfactory completion of NUR 1000, NUR 1020, NUR 1030, NUR 1040 and completion of all other general education requirements for LPN certificate. 10 weeks: 6 class/18 clinical/4.5 lab hours. (Offered summer only.)

NUR 1060 LPN to RN Transition. ***6 Credits***
This course is designed to prepare licensed practical nurses for entry into the second year of the Associate Degree Nursing program. The nursing role is differentiated with emphasis on health maintenance, health promotion and disease prevention. Content will be presented within the patient-needs framework and include topics such as role transitioning, nursing process, documentation, communication and legal and ethical issues. The PGCC curriculum framework will be explored. Selected content from the first year of the associate degree program in physiological integrity, growth and development and dosage calculation will be reviewed. Supervised clinical practice in selected acute care and community settings will be provided. Independent study and review of previously learned concepts of nursing care of the maternity and newborn patient will be required. Upon satisfactory completion of this course the student is eligible to enroll in NUR 2010 and NUR 2020. Prerequisites: Admission to the Transition program. 4 class/5 clinical/3 lab hours. (Offered fall and spring.)

NUR 1070 EMT/Paramedic-RN Transition Option. ***8 Credits***
This 10-week course (offered in the summer only) is designed to prepare paramedics for entry into the second year of an Associate Degree Nursing program. Information from the first year nursing program courses is presented in a condensed format. The patient-needs framework of the curriculum, as well as nursing processes will be explored. Students are presented with effective methods of stress management, test-taking skills and critical thinking concepts. The nursing role is discussed with emphasis on health maintenance, health promotion, physiological and psychosocial integrity and adaptation. Pharmacological concepts will be integrated throughout the course content. Topics also include role transition, nursing process, documentation, communication, legal and ethical issues. The Prince George's Community College framework will be examined. Selected content for the first year of the associate degree program include acute and chronic health disorders, care of the patients during all phases of the child bearing cycle, disorders and diseases affecting the female and male reproductive tract and dosage calculations. Supervised clinical practice in selected long-term, acute care and mother-baby 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, PSY 1010 and PSY 2070 with grades of C or better.** (Offered summer only.)

NUR 2010 Nursing Care of Children and Families. ***3 Credits***
This course is designed to prepare students to meet the healthcare needs of children and their families from infancy through adolescence. Physiologic and psychosocial adaptation, safety and infection control, prevention and early detection of illness and health promotion and maintenance will be emphasized. Pharmacological concepts will be integrated throughout the course. Clinical experience will be provided in a variety of supervised healthcare settings and community sites. Prerequisites: NUR 1030, NUR 1040. 1.5 class/4 clinical (for 12 weeks)/1.5 lab hours.

NUR 2020 Physiological Integrity II: Nursing the Client with Multidimensional System Involvement. ***5 Credits***
This course is designed to assist students in the theoretical and practical application of the nursing process to meet the healthcare needs of clients with complex, chronic disorders with multidimensional system involvement and rehabilitation needs. Physiologic and psychosocial adaptation, prevention and early detection and self care will be emphasized, with a focus on outcome management and synthesis of information. Pharmacological concepts will be integrated throughout the course content. Clinical experience will be provided in a variety of supervised healthcare settings. Prerequisites: NUR 1030 and NUR 1040. 2.5 class/8 clinical/1.5 lab hours.

NUR 2030 Physiological and Psychosocial Integrity. ***6 Credits***
Nursing care for clients and families experiencing serious threats to physiologic and psychosocial integrity is studied in depth. Students synthesize and integrate knowledge, skills and abilities to evaluate and modify the plan of care; to independently plan, implement and evaluate the delivery of safe, effective care; to facilitate optimal physiological and psychosocial functioning; to assist client/family coping and adaptation; to maximize health outcomes. Clinical experiences will be provided in a variety of specialized healthcare settings in acute hospitals and community agencies. This is a culminating experience course for the RN program. Prerequisites: NUR 2010 and NUR 2020. 3 class/10 clinical/1.5 lab hours.

Note: The format of this course is expected to change for the Spring, 2010 semester. Contact the Nursing Department for more information.

Nursing (NUR) *continues on next page*

Nursing (NUR) *continues from previous page*

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. This is a culminating experience course for the RN program. Prerequisites: NUR 2010 and NUR 2020. 2 class/4 clinical hours. (60 clinical hours will be concentrated over five to six weeks)

Note: The format for this course is expected to change for the spring 2010 semester. Contact the Nursing Department for more information.

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)

Biological Sciences Department
Chesapeake Hall, Room 100
301-322-0420

NTR 1010 Introductory Nutrition. ***3 Credits*** **Sc**
Addresses basic information about essential nutrients and their functions in the body as well as known and hypothesized relationships between long-term diets and development of chronic diseases. The course addresses current issues in nutrition and food safety research. Course content includes current issues in weight management, interactions between nutritional status and physical fitness and food safety. (Formerly BIO 115. Students cannot receive credit for both BIO 115 and NTR 1010.) Prerequisite: Reading proficiency. (Honors version available.)

NTR 1100 Introduction to Food Science. ***3 Credits*** **Sc**
Introduction to basic chemical, physical and microbiological aspects of food and the ways in which these sciences are integrated into the food industry. Course will examine technical and practical aspects involved in harvest, storage, manufacture, preservation, packaging, distribution and marketing of food products. Current controversies in food science will be explored. (Formerly BIO 116. Students cannot receive credit for both NTR 1100 and BIO 116.) Prerequisite: Reading proficiency.

NTR 1200 Nutrition for Infants and Young Children. ***3 Credits***
Addresses basic information about essential nutrients and their functions in the body with a special emphasis on the needs of the infant and young child through age eight. The course also addresses topics relevant to current nutrition and food safety research. Students develop knowledge and skills particularly appropriate for early childhood educators and program administrators, including the role of nutrition in cognitive development, behavior, weight control and long-term health. The course also addresses regulatory issues and resources for continuing professional development. This course is open to and appropriate for non-early childhood education majors as a science elective. Prerequisite: Reading proficiency.

Paralegal (PAR)

Public Safety and Law Department
Bladen Hall, Room 208
301-322-0553

PAR 1510 Introduction to Law for the Paralegal. ***3 Credits***
An overview of the law, the court system and the role of the paralegal in preparing cases for trial and appeal. Prerequisite: Reading proficiency.

PAR 1550 Techniques of Legal Research. ***3 Credits***
Develops legal research skills. Students utilize a law library for preparing legal research assignments. Prerequisites: Reading proficiency and EGL 1000.

PAR 2510 Legal Writing and Documents. ***3 Credits***
Style and techniques of legal writing. Practice in drawing pleadings, agreements, contracts, deeds, mortgages, wills, trial briefs and memoranda. Prerequisites: PAR 1550.

PAR 2530 Torts and Insurance Law. ***3 Credits***
Torts recognizable in Maryland and defenses. Personal injury actions and insurance claims. Prerequisites: Reading proficiency. (Online section offered fall semester only.)

PAR 2540 Contracts. ***3 Credits***
Survey of laws governing the formation and breach of contracts, including defenses, statutes and remedies. Offered fall semester only. (Formerly PAR 1570. Students cannot receive credit for both PAR 1570 and PAR 2540.) Prerequisite: Reading proficiency.

PAR 2550 Real Estate Transaction. ***3 Credits***
The paralegal's role in the sale and titling of residential property. Not designed to meet Maryland real estate licensure requirements. Prerequisite: Reading proficiency. (Offered fall semester only.)

PAR 2570 Drafting Wills and Probating Estates in Maryland.
3 Credits
Organization and jurisdiction of the orphans' court and the procedures required in drafting wills and administering estates. Prerequisite: Reading proficiency. (Offered spring semester only.)

PAR 2580 Employment Law. ***3 Credits***
This course examines the rights and duties of employers and employees and the role of the paralegal 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 injury-on-the-job issues. (Formerly PAR 1580. Students cannot receive credit for both PAR 1580 and PAR 2580.) Prerequisite: Reading proficiency. (Offered fall semester only.)

PAR 2590 Domestic Relations. ***3 Credits***
Prenuptial and separation agreements and the laws affecting separation, divorce, alimony, child support, custody and visitation. (Formerly PAR 1590. Students cannot receive credit for both PAR 1590 and PAR 2590.) Prerequisite: Reading proficiency. (Offered spring semester only.)

PAR 2610 Legal Ethics for Paralegals. ***3 Credits***
Designed to address the subject of ethical considerations which apply to both lawyers and paralegals when dealing with clients, the courts and other parties to disputes. (Formerly PAR 1610. Students may not receive credit for both PAR 1610 and PAR 2610.) Prerequisite: Reading proficiency.

PAR 2650 Civil Litigation. ***3 Credits***
Survey of the rules regulating civil suits with practical exercises in interviewing clients and witnesses, analyzing documents and drafting pleadings. This is the culminating experience course for the associate's degree in Paralegal Studies. (Formerly PAR 1600. Students cannot receive credit for both PAR 1600 and PAR 2650.) Prerequisite: Reading proficiency.

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.

Planning for Academic Success (PAS)

Career Assessment and Planning Department
Bladen Hall, Room 122
301-322-0872

PAS 1010 Principles and Strategies of Successful Learning.
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. Co-requisite: DVR 0060.

Philosophy (PHL)

Philosophy Department
Bladen Hall, Room 310
301-322-0946

PHL courses require a satisfactory reading score on the placement test or satisfactory completion of appropriate DVR coursework.

PHL 1010 Introduction to Philosophy: The Art of Questioning. ***3 Credits*** **H**
Asking and answering the basic and meaningful questions of life and clarifying one's thinking in relation to self, others, laws, nature and God. Prerequisite: Reading proficiency. (Honors version available.)

PHL 1090 Introduction to Logic. ***3 Credits*** **H**
The elements of logic; how to translate ordinary language into logical form and craft valid arguments. Prerequisite: Reading proficiency.

PHL 1100 Critical Reasoning: Logic in the English Language.
3 Credits **H**
This course is a critical reasoning/informal logic course designed to teach students to evaluate logical arguments in daily life and conversation. Students will learn to recognize arguments, the difference between deductive and inductive reasoning and to recognize and identify informal fallacies. A large part of the course will be devoted to the logic of induction, including the role it plays in probability theory, statistical methods of reasoning and marking off the difference between science and superstition. Students also will learn the role of inductive logic and analogy in legal and moral reasoning, as well as in discovering causal connections. Prerequisite: Reading proficiency.

PHL 1150 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: Reading proficiency.

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***
Philosophic ideas in creative writings from Shakespeare to Sartre and from Job to Tolstoy. Prerequisite: Reading proficiency.

PHL 1270 Thinking About Religion. ***3 Credits***
Philosophical foundations of religious thought and the response of humanity to religious claims. Prerequisite: Reading proficiency.

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.)

Philosophy (PHL) *continues on next page*

Philosophy (PHL) *continues from previous page*

PHL 1350 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: Reading proficiency.

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*
Examination of ethical issues of the business world, including health on the job, consumerism, ecology and advertising. Prerequisite: Reading proficiency.

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 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 and Human Performance Department
Novak Field House, Room 104
301-322-0504

PED 1000 Lifetime Fitness and Leisure Activities. *1 Credit*
Develops basic skill level in selected activities. These courses are 1 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 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.

PED 1510 Motor Development and the Exceptional Child I. *3 Credits*
Working with physically, mentally, emotionally and/or socially handicapped children to promote therapeutic motor development. For early childhood, special and elementary education transfer students. 2 class/2 lab hours.

PED 1520 Motor Development and the Exceptional Child II. ***3 Credits***
Motor development and its relationship to the exceptional child. Refining practical motor development skills by working with children with disabilities. For early childhood, special and elementary education transfer students. Prerequisite: PED 1510. 2 class/2 lab hours.

PED 1530-1810 Skills Laboratories. ***1 Credit Each***
Basic skills and techniques in sport and physical activities for physical education majors. Recommended for youth league coaches. 3 lab hours.

PED 1570 Swimming
PED 1650 Baseball
PED 1670 Basketball
PED 1730 Tennis
PED 1790 Golf
PED 1810 Weight Training/Physical Fitness

PED 2910–2930 Cooperative Education. ***1–3 Credits***

Physical Science (PSC)

Physical Sciences and Engineering Department
Chesapeake Hall, Room 100
301-322-0420

PSC 1010 Introduction to Astronomy. ***3 Credits*** **Sc**
For nonscience majors. Introduction to the extraterrestrial environment, including astronomical concepts and theories. Prerequisite: Reading proficiency. (Honors version available.)

PSC 1020 Introduction to Astronomy Laboratory. ***1 Credit*** **Sc**
Laboratory experience in astronomy, including astronomical observations and techniques for studying spectra, planetary characteristics, stars and galaxies. Prerequisites: PSC 1010 completed or concurrent and Reading proficiency. 2 lab hours.

PSC 1050 Introduction to Physical Geology. ***3 Credits*** **Sc**
Processes and forces involved in the evolution of the Earth, morphology and composition and evaluation of geologic hazards. Prerequisite: Reading proficiency.

PSC 1060 Physical Geology Laboratory. ***1 Credit*** **Sc**
Rock and mineral identification and analysis and interpretation of geologic and topographic maps and aerial photographs. Prerequisites: PSC 1050 completed or concurrent and Reading proficiency. 2 lab hours.

PSC 1070 Oceanography. ***3 Credits*** **Sc**
Examination of the physical, chemical, geological and biological aspects of the Earth's oceans. Prerequisite: Reading proficiency.

PSC 1150 Fundamentals of Chemistry and Physics.
4 Credits **Sc**
Chemistry and physics concepts essential for health technology with emphasis on human systems. (Formerly PSC 151. Credit may not be earned for both PSC 1150 and PSC 1510.) Prerequisites: MAT 1040 and Reading proficiency. 3 class/2 lab hours.

PSC 1200 Exploring Chemistry and Physics Concepts. ***4 Credits*** **Sc**
Hands-on activity-based course is for students who plan to teach preschool through grade eight. Content is based on topics recommended by National Science Education Content Standards and the K–8 Science Outcomes document of Prince George's County Public Schools. Emphasis is on building process skills and content understanding using a constructivist-based teaching methodology. Prerequisite: Reading proficiency. 3 class/2 lab hours.

PSC 1210 Exploring Earth and Space Science Concepts. ***4 Credits*** **Sc**
Hands-on activity-based course covering topics in earth and space sciences for students who plan to teach preschool through grade eight. Content is based on topics recommended by National Science Education Content Standards and the K–8 Science Outcomes document of Prince George's County Public Schools. Emphasis is on building process skills and content understanding using a constructivist-based teaching methodology. Prerequisite: Reading proficiency. 3 class/2 lab hours.

PSC 2890H Honors Colloquium in Physical Sciences. ***3 Credits***
This honors colloquium will examine special topics in the field of physical science and their relevance across disciplinary perspectives. The issues to be addressed in each colloquium will vary from semester to semester. These courses are designed for students in the Honors program but are open to others with the approval of the honors coordinator or the instructor. Prerequisites: Reading proficiency and permission of the instructor or honors coordinator.

PSC 2910–2930 Cooperative Education. ***1–3 Credits***

Physics (PHY)

Physical Sciences and Engineering Department
Chesapeake Hall, Room 100
301-322-0420

PHY 1010 Introductory Physics I. ***4 Credits*** **Sc**
Fundamental concepts and basic laws of mechanics, heat and thermodynamics using a noncalculus approach. Not recommended for science/engineering majors. Prerequisite: MAT 1040 or appropriate test score. 3 class/1 rec/2 lab hours.

PHY 1020 Introductory Physics II. ***4 Credits*** **Sc**
Fundamental concepts of vibration and sound, electricity and magnetism, optics and modern physics. Prerequisite: PHY 1010. 3 class/1 rec/2 lab hours.

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.

Physics (PHY) *continues on next page*

Physics (PHY) *continues from previous page*

PHY 1560 Technical Physics for Radiography. ***3 Credits***
Basic principles of health physics and radiation, including biological effects and protection measures. For radiography students only. Prerequisite: RAD 1560. (Offered fall only.)

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*** **Sc**
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*** **Sc**
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 2910–2930 Cooperative Education. ***1–3 Credits***

Political Science (POS)

History, Political Science and Geography Department
Marlboro Hall, Room 3078
301-322-0561

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 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.

POS 2070 Introduction to International Politics. ***3 Credits***
Analysis of major factors influencing world politics and the conduct of foreign policy. Prerequisite: Reading proficiency.

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.

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***

Psychology (PSY)

Psychology Department
Marlboro Hall, Room 2054
301-322-0525

PSY 1010 General Psychology. ***3 Credits*** **SS**
University-parallel introductory course which surveys the field of psychology, including the study of behavior, cognitive processes, the concepts of memory, perception and sensation, consciousness, personality development, psychological disorders, psychotherapy and social behavior. Prerequisite: Reading proficiency level. (Honors version available.)

PSY 1150 Death and Dying. ***3 Credits***
Historical and current concepts of death and dying, including implications of euthanasia and suicide. Prerequisite: Reading proficiency.

PSY 2010 Personality and Adjustment. ***3 Credits*** **SS**
Theories of personality and personality development, personal adjustment and mental health. Prerequisite: PSY 1010. (Honors version available.)

PSY 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 EDU 2350.

PSY 2070 Human Growth and Development. ***3 Credits*** **SS**
Life-span psychology covers the physical, cognitive, social, emotional and moral development of the individual from conception until death. Prerequisite: PSY 1010. (Honors version available.)

PSY 2080 Abnormal Psychology. ***3 Credits*** **SS**
Focus on human behaviors and mental experiences that are unusual, unreasonable and distinct from cultural norms. Appropriate psychotherapeutic interventions as well as changing views of mental disorders are considered. Prerequisite: PSY 1010. (Honors version available.)

PSY 2090 The Psychology of Aging. ***3 Credits***
The biological, psychological, historical and cultural aspects of aging are presented in a multidisciplinary approach. Diversities in the aging experience are discussed. Prerequisite: PSY 1010.

PSY 2100 Psychology of Women. ***3 Credits***
An introductory course focusing on developmental, ecological, psychological and gender issues relevant to women. Prerequisite: PSY 1010.

PSY 2110 Psychology and African-Americans. ***3 Credits***
Examines the psychology of African-Americans from Afrocentric, historical, behavioral, developmental and humanistic perspectives. Prerequisite: PSY 1010.

PSY 2120 Drugs and Behavior. ***3 Credits***
Overview of the use of psychotropic drugs, including abused drugs as well as those used to treat mental disorders. Topics include legal and scientific issues relating to psychopharmacology, as well as its historical context. Treatment, law enforcement and educational perspectives are also considered. Prerequisite: PSY 1010.

PSY 2130 Forensic Psychology. ***3 Credits*** **SS**
Introduces concepts that unite psychology and the law and reviews statutes governing competency, insanity and involuntary commitment. Students will become acquainted with forensic assessment techniques, including the interview process, specialized training and the collection of collateral information. Also considered are the assessments of competency to stand trial, criminal responsibility and dangerousness. Pre-sentencing and child custody evaluations are discussed as well. Prerequisite: PSY 1010.

PSY 2190 Social Psychology. ***3 Credits*** **SS**
Covers predominant theories and research strategies, focusing on social cognition, including beliefs, judgments, behaviors and attitudes; social influence, including conformity, persuasion and group influence; and social relations, including the theories and research on aggression, prejudice, attraction and intimacy, altruism, conflict and peacemaking. Prerequisite: PSY 101.

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 2250 Business Psychology. ***3 Credits***
Introduces students to the major aspects in Industrial-Organizational Psychology. Students will learn how business psychologists study and apply psychological principles to a variety of organizational and management styles, human relations and personnel issues with relevance to various work settings and employee populations. Prerequisite: PSY 1010. (Formerly offered as PSY 2980 Industrial and Organizational Psychology. Students may not receive credit for both PSY 2980 and PSY 2250.)

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***

Radiography (RAD)

Allied Health Department
Lanham Hall, Room 304
301-322-0733

RAD courses are offered in fall, spring and summer sessions. The program admits a new group of students every fall semester. A minimum grade of C or higher must be achieved in all prerequisites and core courses to enter and remain in the program.

The course content within the Radiography Program is divided into the following modules:

Module I: Radiation Protection
Module II: Equipment Operation and Quality Control
Module III: Image Production and Evaluation
Module IV: Radiographic Procedures
Module V: Patient Care and Education
Module VI: Clinical Radiography

Each course encompasses a combination of modules designed to develop and expand the didactic and clinical knowledge base of radiography.

RAD 1410 Radiographic Procedures I. ***3 Credits***
Introduction to standard terminology and general and patient considerations from routine radiographic positioning and projections. Responsibilities of the radiographer for radiation protection of patients, personnel and the public are discussed. Emphasis is on radiographic procedures of the upper extremity and shoulder girdle, lower extremity, thorax and abdomen; incorporating related pathology and consideration of mobile, surgical, pediatric and geriatric patients. Prerequisites: Program admission; EGL 1010, MAT 1120, BIO 2050, BIO 2060 and MHE 2000. RAD 1500, RAD 1510 and RAD 1530 concurrent. 2 lecture/3 lab hours (Offered fall only.)

RAD 1420 Radiographic Procedures II. ***3 Credits***
Emphasis is on radiographic procedures of the bony thorax, vertebral column, pelvis and gastrointestinal system; incorporating related pathology and consideration of mobile, surgical, pediatric and geriatric patients. Image intensified fluoroscopic equipment and use of contrast media is included in course content. Special focus on surgical radiography. This course expands upon course content of RAD 1410, to include application of radiation protection, equipment operation and quality control, image production and evaluation and patient care and education. Prerequisites: RAD 1410, RAD 1500, RAD 1510 and RAD 1530. RAD 1540 and RAD 1580 concurrent. 2 lecture/3 lab hours. (Offered spring only.)

RAD 1430 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. Prerequisites: RAD 1550. RAD 2410 and RAD 2530 concurrent. (Offered fall semester only.)

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: MAT 1120, EGL 1010, BIO 2050, BIO 2060 and MHE 2000. RAD 1410, RAD 1510 and RAD 1530 concurrent. (Offered fall only.)

RAD 1510 Patient Care and Education I. ***2 Credits***
Introduction to principles of patient care as preparation for interactions in the clinical education setting. Focus on responsibilities to patients, peers and the profession to include professional, medicolegal and ethical issues. Infection control, aseptic techniques, vital signs, medical emergencies and pharmacology are included. Consideration of human diversity and cultural implications associated with health care. Includes medical terminology. Prerequisites: MAT 1120, EGL 1010, BIO 2050, BIO 2060 and MHE 2000. RAD 1420, RAD 1540 concurrent. 4 lecture 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: MAT 1120, EGL 1010, BIO 2050, BIO 2060 and MHE 2000. RAD 1410, RAD 1500, RAD 1510 concurrent. 2 days/8 hours/8 weeks. (Offered fall only.)

RAD 1540 Clinical Radiography II. ***4 Credits***
Second course in the clinical education component of the program. Expands upon knowledge and skills from previous clinical education courses. Supervised, competency-based clinical education with emphasis on application of comprehensive didactic knowledge and demonstration of proficiency in clinical practice. Emphasis on radiographic procedures of the bony thorax, pelvis, vertebral column and gastrointestinal system. Prerequisites: RAD 1410, RAD 1500, RAD 1510, RAD 1530. RAD 1420 and RAD 1580 concurrent. 2 days/8 hours. (Offered spring only.)

RAD 1550 Clinical Radiography III. ***4 Credits***
Third course in the clinical education component of the program. Expands upon knowledge and skills from previous clinical education courses. Supervised, competency-based clinical education with emphasis on application of comprehensive didactic knowledge and demonstration of proficiency in clinical practice. Emphasis on radiographic procedures covered during RAD 1410 and RAD 1420. Prerequisite: RAD 1420, RAD 1540 and RAD 1580. 4 days/8 hours. (Offered summer only.)

RAD 1580 Image Production and Imaging Equipment II.
3 Credits
Continuation of RAD 1500, exploring radiographic imaging systems in greater depth to include digital radiography. Quality con-

trol 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. Prerequisites: RAD 1410, RAD 1500, RAD 1510 and RAD 1530. RAD 1420 and RAD 1540 concurrent. (Offered spring only.)

RAD 2000 Computed Tomography Practicum. ***1 Credit***
Introductory clinical education course for computed tomography. Provides students with a basic understanding of computed tomography equipment and procedures. Provides students with a more complete understanding of correlative anatomy and diagnosis/treatment of disease. Prerequisites: RAD 2410, RAD 2530 and PHY 1430. RAD 2420, RAD 2430 and RAD 2570 and RAD 2540 concurrent. 4 hours/week. (Offered spring only.)

RAD 2410 Radiographic Procedures III. ***3 Credits***
Emphasis on radiographic procedures of the cranium 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/evaluation and patient care and education. Prerequisites: RAD 1550; RAD 2530 and RAD 1430 concurrent. 2 lecture/3 lab hours. (Offered fall only.)

RAD 2420 Radiographic Procedures IV. ***2 Credits***
The culmination of studies in radiographic procedures to include introduction of additional imaging modalities. 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 knowledge application and retention for lifelong learning and professional development. Prerequisites: RAD 2410, RAD 2530 and RAD 1430. RAD 2000, RAD 2430, RAD 2540 and RAD 2570 concurrent. (Offered spring only.)

RAD 2430 Patient Care and Education II. ***2 Credits***
Expands upon course content of RAD 1510, providing students with a greater understanding of administrative and financial considerations associated with radiographic procedures and medicolegal and ethical issues. Includes basic EKG and dysrhythmia interpretation, oxygen therapy, venipuncture and contrast media administration, pharmacology and assessment of the emergent patient. Focus on skills related to resume writing and obtaining an entry level position in the field of radiography. Prerequisites: RAD 2410, RAD 2530 and RAD 1430. RAD 2420, RAD 2540, RAD 2000 and RAD 2570 concurrent. (Offered spring only.)

RAD 2530 Clinical Radiography IV. ***4 Credits***
Fourth course in the clinical education component of the program. Expands upon the knowledge and skills from previous clinical education courses. Supervised, competency-based clinical education with emphasis on application of comprehensive didactic knowledge and demonstration of proficiency in clinical practice. Emphasis on cranial and pediatric radiography. Re-enforcement of application of radiation protection, equipment operation and quality control, image production and evaluation, patient care and education. Prerequisites: RAD 1550. RAD 2410 and RAD 1430 concurrent. 2 days/8 hours.

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 with emphasis on application of comprehensive didactic knowledge in clinical practice. This course serves as the culminating experience for the program, ensuring that graduates are prepared for entry-level positions in the field of radiography. Prerequisites: RAD 2410, RAD 2530 and RAD 1430. RAD 2420, RAD 2530, RAD 2000 and RAD 2570 concurrent. 2 days./8 hours.

RAD 2570 Preparation for ARRT Certification. ***1 Credit***
Review and discussion of all material covered during the course of the program in preparation for the ARRT certifying exam in Radiography. Didactic review of patient care and education, equipment operation and quality control, radiographic procedures, image production and evaluation, radiation protection and clinical radiography. Critical thinking and problem solving skills are challenged. Prerequisite: RAD 2410, RAD 2530 and RAD 1430. RAD 2000, RAD 2420, RAD 2430 and RAD 2540 concurrent. (Offered spring only.)

RAD 2960 Principles and Practice of Computed Tomography, Part I. ***3 Credits***
Board preparatory course providing students with knowledge in cross-sectional anatomy, patient care, imaging protocols and physics and instrumentation as they prepare for the ARRT certification exam in CT. Prerequisite: ARRT certification in Radiography or Radiation Therapy or ARRT or NMTCB certification in Nuclear Medicine. (Offered fall and spring only.)

RAD 2970 Principles and Practice of Computed Tomography, Part II. ***2 Credits***
Designed for those students who want to transfer their didactic knowledge to the clinical setting. Students will work under the supervision of registered CT technologists and board-certified radiologists as they perform CT examinations. Provides a base for completing competency requirements for the ARRT examination. Students must meet supporting-category requirement of registration in appropriate discipline as determined by the ARRT: Maryland State license, as applicable. Prerequisite: RAD 2960.

RAD 2980 Principles and Practice of Magnetic Resonance Imaging, Part I. ***3 Credits***
Board preparatory course providing students with knowledge in cross-sectional anatomy, patient care and safety, imaging protocols and physics and instrumentation as they prepare for the ARRT certification exam in MRI. Prerequisite: ARRT certification in Radiography or Radiation Therapy, ARRT or NMTCB certification in Nuclear medicine or ARRT or ARDMG certification in Sonography. (Offered fall and spring only.)

Radiography (RAD) *continues on next page*

Radiography (RAD) *continues from previous page*

RAD 2990 Principles and Practice of Magnetic Resonance Imaging, Part II. *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. Students must meet supporting-category requirement of registration in appropriate discipline as determined by the ARRT; Maryland state license, as applicable. Prerequisite: RAD 2980.

Real Estate (RLS)

Business Management Department
Bladen Hall, Room 210
301-322-0080

All real estate courses are offered in both credit and noncredit modes. Noncredit CEUs in RES 329 may be converted to academic credit through examination. RES 368 and RES 369 can be converted to RLS 1030. Consult program coordinator for details.

RLS 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. Prerequisite: Reading proficiency.

RLS 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. Prerequisites: Reading and arithmetic proficiency.

RLS 2910–2930 Cooperative Education. *1–3 Credits*

Residential Property Management (RPM)

Business Management Department
Bladen Hall, Room 210
301-322-0080

RPM 1010 Introduction to Residential Property Management. *3 Credits*
This course is designed to prepare students to manage multifamily 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. Prerequisites: Reading, English and mathematics proficiency.

RPM 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. Prerequisite: RPM 1010.

RPM 2910–2930 Cooperative Education. *1–3 Credits*

Respiratory Therapy (RST)

Allied Health Department
Lanham Hall, Room 304
301-322-0733

RST courses are offered once per year in the fall, spring or summer sessions I or II. A grade of C or better must be maintained in all prerequisites, program courses and required science courses.

RST 1530 Principles and Practice of Respiratory Therapy I. *3 Credits*
Orientation to basic principles of respiratory care to include medical terminology, history, professional organizations and credentialing system. Fundamentals of patient care will be introduced in didactic, laboratory and clinical arenas. Prerequisites: Admission to RST program and completion of BIO 2050, BIO 2060, PSC 1150 and MAT 1120; RST 1570 concurrent. 2 class/3 clinical 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 oxygen and carbon dioxide transport mechanisms, chemical control of breathing and acid-base interpretation. Prerequisites: BIO 2050, BIO 2060, MAT 1120 and PSC 1150; RST 1530 concurrent. (Offered fall only.)

RST 1600 Principles of Ventilatory Diseases. ***3 Credits***
Fundamental concepts of pulmonary pathophysiology and related cardiopulmonary disorders with application of diagnosis, treatment and patient management. Computer-assisted instruction utilized throughout the course. Prerequisites: RST 1530 and RST 1570; RST 1630 concurrent. (Offered spring only.)

RST 1630 Principles and Practice of Respiratory Therapy II. ***5 Credits***
Assessment, application and troubleshooting of fundamental respiratory therapy equipment as it applies to patient care. Coordinated didactic, laboratory and clinical components to enhance effective cognitive and psychomotor skills. Prerequisites: RST 1530 and RST 1570; RST 1600 concurrent. 2 class/2 lab/10 clinical hours. (Offered spring only.)

RST 1730 Clinical Practice in Respiratory Therapy III. ***3 Credits***
Continued clinical practicum covering general respiratory care procedures and pulmonary function technology. Prerequisites: RST 1600 and RST 1630. 27 clinical hours for 5 weeks. (Offered summer only.)

RST 1740 Ventilators and Introduction to Critical Care. ***3 Credits***
Concepts of mechanical ventilators and modes of ventilation with application to clinical practice. Prerequisite: RST 1730. 27 lab hours for 5 weeks. (Offered summer only.)

RST 2490 Neonatal Respiratory Care. ***2 Credits***
Designed to prepare students with theoretical understanding of fetal cardiopulmonary development, disease states specific to neonatal patients as well as implementation of physical assessment and adaptation of respiratory care modalities to meet the needs of this unique group of critically ill patients. Preparation for student entry into the neonatal critical care clinical rotation. Open to second-year respiratory therapy students, credentialed respiratory care practitioners and nurses interested in neonatal intensive care. Prerequisites: RST 1740; RST 2500 and RST 2530 concurrent. (Offered fall only.)

RST 2500 Pharmacology for Respiratory Therapy. ***3 Credits***
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 1740; RST 2490 and RST 2530 concurrent. (Offered fall only.)

RST 2530 Clinical Practice in Critical Care I. ***5 Credits***
Specialized clinical rotations in adult critical care with application of mechanical ventilation, hemodynamics and management of the patient in the critical care setting. Prerequisites: RST 1740; RST 2490 and RST 2500 concurrent. 15 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 and RST 2530; RST 2630 concurrent. (Offered spring only.)

RST 2630 Clinical Practice in Critical Care II. ***5 Credits***
Specialized clinical rotations in adult and neonatal critical care. Additional practice will be provided through home care and research facilities. Prerequisites: RST 2500 and RST 2530; RST 2620 concurrent. 15 clinical hours. (Offered spring only.)

Service Learning (SLN)

Service Learning Office
Bladen Hall, Room 210
301-322-0713

The Service Learning Program encourages the development of civic responsibility through students' participation in service projects within the community which support their academic objectives. Service Learning at Prince George's Community College is an academic component that can be integrated within the coursework of most disciplines and also is available as a separate independent credit course.

SLN 2010 Service Learning. ***1 Credit***
An independent volunteer experience of a minimum of 50 hours with a community organization that meets academic objectives within the student's educational discipline. May be repeated for a combined total of 6 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 6 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 6 SLN Credits.

Sociology (SOC)

Anthropology, Sociology and Economics Department
Marlboro Hall, Room 2054
301-322-0525

SOC 1010 Introduction to Sociology. ***3 Credits*** **SS**
Survey of sociological concepts and their application to socialization, social organizations and social change. Prerequisite: Reading proficiency. (Honors version available.)

Sociology (SOC) *continues on next page*

Sociology (SOC) *continues from previous page*

SOC 1020 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.

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 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 better.

SOC 2090 The Sociology of Minorities. ***3 Credits***
Outlines the establishment, maintenance and breakdown of dominance processes between ethnic, racial and religious groups with emphasis on cross-cultural and cross-national patterns. Prerequisite: ANT 1030 or POS 1010 or SOC 1010 or PSY 1010.

SOC 2400 Introduction to Public Health and Health Care Policy. ***3 Credits***
An interdisciplinary course taught by leaders in the field focusing on the many areas contributing to public health and health policy. The intent is to heighten awareness of learners as both citizens and voters in understanding the importance of public health and health care policy development in the United States. Site visits to local and state health departments and government agencies will be included. Prerequisites: Reading proficiency and EGL 1010.

SOC 2890H Honors Colloquium in Sociology. ***3 Credits***
This honors colloquium will examine special topics in the field of sociology and their relevance across disciplinary perspectives. The issues to be addressed in each colloquium will vary from semester to semester. These courses are designed for students in the Honors program, but are open to others with the approval of the honors coordinator or the instructor. Prerequisites: Reading proficiency and permission of instructor or honors coordinator.

SOC 2910–2930 Cooperative Education. ***1–3 Credits***

Spanish (SPN)

Language Studies Department
Bladen Hall, Room 310
301-322-0946

SPN 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.

SPN 1020 Spanish for Advanced Beginners. ***3 Credits*** **H**
Continued development of Spanish language skills and cross-cultural understanding begun in SPN 1010. Prerequisite: SPN 1010 or two years of high school Spanish or equivalent.

SPN 2010 Intermediate Spanish I. ***3 Credits*** **H**
Intermediate study of the Spanish language and culture building on the foundation of Spanish for Beginners. Prerequisite: SPN 1020 or three years of high school Spanish or equivalent.

SPN 2020 Intermediate Spanish II. ***3 Credits*** **H**
Continuation of SPN 2010 with emphasis on the history and culture of Spain and Latin America. Prerequisite: SPN 2010 or four years of high school Spanish or equivalent. Native Spanish speakers welcome with permission of the department.

SPN 2040 Advanced Conversation. ***3 Credits*** **H**
Advanced preparation for students who wish to develop fluency and confidence in speaking Spanish. Prerequisite: SPN 2010 or four years of high school Spanish or equivalent. Native Spanish speakers welcome with permission of the department.

SPN 2910–2930 Cooperative Education. ***1–3 Credits***

Speech Communication (SPH)

Communication and Theatre Department
Queen Anne Fine Arts Building, Room 113
301-322-0926

SPH 0950 Oral U.S. ***English for the Non-native Speaker. 0 Credits (3 CEUs)***
U.S. English speaking skills for non-native speakers with limited English language skills. Continuing Education Units (CEUs) awarded for successful completion. Prerequisites: ESL 0810 and ESL 1000 with a grade of C or higher or placement by exam. 3 class/1 recitation hour.

SPH 1000 Oral U.S. ***Communication Skills for the Non-native Speaker. 3 Credits***
Oral communication skills, emphasizing the ability to send clearly spoken messages and to listen accurately in U.S. English. Prerequisites: SPH 0950, ESL 1020 and ESL 1050 with a grade of C or higher or placement by exam. 3 class/1 recitation hour.

SPH 1010 Introduction to Speech Communication. ***3 Credits*** **H**
Oral communication theory and practice focusing on interpersonal, small group and public speaking skills. Prerequisites: Reading and oral proficiencies or SPH 1000 and ESL 1060 with a grade of C or higher. (Honors version available.)

SPH 1030H Honors Argumentation and Debate. ***3 Credits***
Principles, preparation and practice of oral argumentation and debate. Prerequisite: Enrolled in Honors program or permission of department.

SPH 1050 Group Communication and Leadership. ***3 Credits*** **H**
Fundamentals of small group communication, including structuring of groups and extensive practice in group discussion and meeting management. Prerequisites: Reading and oral proficiencies or SPH 1000 and ESL 1060 with a grade of C or higher.

SPH 1070 Voice and Diction. ***3 Credits***
Development of vocal skills and articulation through the use of the International Phonetic Alphabet. Prerequisites: Reading and oral proficiencies or SPH 1000 and ESL 1060 with a grade of C or higher.

SPH 1090 Interpersonal Communication. ***3 Credits*** **H**
Development of oral communication skills to enhance human interaction, including nonverbal and verbal language usage, listening, conflict management and multicultural communication. Prerequisites: Reading and oral proficiencies or SPH 1000 and 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 SPH 1000 and 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 SPH 1000 and ESL 1060 with a grade of C or higher.

SPH 1170 Oral Interpretation of Literature. ***3 Credits***
Theory and practice of performing prose, poetry and drama. Relationships of the oral interpreter to the work and the audience. Prerequisites: Reading and oral proficiencies or SPH 1000 and ESL 1060 with a grade of C or higher.

SPH 1210 Public Relations Techniques. ***3 Credits***
Public relations message design and dissemination. Prerequisites: Reading and oral proficiencies or SPH 1000 and ESL 1060 with a grade of C or higher. 2 class/2 lab hours.

SPH 1230 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: Reading and oral proficiencies or SPH 1000 and ESL 1060 with a grade of C or higher.

SPH 2180 Reader's Theatre. ***3 Credits***
Group performance of literature using prepared and original scripts. Prerequisite: SPH 1170 or THE 2010 or permission of department.

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 2750 Leadership Development. ***3 Credits*** **H**
Development of practical, effective workplace leadership skills through study, observation and application. Integrates readings from the humanities, experiential exercises, films and contemporary readings on leadership. (Credit may not be received for both MGT 2750 and SPH 2750.) Prerequisites: Reading and oral proficiencies or SPH 1000 and ESL 1060 with a grade of C or higher.

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***

Television, Radio and Film (TRF)

Communication and Theatre Department
Queen Anne Fine Arts Building, Room 113
301-322-0926

TRF 1310 Introduction to Mass Communication. *3 Credits*
Mass media systems: their history, regulation, aesthetics and contemporary impact. Prerequisites: Reading and oral proficiencies or SPH 1000 and 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 SPH 1000 and 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 SPH 1000 and 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 SPH 1000 and 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 SPH 1000 and 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 2910–2930 Cooperative Education. *1–3 Credits*

Theatre (THE)

Communication and Theatre Department
Queen Anne Fine Arts Building, Room 113
301-322-0926

THE 1010 Introduction to the Theatre. *3 Credits* **H**
Appreciating the director, the actor, the playwright and the people behind the scenes in today's theatre. Prerequisites: Reading and oral proficiencies or SPH 1000 and ESL 1060 with a grade of C or higher. (Honors version available.)

THE 1030 Introduction to Stage Technology. *1 Credit*
Overview of stage technology as a profession, including its history, architecture, jargon, opportunities, educational and practical requirements. Includes field work. Prerequisites: Reading and oral proficiencies or SPH 1000 and ESL 1060 (grades of C or higher) or permission of the department.

THE 1040 Staging/Grips. *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. Prerequisite: THE 1030 concurrent or completed or permission of the department. 2 class/ 4 lab hours.

THE 1050 Play Production. *3 Credits*
Basic elements involved in the production of plays in a community or nonprofessional setting. Prerequisites: Reading and oral proficiencies or SPH 1000 and 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. Prerequisite: THE 1030 concurrent or completed or permission of the department. 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. Prerequisite: THE 1030 concurrent or completed or permission of the department. 2 class/4 lab hours.

THE 1090 Fundamentals of Movement. *3 Credits*
An examination of various styles of movement for acting, including mime, dance and stage combat. Prerequisite: Reading and oral proficiencies or SPH 1000 and ESL 1060 with a grade of C or higher.

THE 1100 Concert and Stage Sound Reinforcement. *4 Credits*
Introduction to the job of a stage sound person, familiarity with stage and concert sound equipment, loading in show sound, setting up show sound and running show sound. Prerequisite: THE 1030 concurrent or completed or permission of the department. 2 class/4 lab hours.

THE 1110 Introduction to Stage Makeup. *2 Credits*
Theory and application of stage makeup, covering the creation of types, characters, race and historical periods. Prerequisites: Reading and oral proficiencies or SPH 1000 and 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. Prerequisite: THE 1010 with grade of C or higher.

THE 1150 Technical Theatre. *3 Credits*
Principles and production of scenery and lighting for the theatre. Prerequisites: Reading and oral proficiencies or SPH 1000 and ESL 1060 with a grade of C or higher.

THE 2010 Principles of Acting I. ***3 Credits***
The experience of acting, involving imagination, body movement, voice techniques, stage awareness and characterization. Prerequisites: Reading and oral proficiencies or SPH 1000 and ESL 1060 with a grade of C or higher.

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: THE 1010 with grade of C or higher.

THE 2040 Theatrical Audiovisual/Multimedia for Special Events. ***3 Credits***
Introduction to audiovisual equipment, routines of setting up special events and routines of working in convention and hotel venues. Prerequisite: THE 1060, THE 1080 and THE 1100 with a grade of C or higher or permission of the department. 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: THE 1010 with grade of C or higher.

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. Prerequisite: THE 2040 with a grade of C or higher or permission of the department. 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. Prerequisite: THE 1040 with a grade of C or higher or permission of the department. 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. Prerequisite: THE 2060 with a grade of C or higher or permission of the department. 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: THE 1060 and THE 2080 with a grade of C or higher or permission of the department. 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***

Women's Studies (WMS)

Philosophy Department
Bladen Hall, Room 310
301-322-0946

WMS 1010 Introduction to Women's Studies. ***3 Credits***
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.

Work-Based Learning (WBL)

Center for Work-Based Learning
Marlboro Hall, Room 2092
301-322-0136

WBL 2010 Preparation for Work-Based Learning. ***1 Credit***
Prepares students for participation in various work-based learning experiences, including internships, cooperative education and professional employment. Students will learn the skills and knowledge needed to obtain positions related to their academic disciplines, including resume preparation, communication and interviewing skills, job researching, evaluating job offers, workplace professionalism and on-the-job performance. Prerequisite: Reading proficiency.

Chapter 7
Transfer Opportunities

Many students who attend Prince George's Community College do so in order 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 adviser 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 adviser, students who intend to transfer to a public college or university within the state of Maryland may use a computerized system known as ARTSYS, developed by the University of Maryland, to determine which of our courses are best suited to their intended four-year major. Students who intend to transfer out of state may still use our curriculum planning guides, available online and from Advising and Transfer Services, to chart the ideal selection of courses. The department, located in Bladen Hall, Room 124, offers more focused, one-on-one assistance with transfer course planning and selection, especially for those who need help determining which college or university would be best in terms of their intended major and their financial requirements. Call 301-322-0151 for more information about Advising and Transfer Services.

Articulation Agreements

To increase transfer opportunities and baccalaureate degree options for students, Prince George's Community College has formed articulation agreements with many public and private four-year colleges and universities throughout the metropolitan area, including Maryland state universities. Articulation agreements maximize the number of credits students will be able to transfer from PGCC 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 pages 155–156 for students completing their studies at Prince George's Community College.

Articulation Agreements

Transfer Institution	Transfer Focus
American University	Bachelor's Degree in Business Bachelor's Degree Programs *(open to Prince George's Community College Honors Program graduates)*
Argosy University	Bachelor's Degree Programs *(open to PGCC A.A., A.S. and A.A.S. graduates)*
Baltimore International College	Bachelor's Degree in Business Management Bachelor's Degree in General Management
Bowie State University	Bachelor's Degree in Technology
Capitol College	Bachelor of Science Degree in Information Assurance Bachelor of Science Degree in Business Administration
Catholic University	Bachelor's Degree Programs *(open to PGCC Honors Academy graduates)*
Catholic University—Metropolitan College	Bachelor's Degree Programs *(open to PGCC Business Management A.A.S. and General Studies A.A. graduates)*
College of Notre Dame of Maryland	Bachelor's Degree in Business Administration
Excelsior College	This online college accepts up to 90 credits from PGCC graduates.
Georgetown University	Bachelor of Arts Degree in Liberal Studies
Goucher College	Bachelor's Degree Programs *(open to PGCC Honors Academy graduates)*
Howard University	Bachelor's Degree in Communications Program Bachelor's Degree Programs *(open to all PGCC graduates)* Bachelor's Degree Programs *(open to PGCC Honors Academy graduates)*
Johns Hopkins University/School of Continuing Studies	Bachelor's Degree in Business and Management *(open to PGCC part-time students and program graduates)*
Kaplan University	Bachelor's Degree Programs
Salisbury University	Bachelor's Degree in Fine Arts
St. Mary's College of Maryland	Bachelor's Degree Programs *(open to PGCC Honors Academy graduates)* Bachelor's Degree Programs *(open to PGCC Honors Program graduates)*
Stevenson University (Formerly Villa Julie College)	Bachelor's Degree in Nursing
Strayer University	Bachelor's Degree Programs *(open to all PGCC graduates)*
Towson University	Bachelor's Degrees in Elementary and Special Education and Maryland Teaching Certification *(open to PGCC A.A.T. graduates)* Bachelor of Technical and Professional Studies in Information Technology
University of Baltimore	Bachelor's Degree in Applied Information Technology Bachelor's Degree in Forensic Studies

Articulation Agreements *continues on next page*

Articulation Agreements *continues from previous page*

Articulation Agreements

Transfer Institution	Transfer Focus
University of Maryland Baltimore County (UMBC)	Bachelor's Degrees in Teacher Education Program and Maryland Teaching Certification *(open to PGCC A.A.T. graduates)*
University of Maryland College Park (UMCP)	Bachelor's Degree Programs *(open to qualified PGCC program graduates)* Hillman Entrepreneurs Scholarship Program: Competitive admission for aspiring entrepreneurs in any area of study. Funded by the David H. and Suzanne D. Hillman Family Foundation, Inc. Maryland Transfer Advantage Program (MTAP): PGCC students admitted to MTAP receive a 25 percent tuition discount on three courses at UMCP and guaranteed admission to UMCP when they graduate from PGCC.
University of Maryland University College (UMUC)	Bachelor's Degree Programs *(open to qualified PGCC program graduates)* General transfer agreements are in the following areas: Accounting, Business Administration, Business Management, Communication/Writing, Computer Information Systems, Criminal Justice, English, Forensic Science, Paralegal Studies, Psychology and Sociology.
Washington Bible College	A reciprocal agreement in which PGCC and Washington Bible College accept each other's credits as appropriate for specific majors.
Washington College	Bachelor's Degree Programs *(open to PGCC Honors Academy graduates)*

Chapter 8
Academic Information

Student Course Loads

Students are classified as full-time (12 or more credit hours in a semester), half-time (6 to 11 credits in a semester) or part-time (fewer than 6 credit hours in a semester). Developmental course CEUs count as the equivalent of credit hours when determining a student's full-time, half-time or part-time status. Audited courses do not count in this determination nor do classes from which a student has withdrawn. Students may not register for more than 18 credits without adviser approval.

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 grade report mailed to each student. Grades earned in courses awarded in transfer from other institutions are not used in the calculation of the cumulative GPA and are not reflected in total credits earned.

The following grades earned at the college are used in the calculation of the GPA:

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

The following grade designations are not used in the calculation of the grade-point average:

H. . . . . Audit (not for credits see below)
I. . . . . Incomplete (see below)
P . . . . . Passing (see below)
Q. . . . . Withdrawn for nonattendance (see below)
TP. . . . . Toward Passing (see below)
W . . . . . Withdrawal (see below)
N. . . . . No grade submitted at the time grades were being processed.

H (Audit) signifies that a course was not taken for credit. The tuition and fee charges for auditing a course are the same as for taking the course for credit, but auditing students are not evaluated and do not receive a grade.

I (Incomplete) is 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 Admissions and Records Office along with final grade rosters. 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 reregister for a course in which they have an I grade. It is the responsibility of the student to contact the instructor who assigned the I grade and arrange to complete the work required for a regular grade to be assigned.

P (Passing) signifies a passing grade in a nongraded course.

Q (Withdrawn for Nonattendance) is assigned by the instructor to a student who either never attended the class or who ceased attendance during the first 20 percent of the course. The Q grade is treated as a withdrawal, dated at the end of the third week of the term, or the equivalent. Once assigned, the Q will not be replaced with a W at a later time.

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

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

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 but an e-mail notice will be sent to each student informing them that grades are available online at the conclusion of each semester.

In the event that a grade appears to be incorrect, the student should contact the departmental office for the course in question. Students have until the end of the next semester (excluding summer) in which to contest a grade. It then becomes final. 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.

Transcripts and Enrollment Verifications

Official copies of transcripts may be obtained upon written request from the Admissions and Records Office, Bladen Hall, Room 126. "While you wait" service is available between 5 p.m. and 7 p.m., Monday through Thursday for up to three transcript copies per evening. Otherwise, transcripts are sent within seven days of receipt of the request. 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 new Web system. Go to www.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 enrollment 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.

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 is marked with the notation R, signifying that the course has been repeated. The new grade is entered for the appropriate semester of work and, unless a grade of W or Q was earned, the new grade becomes the one used in the calculation of the student's grade-point average for that course.

Students who, after receiving a D or an F grade in a course at Prince George's Community College, successfully complete a comparable course at another college, may use the transfer credit awarded for that course as a repeat of the course taken at this college. Students must be re-enrolled at the college and must request this treatment as soon as an official transfer evaluation is received by contacting the transfer evaluator in the Admissions and Records Office, 301-322-0803. In such cases, the grade earned at PGCC is marked with the notation RT 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 designation.

Students may attempt a course twice without special permission. Permission to attempt any course a third time must be granted by an adviser 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.

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.

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

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

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

Academic Forgiveness

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

Class Attendance/Participation

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

Faculty are required to administratively withdraw any student who fails to attend or participate in a class during the first 20 percent of its meeting dates. This withdrawal is recorded as a Q grade and is effective as of the end of the third week of the course or the equivalent 20 percent date for accelerated courses. It is treated the same as a student-initiated withdrawal in terms of its impact on the GPA.

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

Withdrawal from Classes

Students may withdraw from a class up until the published withdrawal deadline. This may be done online provided the student remains enrolled in at least one class. A student who wishes to drop all classes for a given semester must do so in person.

To withdraw from all classes for any cause during the semester, students must do the following:

- Visit the advising office at the most convenient college site to meet with an adviser and complete a semester withdrawal form.
- Sign the form and return it to the Admissions and Records Office on the Largo campus or to the administrative office at any extension site. Be sure to retain one copy of the form until you have received your end-of-semester grade report.

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 should ask the instructor for the withdrawal deadline. No student may withdraw after a course has ended or after a Q grade has been submitted by the instructor. The official withdrawal date is the date the Admissions and Records Office receives the proper, signed withdrawal form.

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

Academic Standing

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

Minimum Standards for Good Standing

1. Standards for students who have attempted 20 credit hours/credit hour equivalents or less, including one or more developmental education courses:

Courses Attempted	Completion Standard
2 or more	50 percent passing

2. 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 adviser, may register for no more than two

*For financial aid eligibility, however, each W or Q grade counts as one course attempt.

courses. Courses must be selected from those that an academic adviser 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. A student can be on academic restriction only once.

- **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

Students who are placed on academic restriction or academic dismissal may appeal their academic standing to the Academic Appeals Committee whose decision is final. Appeals to this committee must be in writing and forwarded to the program director of admissions and records no later than two weeks prior to the start of the semester in which re-enrollment is sought.

Academic Complaints

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.

Student ID Cards

All students must obtain a new photo ID card during the 2009- 2010 academic year! The college expects that students will be able to provide proper identification upon request and as a requirement prior to the use of college 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.

All credit students must carry their validated PGCC photo ID card. New students may obtain an ID card at the Library or from College Life Services commencing three weeks after classes begin in 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 a new ID card.

This year, returning students must get a new photo ID card as well.Then, they should go to the Admissions and Records Office in Bladen Hall or to the Library to have their ID cards validated for each semester after that. Photo ID cards and validation stickers also are available at University Town Center, Laurel College Center and the Andrews AFB degree centers.

Your photo ID will allow you 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.

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, employees and visitors and establishes a system of procedures for dealing with individuals charged with violations of the code and other rules and regulations of the college.

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 Web site 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, for whatever reason, will not be tolerated. Instructors will take appropriate actions to remove disruptive students from their classes. Students charged with disruptive behavior are subject to appropriate disciplinary action, which may lead to suspension or expulsion.

Falsification of Records

Intentional falsification of academic records, which includes but is not limited to grade reports, 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's 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 concentration courses, general education courses and elective courses. Program concentration courses are those required in order to specialize in the field the curriculum represents (i.e., management, criminal justice, art, etc.). General education courses are those required in order to fulfill college and state requirements for documentable learning in broad academic categories, such as science, mathematics or the humanities. Elective courses may be chosen by the student and allow the tailoring of a curriculum to the student's career or transfer objectives. Some curricula have few or no electives. Certificate programs consist primarily of program concentration courses 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 it appears in the catalog in effect either the semester of initial enrollment or the one in effect the semester of graduation.

Additionally, PAS 1010, Principles and Strategies of Successful Learning, is required for students when they take DVR 0060 College Reading and Study Skills. For more information about PAS 1010, see Chapter 2, Registering for Classes and Chapter 6, Course Descriptions.

Requirements for the Associate of Arts, Associate of Science, Associate of Applied Science and Associate of Arts in Teaching Degrees

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; at least 15 credit hours of this total must be earned at Prince George's Community College. No more than 30 hours may be earned through nontraditional learning modes and of those no more than 15 may be earned through portfolio assessment and/or challenge exams.
- Completion of the degree requirements of the specific curriculum in which the degree is to be awarded, including the general education requirements, as described in the college catalog issued for the academic year in which study in that curriculum began, or which was in effect during the academic year of the most recent readmission to the college. Students in Health Sciences curricula must complete the program concentration requirements in place at the time of enrollment in the first course in the concentration.
- An overall grade-point average (GPA) of at least 2.00 for all courses taken at this college.
- The filing of a formal application for graduation prior to the deadline published in the academic calendar. The Admissions and Records Office checks for completion of all degree requirements and verifies degree eligibility.

Graduating students also must take a brief standardized test designed to evaluate the college's general education program during their final semester. Information on this test will be provided at the time the application for graduation is filed.

Graduation with Honors

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

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

Requirements for Additional Associate's Degrees

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

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

Certificate Requirements

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

- Complete the course and credit requirements of the certificate program of study as specified in the college catalog in effect for the academic year in which study toward the certificate began or in effect for the academic year of the most recent readmission to the college.
- Earn at least 15 credit hours at this college, which are applicable to the certificate, except where special permission is granted by the vice president for instruction.
- In cases where a certificate program requires fewer than 15 credits, half of the required credits must have been earned at this college.
- Maintain an overall grade-point average of at least 2.00 for all courses taken at the college.
- File a formal application for graduation at the time of the final semester's registration.

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 Admissions and Records Office.

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 Admissions and Records Office, 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.

   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.

   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.

3. 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 which 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 which 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.

4. 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

Chapter 9
Student Opportunities and Resources

Hillman Entrepreneurs Program

Marlboro Hall, Room 2051
301-322-0700
Lisa Rawlings, Program Director
lrawlings@pgcc.edu
http://academic.pgcc.edu/hillman
http://www.hillman.umd.edu

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. The four-year Hillman Entrepreneurs Program is a **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 100 percent of tuition and fees
- Receive one-on-one advising and mentoring
- Develop entrepreneurial/leadership skills
- Be a member of a group of aspiring entrepreneurs
- Have summer job opportunities
- Earn an associate's degree from Prince George's Community College

How to continue as a Hillman Entrepreneur at University of Maryland College Park (UMCP)

- Receive a scholarship for up to 64 percent of tuition and a $1,000 merit scholarship
- Receive one-on-one advising and mentoring
- Continue to develop entrepreneurial/leadership skills
- Build business ideas with the help of on-site mentors
- Earn a bachelor's degree from UMCP

Selection Criteria

Students selected to be Hillman Entrepreneurs demonstrate:

- Potential for becoming a successful entrepreneur or leader within a larger organization
- Ability to be successful academically and graduate from PGCC and ultimately from UMCP

Program Requirements

Students must be:

- Maryland residents
- Enrolled (or eligible to enroll) at PGCC and taking college-level classes
- Enrolled in a program of study that transfers to UMCP (pre-law is not eligible)
- Available for afternoon or evening Hillman courses each semester
- Committed to additional program and team-building activities
- Progressing successfully towards graduation with an associate's degree in a transferable major at PGCC and towards graduation with a bachelor's degree at UMCP

Honors Programs and Organizations

Dean's List

Students who demonstrate high academic achievement are provided recognition through the Dean's List. To qualify for the Dean's List, the following conditions must be met:

- Be enrolled in a specific program of study
- Have completed at least 12 credit hours at the college with a GPA of at least 3.25

- Have earned at least 12 additional credit hours since the last time the student was on the Dean's List and maintained a 3.25 GPA during that period

Honors Academy

Marlboro Hall, Room 1087
301-322-0433
Melinda Frederick, Coordinator
mfrederick@pgcc.edu
http://www.pgcc.edu/prospective/areasofstudy/specialprograms/honorsacademy.aspx

The Honors Academy is designed for academically outstanding honors students who are interested in a rigorous program of academic excellence, intellectual development, leadership and community service.

Benefits of Academy Membership

Dual Admission

Honors Academy scholars may hold dual admission at Prince George's Community College and a partnering four-year institution. Honors Academy partnering institutions include American University, Catholic University, Goucher College, Howard University, St. Mary's College, Towson University, University of Maryland College Park and Washington College. Upon graduation from Prince George's Community College, the Honors Academy scholar receives Honors Academy recognition and may seamlessly transfer into a partnering institution. An Honors Academy scholar also may choose to transfer to a college or university that is not part of the dual admission agreement.

Financial Aid

An Honors Academy scholar receives financial support from Prince George's Community College as long as he or she satisfies the requirements of the academy and maintains his/her eligibility. Upon graduation from PGCC, the Honors Academy scholar will receive financial support from the partnering four-year college or university.

Excellent Education and Opportunities

At Prince George's Community College, Honors Academy scholars:

- Become members of the Honors Program and Honors Society
- Study with outstanding faculty
- Have an Honors Academy advisor
- May participate in research and internships
- Work with fellow academy scholars
- May be inducted into Phi Theta Kappa, International Honor Society for Two-Year Colleges

Application Requirements for the Honors Academy

Currently enrolled PGCC students must:

- Have a 3.5 cumulative GPA or higher, based upon at least 12 college credits
- Have at least six out of the 12 credits in general education courses
- Be currently enrolled in or eligible for admission into the Honors Program
- Have received a grade of B or better in EGL 1010
- Be eligible for MAT 1040 or higher

Incoming students must:

- Have applied for admission to PGCC
- Have a 3.50 minimum cumulative high school GPA and a 1550 combined essay, math and critical reading SAT score or
- Have a 3.25 minimum cumulative high school GPA and a 1650 combined essay, math and critical reading SAT score
- Be eligible for admission into the Honors Program

Obligations of an Honors Academy Scholar

Students admitted into the Honors Academy must:

- Be a full-time student
- Maintain a 3.5 cumulative GPA
- Perform 15 hours of community service each semester
- Take a leadership role in the Honors Society, Phi Theta Kappa and throughout campus
- Meet regularly with the Honors Academy advisor to determine the appropriate course of study
- Determine a timetable for completion of an associate's degree
- Complete a minimum of seven honors courses, one of which must be an Honors colloquium
- Graduate from Prince George's Community College

Honors Program

Marlboro Hall, Room 1089
301-386-7530
honors@pgcc.edu
http://www.pgcc.edu/prospective/areasofstudy/specialprograms/honorsprogram.aspx

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. Some of the benefits include:

- Stimulating classes that provide challenging course work and exciting class discussions
- The designation of honors courses on students' transcripts
- Citation in Honors designation for eligible students
- Awards to outstanding students
- An Honors Blackboard site highlighting Honors Program activities and student achievements
- Co-curricular activities sponsored by the Honors Society
- Membership in Phi Theta Kappa for eligible students
- The opportunity to meet, work and socialize with other honors students
- Use of the Honors Student Center in Marlboro Hall, Room 1088

Students are admitted to the Honors Program based on their college placement examination scores, high school or college grade-point average, recommendations from professors or an interview with the Honors Program coordinator. Admission is open to full- and part-time students. To determine eligibility,

complete a program application and return it to the Honors Program coordinator in Marlboro Hall, Room 1087. The Honors Program is designed to be compatible with other honors programs throughout the country. Honors courses may be used to fulfill academic requirements for an associate's degree in any given program at the college and for transfer to four-year colleges and universities. Talk to an academic advisor for more information on transferring credits.

Honors Program students may receive honors credit through contract or tutorial arrangements in regular sections of courses. Generally, credit may not be received for a course on a contract or tutorial basis if an honors version of the course is offered. All arrangements for contract credit are handled by the Honors Program coordinator.

Citation in Honors

Students may apply for and earn the Citation in Honors if they have been accepted into the Honors Program, completed a minimum of 15 credits in honors courses and earned an overall cumulative grade-point average of 3.25. Students should apply for the Citation in Honors during the semester in which they will complete the requirements. The Citation in Honors is awarded at the annual Student Honors Convocation in the spring.

Honors Society

Marlboro Hall, Room 1090
301-583-5293

The Honors Society provides students with co-curricular opportunities including a community service project each semester. The society sponsors a variety of events including a film series, guest speakers, social activities, field trips and visits to other colleges. The society meets regularly and is always seeking new members. Membership in the Honors Society is an excellent way to meet other students and get involved in college activities.

Phi Theta Kappa—Tau Pi Chapter

Marlboro Hall, Room 1090
301-583-5293

Phi Theta Kappa International Honors Society was founded in 1918 to recognize the academic achievement of students at two-year colleges. Phi Theta Kappa's programs are based on the hallmarks of scholarship, leadership, service and fellowship. The organization offers many transfer scholarships available only to society members. Other benefits include automatic nomination for the National Dean's List publication of outstanding students from two-year, four-year and graduate schools, as well as automatic enrollment in the Phi Theta Kappa database from which four-year and senior-level institutions actively recruit. Membership criteria includes a 3.50 GPA and a 15 credit hour minimum requirement. The Tau Pi chapter at Prince George's Community College inducts new members in the fall semester and at the annual Student Honors Convocation in the spring. As part of the leadership, service and fellowship hallmarks, Tau Pi Chapter members may participate in a community service project each semester.

Psi Beta

Department of Psychology
301-322-0547

Psi Beta National Honors Society in Psychology for Community and Junior Colleges, encourages and recognizes student scholarship and interest in the discipline of psychology. Students enrolled in psychology classes become members by invitation from the campus chapter, which is operated by Psi Beta student members and faculty sponsors. Students are invited to join Psi Beta if they rank in the top 35 percent of their class or have an overall grade-point average of 3.00 and have at least a B average in psychology. Psi Beta participates with Psi Chi, the national honor society in psychology for senior colleges and universities, at the American Psychological Association's annual meeting and other regional conventions.

Academic Support Services and Programs

African-American Studies Institute

Marlboro Hall, Room 2028
301-322-0535

The African-American Studies Institute (AASI) at Prince George's Community College is an intellectual hub for coordinating academic programs, courses and events focusing on the African experience throughout the Diaspora. The AASI fulfills this purpose through research, advocacy, community outreach, training and partnering to facilitate the examination of national and local issues and trends that impact Prince George's County in the areas of education, health, crime, economic empowerment and workforce issues. The objectives of the AASI are to:

- Promote African-American studies courses to enrich the Prince George's Community College academic program. (Refer to African-American Studies Option.)
- Partner with civic, political, economic and educational organizations in Prince George's County to develop action plans for addressing local and national issues impacting county residents
- Serve as an archive and clearinghouse for the dissemination of information, publications, research and resources concerning Africans throughout the Diaspora
- Provide a learning-centered, community-based vehicle for faculty, students, staff, scholars and community leaders to engage in cultural, historical, educational and scientific research and programming
- Create professional development opportunities and to 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 Africa

Center for Work-Based Learning (Internships)

Marlboro Hall, Room 2102
301-322-0136
H. Randall Poole, Coordinator
hpoole@pgcc.edu
http://academic.pgcc.edu/cwbl

The Center for Work-Based Learning (CWBL) provides students at Prince George's Community College with the opportunity to engage in supervised work experiences that align with their major course of study and contribute to their intellectual and career development.

Students apply classroom learning to real-world situations in their career fields. Faculty and on-site supervisors monitor students' training to assure learning relevant to their disciplines. Up to three college credits can be earned for work-based learning per semester and a total of six credits possible overall.

All students pursuing an Associate of Applied Science (A.A.S.) program of study will be required to complete a "culminating experience" (capstone and/or work-based learning course). Any student who meets the reading proficiency prerequisite may enroll in WBL 2010, Preparation for Work-Based Learning. This course prepares students to participate in a work-based learning field experience, such as internships or cooperative education.

Students are eligible to begin their work-based learning field experience after completion of 15 credits, six of which must be in their major and maintain a 2.0 or higher GPA.

Participating programs of study include Accounting, Art, Biology, Business Management, Chemistry, Computer Information Systems, Construction Management, Criminal Justice, Early Childhood Education, Engineering Technology, Forensic Science, Geography, History, Marketing, Mass Communications, Math, Music, Psychology, Sociology, Space Engineering Technology, Paralegal and Theater. Please contact the CWBL for those programs not listed.

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**
  For students interested in criminal justice, corrections, forensic science, paralegal/pre-law, fire science, or cybercrime investigation
  E-mail: AJCollegianCenter@pgcc.edu
- **Bernard Center**
  For students interested in business management and accounting
  E-mail: BernardCenter@pgcc.edu
- **Health Sciences Collegian Center**
  For students admitted to any of the Health Sciences programs
  E-mail: HealthSciencesCollegianCenter@pgcc.edu
- **Humanities Collegian Center**
  For students interested in art, communication, English, language studies, music, philosophy and theatre
  Web site: http://academic.pgcc.edu/hcc
  E-mail: HumanitiesCollegianCenter@pgcc.edu
- **PSE Collegian Center**
  For students interested in psychology, sociology and education
  E-mail: PSECollegianCenter@pgcc.edu
- **STEM Collegian Center**
  For students interested in science, technology, engineering and mathematics
  Web site: http://academic.pgcc.edu/stem
  E-mail: STEMCollegianCenter@pgcc.edu

Computer Labs

Bladen Computer Center
Bladen Hall, Room 104
301-322-0999

Health Technology Learning Center
Lanham Hall, Room 310
301-583-1583

Center for Advanced Technology Open Lab
Center for Advanced Technology, Rooms 101 and 201
301-322-0695 (day) or 301-322-7000 (evening)

Mathematics Learning Center
Marlboro Hall, Room 3104
301-583-5257

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 more than 100 networked PCs with Internet access and printing capabilities. The college also provides computer labs and services for students at the extension centers: Andrews Air Force Base, 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/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.

Developmental Studies Program

Marlboro Hall, Room 2118
301-322-0495

The Developmental Studies Program exists to help students develop academic skills for succeeding in college level courses. The program focuses on basic skills in reading, writing and mathematics. The program also emphasizes study and test-taking strategies, calculator and computer skills and laboratory skills—all important for success in college.

Students in the program use self-paced learning features such as computer-assisted instruction, computer-monitored feedback on individual progress and individualized laboratory experiences to improve specific skills.

Providing ways for students to make the most of their potential is a priority of the Developmental Studies Program. Students can work with mentors, counselors, faculty and peer tutors to address special needs and concerns. To give students more opportunities to use the program, daytime and evening courses are offered on the college's main campus in Largo. In addition, some developmental studies courses are offered at off-campus extension centers and online.

Most Developmental Studies courses are equivalent to four semester hours for academic load and tuition purposes and for financial aid eligibility. Continuing Education Units (CEUs) are awarded to students for successful completion rather than credits. Developmental Studies courses do not carry academic credit toward a certificate or an associate's 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)

Marlboro Learning Lab

The college provides additional support for students needing extra help to overcome academic deficiencies. Faculty members are available in their offices on a regular basis to help students. Learning lab technicians and specialists help students learn how to use computer programs and other technology used in developmental courses. Instructional program coordinators also are assigned in the Marlboro Learning Lab to work with students in the areas of writing, reading and mathematics to ensure a further understanding of software programs for drills, self-paced study, exercises on tape, video and other kinds of technologies to increase academic skills.

Trained math, English and reading tutors work with students one-on-one or in groups to overcome academic shortcomings. In addition, trained tutors in the Tutoring Center work one-on-one with students in writing and mathematics. For more information, call 301-322-0503.

International Education Center

Lanham Hall, Room 221
301-322-0750
Marlene Cohen, Coordinator
internationalcenter@pgcc.edu
http://academic.pgcc.edu/internationalcenter

The International Education Center is a welcome center for new students from other countries, providing academic support and assistance to students who need help with courses or with understanding the American higher education system. The Center brings international and American students together for learning enrichment activities, including a variety of discussion forums that foster awareness and understanding of cultural 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 communications. Additionally, the Center hosts a network of organizations in Prince George's County that serve international populations.

International Education Center Programs and Services:

- **British Debates**—The English-Speaking Union's selected British debate team presents global perspectives to PGCC students.
- **Guest Speakers**—Student panels and guest speakers present and discuss topics of interest to international students, such as the law and immigration, human trafficking, African and African-American perspectives and avenues to peace in the Middle East.
- **Global Café**—Students set up country tables at this event each semester to teach about their nations and their cultures, bringing traditional food, music, clothing, pictures and artifacts.
- **International Education Week**—This is an annual November celebration of the diverse cultures at the college.
- **International Populations Network**—This network brings together Prince George's County organizations and ethnic community groups that serve international populations, including county refugees and immigrants.
- **International Student Speakers Bureau**—International students volunteer to speak to groups on campus and in the classroom.
- **Kaleidoscope Club**—This social club provides opportunities for international students and U.S. American students to develop deeper understanding.

- **Learning Our Viewpoints**—This open student forum meets twice a month to discuss cultural, racial and religious perceptions.
- **Student Mentoring Partners**—Newcomers are paired with experienced students from their country or from the U.S. to learn about Prince George's Community College and practice U.S. English.
- **Travel Study Opportunities at Prince George's Community College**—The International Education Center offers information on travel study opportunities. In addition, the Business Management Department offers international travel during spring break as part of designated management courses. For more information on the courses that include international travel, call 301-322-0415. Other travel study opportunities can be found at the Maryland Community College International Education Consortium Web site: www.mcciec.org.

International Student Services and Programs

Admissions and Records
Bladen Hall, Room 126
301-322-0801

Academic Advising
Bladen Hall, Room 124
301-322-0151
advise@pgcc.edu

ESL (Language Studies) Department/Courses
Bladen Hall, Room 310
301-322-0946

Speech (Communication and Theatre) Department/Courses
Queen Anne Fine Arts Building, Room 113
301-322-0926

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.

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 Admissions and Records Office 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 the coordinator of International Student Services, 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.

Placement levels are as indicated:

	ESL Grammar	ESL Reading	SPH Speech
Basic			
Level 1	ESL 0820	ESL 0810	
Level 2	ESL 1000	ESL 0810	
Intermediate			
Level 1	ESL 1010	ESL 1050*	SPH 0950
Level 2	ESL 1020	ESL 1050*	SPH 0950
Advanced			
Level 1	ESL 2010	ESL 1060	SPH 1000
Level 2	ESL 2020	ESL 1060	SPH 1000
Mainstream			
	EGL 1010	any course with reading prerequisite	any SPH course

*Upon successful completion of ESL 1050, students are eligible to take: ACC 1000; any ART except 1010; any CAP except 1050; any CSM; any DVM; ECE 1000; ENT 1600; FRN 1010; HLE 1150, 2000, 2130, 2210, 2250 and 2300; any HRT; any HSM except 1620 and 1630; HUM 1980; MAT (with appropriate Math Placement Test score); MGT 1500, 1960 and 2680; MHE 1980, 2000 and 2920; MUS 1000, 1030, 1110, 1150, 1980 and all applied MUS classes; any PED; any SLN; SPN 1010.

The Learning Resources/Library

Accokeek Hall
301-322-0462
Reference: 301-322-0476
Circulation: 301-322-0475

The Library provides access to a wide variety of information resources, services and technologies. Materials are selected first for their relevance to the instructional programs and second for their potential to serve the cultural and recreational interests of the college and community.

The library collection consists of approximately 100,000 volumes, 300 print periodical titles, 8,000 online periodical titles and 15,000 audiovisual materials. Skilled professionals are prepared to help locate information needed for study and research. Access to state and national information resources is provided through interlibrary loan and the Internet. Books, periodicals and audiovisual materials are accessed through the web site at http://www-old.pgcc.edu/library.

Mentoring Program

Marlboro Hall, Room 2038
301-386-7587
Dawn K. Wadud, Coordinator
waduddk@pgcc.edu

The Mentoring Program provides first-time students (mentees) with a mentor who complements and supplements the institution's academic advising services to meet mentees' educational and career needs. The Mentoring Program offers an interdisciplinary and holistic approach to provide each mentee with an individualized

and customized learning experience. Thus, the mission is to endow each mentee with the necessary knowledge, skills and abilities to be successful in pursuit of his/her educational and career goals.

Program Outcomes:

- Increase mentees' decision-making abilities and self-confidence
- Develop rapport and a supportive relationship between mentor and mentee
- Establish a network and partnership among mentors and mentees
- Promote mentee success and learner-centered satisfaction
- Continually improve the efficacy and quality of the Mentoring Program through assessment
- Improve the college's student retention, engagement and graduation rates

Service Learning

Lanham Hall, Room 225
301-322-0713
Betty Habershon, Coordinator
bhab@pgcc.edu

The Service Learning Program encourages the development of civic responsibility through students' participation in service projects within the community which support their academic objectives. Through Service Learning, students learn actively, applying principles learned in the classroom while developing critical, reflective thinking as well as personal and civic responsibility.

Service Learning at Prince George's Community College is an academic component that can be integrated within the coursework of most disciplines and also is available as a separate independent credit course. Students who participate enhance their academic skills, while developing a better understanding and appreciation of civic responsibility.

Tutoring Center

Bladen Hall, Room 107
301-322-0748
www.pgcc.edu/current/academicresources/tutoringwriting.aspx

The Tutoring Center provides one-on-one and small group tutoring in a variety of subjects. Students are allowed to make two one-hour appointments per subject, per week for courses in which they are currently enrolled. Appointments can be made in person, by phone (301-322-0748) or on a walk-in basis (when a tutor is available).

Limited tutoring is available at University Town Center (301-277-5934) and at Laurel College Center (410-772-4162).

For more information, contact the Tutoring Center to receive a brochure or check out the Web page.

Writing Center

Bladen Hall, Room 107
301-322-0748
www.pgcc.edu/current/academicresources/tutoringwriting.aspx

The Writing Center offers one-on-one tutoring for any writing assignment in any 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.

Student Services and Special Programs

Advising and Transfer Services

Bladen Hall, Room 124
301-322-0151
301-583-5222 (Fax)
advising@pgcc.edu

The Advising Services staff help students develop a plan to accomplish their educational and career goals. Advisers:

- Provide pre-admission information
- Interpret placement test scores
- Assist with course selection
- Advise on general academic policies and procedures
- Provide information on transfer to other institutions
- Evaluate (unofficially) student records/transcripts to determine course/program eligibility
- Advise on choice of program of study or major appropriate for educational and career goals
- Conduct workshops on transfer, RetentionTRAX, ARTSYS and 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

Contact advisers in Bladen Hall, Room 124, 301-322-0151. Advisers for international students also are located in the Bladen Hall, Room 124. Students interested in selective admissions programs such as nursing, radiology, respiratory therapy, nuclear medicine, or health information management must meet with advisers to discuss special procedures to be followed for admission to these programs.

Advisement also is available at Andrews Air Force Base, 301-322-0778; University Town Center in Hyattsville, 301-277-5934; and Laurel College Center, 1-866-228-6110. Call 301-322-0151, for more information.

Air Force ROTC

Advising and Transfer Services
Bladen Hall, Room 124
301-322-0151
301-314-7644
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 and Job Services Center

Marlboro Hall, Room 2102
301-322-0109
career_jobs@pgcc.edu

The Career and Job Services Center helps students at all stages of career planning, including career exploration, choice of college major and career and career changes. Career advisers help clients identify career goals that use their skills, interests and values to meet their needs. Career planning skills are considered among the top ten skills employers expect of workers today.

The center offers comprehensive personal assessment and career planning services:

- 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) for assessment and information on occupations and educational programs
- Job Fairs (fall and spring)
- Internet access to career resources

The Career and Job Services Center also provides assistance to students seeking employment. Career advisers offer assistance in developing efficient and effective job-hunting strategies, including interviewing techniques and resumé writing skills. The office maintains job 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, and information sessions. Searching for employment has never been easier! www.myinterfase.com/pgcc/student/home.aspx

Cashier's Office

Bladen Hall, Room 120
301-322-0691

The Cashier's Office receives bill payments and resolves student account problems. It also manages the college's deferred tuition payment program, NBS/FACTS.

Counseling Services

Bladen Hall, Room 122
301-322-0649, 0092, 0093
counseling@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 also is available in the Health Education Center, Bladen Hall, Room 132.

Disability Support Services

Bladen Hall, Room 124
301-322-0838
301-322-0122 (TTY or TDD)
DSS@pgcc.edu

Students in need of classroom accommodations must provide current medical or educational documentation and meet with DSS staff in order to arrange appropriate accommodations. Students who need interpreters, scribes or recorded materials must register and submit a paid receipt to the Disability Support Services Office no later than one month prior to the start of classes in order to avoid possible delays in delivery of needed services.

The following services are provided:

Advising Services

- Academic advisement (Bladen Hall, Room 124)
- Classroom accommodations
- Intake/interview
- Placement testing accommodations (as needed)
- Disability-related counseling

Accommodations and Auxiliary Services

- Interpreters, readers, scribes
- Notetaking services
- Recorded textbooks or enlarged print materials
- Extended time and/or permission to tape lectures

Support Services

- Liaison with community agencies
- Access to TTY, Zoomtext software, Jaws for Windows

Drug and Alcohol Abuse Prevention Program

Bladen Hall, Room 132
301-322-0845

The college prohibits the unlawful manufacture, distribution, dispensing, possession or use of illicit drugs and alcohol by employees, students and others on property owned or controlled by the college, or on property that is used by students, employees and visitors in functions of the college, or as part of any college activity. It 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.

Contact the college's Health Education Center for information about drug or alcohol counseling, treatment, rehabilitation and reentry programs that are available or about the health and legal risks involved with the use of illicit drugs and the abuse of alcohol.

Enrollment Support Services

Admissions and Records Office
Bladen Hall, Room 126
301-322-0866
301-322-0119 (Fax)
301-322-1904 (TTY)

In addition to processing applications for admission and conducting registration for both credit and continuing education courses, the Admissions and Records Office performs a variety of other functions of importance to students. Some of these are:

- Determination of residency status for tuition purposes
- Evaluation of prior coursework for acceptance in transfer
- Certification of students for graduation
- Certification of veterans
- Transmittal of PGCC transcripts to other colleges and outside agencies
- Verification of enrollment to federal agencies, employers and external funding sources
- Maintenance and updating of student academic and demographic records
- Processing of requests for F-1 student visas
- Processing of petitions for admission to the Allied Health Programs

The office is open 8:30 a.m. to 8 p.m. Monday–Thursday and 8:30 a.m. to 5 p.m. on Friday.

Health Education Center

Bladen Hall, Room 132
301-322-0845
Emergency 0111 (on-campus only)

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.

Mentoring and Retention Program/ The ALANA Experience

Marlboro Hall, Room 2102
301-322-0174
ALANA@pgcc.edu

The ALANA (African, Latin, Asian, Native American) program provides structured mentoring relationships to improve the academic success, retention, graduation and transfer of student participants. All students are eligible to apply. ALANA encourages students to develop their full potential, develop their own vision for the future and foster a sense of connection to the campus. Some of the retention activities include individual and small group academic, career and personal support workshops; academic monitoring and development of an academic action plan; social and cultural activities; four-year college visitations; and affinity group participation designed for men, women and scholars.

Servicemember's Opportunity College

Bladen Hall, Room 126
301-322-0820

Prince George's Community College has been designated by the American Association of Community Colleges as a Servicemember's 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 director of the Admissions and Records Office.

Student Assessment Services Center

Bladen Hall, Room 100
301-322-0090 (for Academic Testing)
301-322-0147 (for Placement Testing)

In addition to administering the college's placement tests for new students, the Student Assessment Services (SAS) Center is the site selected by some instructors to have their classroom examinations administered outside of regular class times.

The center also coordinates the college's Credit by Examination Program, which allows students with prior experience in a given field to attempt to receive college credit for their knowledge through successful completion of challenge examinations.

Student Support Services (TRIO)

Marlboro Hall, Room 2087
301-322-0681; TDD: 301-322-0972
SSS@pgcc.edu

Student Support Services is a specialized program designed to provide individualized support to eligible low-income, first-generation and/or disabled college students to assist them in the completion of a college degree. The program provides tutoring, career and personal counseling, academic advising and cultural activities designed to enhance the development of academic skills, personal growth, career planning and cultural awareness. This program is funded through a four-year grant from the United States Department of Education.

Transfer Center

Bladen Hall, Room 124
301-322-0151
transfer@pgcc.edu

The Transfer Center is designed to provide students with the tools to make informed educational choices about transfer from the community college to four-year schools. Emphasis is placed on transfer to Maryland state universities, but some help is available for private and out-of-state schools, particularly in Virginia and the District of Columbia. Workshops are offered during the semester that attempt to help students better understand the transfer process. A statewide, Web-based articulation program (ARTSYS) is available to help students match community college courses and majors to those offered at every public university in the state. Assistance is provided in effective use of the ARTSYS program.

Computers are available for virtual college tours and catalog browsing. Transfer Day, held every semester, allows students to speak personally with college representatives from state and local four-year schools in order to validate their transfer choices.

Upward Bound (TRIO)

Marlboro Hall, Room 1082
301-341-3013

The Upward Bound program is designed to assist high school students who are low-income and/or potential first-generation college students to succeed in high school and to pursue post secondary education. Reinforcement of academic coursework, individualized and group tutoring, career/college exploration and cultural trips are emphasized throughout the academic year and during the six-week summer program. This program is funded through a four-year grant from the United States Department of Education in the amount of $250,000 per year.

Veterans Services

Bladen Hall, Room 126
301-322-0820
Veterans@pgcc.edu

Housed within the Admissions and Records Office, 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 VA educational benefits, VA policies and procedures regarding the receipt of those benefits, and special VA requirements and services that exist under each VA benefit program. Students must contact this office to activate or continue their benefits for every semester in which they wish to use them. Most forms can be completed online. To get information about VA benefit programs, visit the Department of Veterans Affairs Web site, www.gibill.va.gov. For information and forms specific to this college, go to www.pgcc.edu/prospective/collegeServices/veteransbenefits

Vocational Support Services

Marlboro Hall, Room 2102
301-322-0725

Vocational Support Services (VSS) provides instructional support to students enrolled in career programs. Workshops and individual assistance are offered in study skills and learning strategies. SuccessNet, a series of workshops and presentations on college success, is offered each semester. Staff also provide classroom presentations and consult with faculty on strategies for improving student learning. The first floor instructional area in Accokeek Hall has supplemental instruction materials related to anatomy and nursing courses.

The VSS program is funded through a grant from the Maryland State Department of Education, Division of Career Technology and Adult Learning.

Campus Life and Activities

Alumni Association

Development Office
Marlboro Hall, Room 2011
301-322-0858

The Prince George's Community College Alumni Association is open to all graduates of an associates or certificate program, former students of the college who have attained a minimum of 15 credits, or Workforce Development and Continuing Education students who have completed at least 4 non credit courses. Members of the Alumni Association receive identification cards that admit them to on campus movies, the library, Novak Field House and discounted use of the Natatorium. Members are also welcome to use the Career and Job Services Center and participate in the college's PC Purchase program.

Bookstore

Largo Student Center, First Floor
301-322-0912
www.pgccbookstore.com

Students may purchase books and supplies from the college bookstore, which is an independent facility that leases its campus location. The bookstore carries required textbooks and trade books, as well as a wide selection of supplies, athletic clothing, popular books and magazines and a variety of gift items and novelties. Special hours for holidays, registration and first week of classes are posted.

Child Care Services

Largo Campus
301-336-7740

The Childtime Children's Center offers full day care, hourly care and summer day camp child care services for the students, staff and faculty of the college. The center is an independent facility that leases its campus location. Such an arrangement allows the person with family responsibilities an opportunity to attend college classes on a full- or part-time basis. Qualified Prince George's Community College students pay a discounted hourly rate while attending classes.

Clubs and Organizations

See the current *Student Handbook* for an updated listing and descriptions of college clubs and organizations. More than 35 clubs and organizations are active on campus.

College Life Services Office

Largo Student Center, First Floor
301-322-0853

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 College Life Services Office 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, as well as an explanation of student rights and responsibilities, contact the College Life Services Office 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.

Fine Arts

Box Office
Queen Anne Fine Arts Building, Room 104
301-322-0920

The Liberal Arts division of Prince George's Community College sponsors a comprehensive cultural program that includes art exhibits (Marlboro Gallery), dance (Hallam Theatre), films (Rennie Forum), 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.

Food Services

Largo Student Center, Second Floor
301-322-0904

The food service area on campus is operated on a contracted basis. The area consists of a full service cafeteria, a cyber cafe, a vending area, catering services and food and drink machines in various campus locations. The hours of operation are as follows:

Cafeteria (Largo Student Center)
7:30 a.m.–6:00 p.m., Monday–Thursday
7:30 a.m.–2:00 p.m., Friday

Cyber Cafe (Center for Advanced Technology, Third Floor)
8:00 a.m.–8:00 p.m., Monday–Friday
8:00 a.m.–2 p.m., Saturday

Special hours are posted for periods when classes are not in session. Refunds on vending may be obtained from any cashier in the cafeteria, located in the Largo Student Center.

Intercollegiate Athletics

Novak Field House
301-322-0518

The Prince George's Community College Athletic Department is a member of the National Junior College Athletic Association (NJCAA) and the Maryland Junior College Athletic Conference (MD JUCO). Twelve intercollegiate teams represent the college in the NJCAA and MD JUCO: men's soccer, women's soccer, men's cross-country, women's cross-country, men's indoor track, women's indoor track, women's basketball, men's basketball, men's baseball, women's softball, men's outdoor track 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 Board

College Life Services Office
Largo Student Center, First Floor
301-322-0888

Elected by students, the Student Governance Board 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, First Floor
301-322-0853

The college supports two student-created publications. A student newspaper, *The Owl,* is published every three weeks during the fall and spring semesters. *Reflections,* a literary and arts magazine composed of poetry, short stories, artwork and essays submitted by students, is published once each semester.

Swimming and Exercise Facility

Robert I. Bickford Natatorium
Largo Campus
301-322-0676

The Robert I. Bickford Natatorium houses a 50-meter pool, training pool, weight training room and four racquetball courts. All of these are available to the college community and the public.

Note: The Robert I Bickford Natatorium will be closed for renovation for the 2009–2010 academic year.

Chapter 10
Workforce Development and Continuing Education

The Workforce Development and Continuing Education (WDCE) area provides a wide variety of noncredit workforce development, continuing education and community education programs. These courses and programs are designed to meet the learning needs of the county including local residents, businesses, government agencies and a variety of special populations with unique and special learning needs. More than 500 WDCE courses, workshops, and special programs are offered each year at more than 60 locations throughout the county. In order to provide these learning solutions, WDCE partners with dynamic, knowledgeable instructors, businesses, local government and nonprofit community services agencies.

WDCE courses and programs are organized under four divisions, each focusing on the learning needs of a specific target population (see additional information below):

1. The Workforce Development Institutes provide career-oriented workforce development solutions for individuals across a broad range of experience and capabilities.
2. The Center for Business and Industry Training provides customized employee development solutions for businesses and government agencies.
3. The Community Education division provides a diverse selection of cultural, educational, and practical noncredit classes and certifications for county residents across the entire spectrum from birth through seniors.
4. The Adult Education Program helps adults develop the basic academic and life skills necessary to prepare for the GED Tests, speak, understand, read and write English, enhance their participation as community and family members and succeed in the workplace.

Of the college's total enrollment of nearly 40,000 students, more than 22,000 are enrolled in noncredit WDCE learning solutions. A schedule of noncredit courses is mailed to county households four times each year.

Workforce Development Institutes (WDI)

The Workforce Development Institutes (WDI) consist of twelve clusters of industry-specific programs, courses, certifications and customized training solutions. Each institute offers industry-specific education and training solutions for entry-level professionals, mid-level managers and supervisors, senior-level executives, small business owners and entrepreneurs, and individuals seeking career change, upgrade, or trying to meet the requirements for a license or certification.

WDI courses and programs are organized around twelve Institutes, each focusing on one of the following industry clusters:

1. **Construction and Development**—includes skilled trades and construction management.
2. **Public Safety and Security**—includes law enforcement, corrections, fire and rescue and a state-approved police academy.
3. **Health Care**—includes certified nursing assistant (CNA), medicine aide, medical office assistant, medical billing, dental assisting, veterinary assistant and EMT.
4. **Transportation and Distribution**—includes Maryland Motor Vehicle Association required training for commercial truck drivers, new drivers, and motorcyclists, as well as automotive technician and repair.
5. **Hospitality and Tourism**—includes culinary arts, hotel/lodging management, food service management and conference/event planning.
6. **Retail Sales and Service**—includes sales, marketing, and related supervisory and management courses.
7. **Finance, Insurance and Real Estate**—includes real estate sales, real estate appraisal, casualty and life insurance, mortgage banking and finance.

8. **Business and Government Services**—includes management and supervision, human resource management, payroll management and the Business Owners Success Series (BOSS).
9. **Computers and Information Technology**—includes beginning, intermediate and advanced computer software and hardware, Microsoft and Cisco certifications.
10. **Graphics and Communications Technology**—includes Web design, Web site management and computer graphics.
11 **Education**—includes child care certification and teacher certification.
12 **Human Services**—includes professional development, training and education for employees of human service agencies.

Center for Business and Industry Training (CBIT)

The Center for Business and Industry Training (CBIT) creates and delivers customized employee development solutions through contractual agreements with local businesses and government agencies. CBIT has worked collaboratively with hundreds of local firms and government agencies over the years to improve employee recruitment and retention, implement new technology, upgrade worker skills, improve productivity and enhance their bottom lines. CBIT also helps to address anticipated workforce needs of businesses expanding or relocating to Prince George's County. Businesses served are from a wide range of sectors including technology, manufacturing, construction, education, health care, sales and services, finance, government services and other prominent industries in the Greater Washington-Baltimore Metropolitan Region.

Community Education

Community Education programs and courses offer a diverse selection of cultural, educational, and practical noncredit classes and certifications designed to enrich lives, build community and celebrate learning. Students' ages range from birth through seniors and topics include a wide range of individual interests.

Personal Enrichment

1. **Foreign Languages**—Several levels of French, Spanish, German, Latin, Biblical Greek and Spanish for the workplace.
2. **Sign Language**—Courses in interpreting for the hearing-impaired community.
3. **Communication Skills**—Speaking and presentation skills, creative and business writing.
4. **Personal Finance**—Investment basics; wills, estates and trusts; home-buying; and retirement planning.

Arts and Entertainment—Drawing, painting, dance, acting and music.

Recreation/Wellness/Fitness—Strength training, aerobic exercise, tai-chi, yoga, stress reduction and nutrition classes.

Special Studies and Topics of Special Interest:

1. **Floriculture**—Basic and advanced floral design, silk flower design and niche marketing for floral business owners/operators and design professionals
2. **Equine Studies**—Online courses in all aspects of horse behavior, care, training, ownership and showing
3. **Culinary**—Cooking classes for catering and for the general public
4. **Aquatics/Swimming Pool Certification**—Swimming lessons for all ages, aquatic exercise and lifeguard training

Programs for Youth and Seasoned Adult Populations

1. **Youth**—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 that are home schooled. For more information, call 301-322-0158
2. **Home School Initiative**—Provides home schooled children, ages 10 to 16, with quality instruction in the arts, sciences, fitness and music to augment their parents' educational efforts. For more information, call 301-322-0158.
3. **Adults Aged 60+ (S.A.G.E.—Seasoned Adults Growing through Education)**—Courses are specifically designed for senior citizens and open only to Maryland residents, aged 60 or older. For more information, call 301-322-0882.

Programs for Unique and Special Populations:

1. **Adults with Developmental Disabilities**—The College for Living offers evening courses designed to enhance living skills. For more information, call 301-322-0519.

Workforce Development and Continuing Education Courses and Programs

Course/Program	Entry -level	Intermediate or Advanced Level	Prepares for License or Certificate	May Award Continuing Education Units (CEUs)	Also Available Online
A+ Certification	•		•		
Accounting					•
ACLS Advanced Cardiac Life Support		•	•		
Acting and Entertainment Arts	•				•
American Society for Quality (CMQ)			•		
Automotive Service Technology	•		•		
Building Maintenance Engineer	•				
Cable Installation (BICSI Certification)	•		•		
Case Manager/Delegating Nurse in Assisted Living			•		
Certified Nursing Assistant	•		•	•	
Child Care	•	•	•	•	
Cisco Certified Networking Associate (CCNA)			•		
Commercial Driver's License (CDL)			•		
Communication Skills, Spoken and Written	•	•	•	•	•
Computer-Aided Drafting	•				
Computer Training	•	•	•	•	•
Construction Management	•	•	•	•	
Cooking/Culinary Arts	•				
Cosmetology/Hair Braiding	•		•		
CPR and First Aid			•		
Dental Assisting	•		•		
Driver Education	•		•		
EKG Monitoring	•				
Electrical Training	•	•	•	•	
EMT-B Emergency Medical Technician-Basic	•		•		
EPA Technician			•		
Equestrian Training and Management	•	•	•		•
Event Planning Management	•	•		•	
Floral Design	•	•			
Food Service Management			•		
Graphic and Web Design	•	•	•	•	
HVAC/R Heating/Ventilation/Air Conditioning	•		•	•	
Help Desk Technology	•		•	•	
Home Health Aide	•		•		
Hospitality Management	•	•	•	•	

Course/Program	Entry -level	Intermediate or Advanced Level	Prepares for License or Certificate	May Award Continuing Education Units (CEUs)	Also Available Online
Human Resource Management (SHRM Certification)			•		•
Insurance	•		•		
International Public Management Association (IPMA)			•		
Landscaping	•				
Languages, Foreign and Sign	•	•		•	
Law Enforcement (Police Academy)			•		
Lifeguard Certification			•		
Locksmithing/Security	•	•	•	•	
Management, Leadership and Supervision	•	•		•	•
Medical Billing	•				
Medical Office Assistant	•				
Medicine Aide			•		
Mortgage Loan Officer	•		•		
Notary Public	•	•		•	
Optometric Assistant	•		•		
Paralegal	•				•
Payroll Professional (APA Certification)			•		
Pharmacy Technician	•		•		•
Phlebotomy Technician	•		•		
Photography	•	•	•		
Plumbing	•			•	
Real Estate Appraisal	•		•		
Real Estate Sales	•		•		
Security Officer	•		•		
Small Business/Entrepreneur	•	•		•	
Stationary Engineer/Boiler Operator	•		•		
Swimming Pool Operator's License			•		
Teacher Training			•		
Travel Agent/Travel Services	•	•	•	•	
Veterinary Assistant	•				
Video Production	•	•	•	•	
Web Designer/Webmaster	•		•	•	•
Welding	•	•	•	•	

Workforce Development and Continuing Education Courses and Programs

Entry-level/Skill Development: No previous experience in the field required; courses prepare one for entry-level jobs in a career field.

Intermediate/Advanced: Previous experience or training required or helpful; courses are designed to help one advance in a career.

Licensure/Certification: Courses that meet the licensing or recertification requirements required by an industry, state agency or professional association; or courses prepare one for a licensure or certification exam.

Training for Technical Trades: Training for careers in locksmithing, electronics, air conditioning/refrigeration, welding, auto mechanics, stationary engineering and drafting/AutoCAD is regularly offered.

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.

2. **Children with Special Needs/Developmental Disabilities**—The Children's Developmental Clinic offers Saturday morning activities designed to improve motor, reading and language skills. For more information, call 301-322-0519.
3. **Next Step—**Next Step provides eligible students with a full range of academic, career development and employment support services.

Adult Education Program

Prince George's Community College offers classes to help adults develop the basic and life skills necessary to prepare for the GED Tests, speak, understand, read and write English, enhance their participation as community and family members, and succeed in the workplace. Classes generally meet for a total of 68–72 hours.

To enroll in adult education classes, individuals must be 16 years of age or older, reside in Maryland, and be officially withdrawn from or not enrolled in a regular high school program. Individuals 16 to 18 years of age may be asked to show withdrawal documentation at registration. Specific enrollment procedures for adult education programs are explained in the college's Adult Education brochure.

Adult Basic Education and GED Preparation

The Adult Basic Education (ABE) Program offers basic reading and GED preparation classes.

- Basic reading classes are for adults who need basic instruction in reading and writing.
- Pre-GED classes are for adults who need more practice in reading, writing and math skills. Pre-GED classes help learners develop the skills needed to transition to GED classes.
- GED classes are for adults who are preparing to take the GED Tests and need to review their skills. Classes focus on reading, writing, and math problem solving skills.
- Enrollment is by placement test; learners will be placed in the appropriate class for their skill level.

External Diploma Program (EDP)

The EDP is a nationally recognized, alternative diploma program for adults who have significant life experience and can demonstrate essential academic competencies and life skills. Enrollees earn a Maryland State High School Diploma by developing a portfolio which demonstrates mastery of the required skills.

English for Speakers of Other Languages (ESL)

The English for Speakers of Other Languages (ESL) Program offers classes at the literacy, beginning, intermediate and advanced levels. These classes are for adults from non English-speaking countries who need instruction 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, with an emphasis on speaking and listening skills. A literacy level is available at some centers for learners who are not literate in their own language. Learners take a placement test at registration and will be placed in the appropriate level when they return for the first class.

Registration

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.

Walk-in Registration

Walk-in registration takes place at the Admissions and Records Office on the Largo campus or at any one of the college's extension/degree center. 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.

Telephone Registration

301-499-6612

Telephone registration is available for returning students on most weekends and Monday through Friday between 8:30 a.m. and 8 p.m. Telephone registration for a particular class is no longer available once 10 or fewer days are left before the class begins.

Online Registration

Online registration is available to all students and is the fastest way to sign up for classes. Go to www.pgcc.edu. In Quicklinks, go to "Owl Link." Click on "Workforce Development and Continuing Education Students" and then on "Register for Continuing Education Classes"

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.

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.

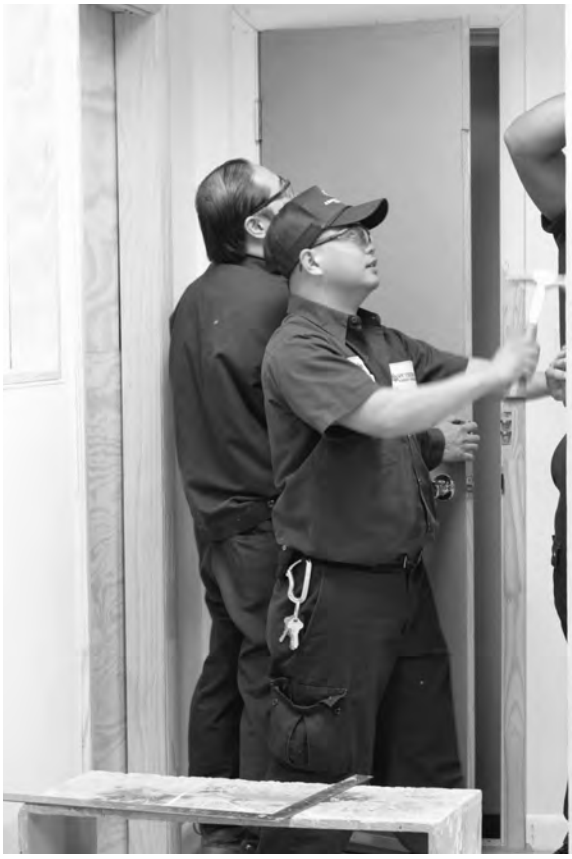
Transcripts

Official Workforce Development and Continuing Education transcripts are available from the Admissions and Records Office, Bladen Hall, Room 126. Call 301-322-0808 for more information.

Skilled Trades Center

6400 Old Branch Avenue
Camp Springs, MD 20748
301-322-0034

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. 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.



Chapter 11
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 Web site, www.pgcc.edu. The cancellation/closure/delay will be prominently displayed on the Home Page.
- Students who sign up for Owl Alert, the college's free Instant Messaging service, will have notice of the closure sent to their cell phone as either a voice or text message or to the preferred e-mail address shortly after the decision to close or delay has been made.
- Call the college's main number, 301-336-6000, and listen to the recorded message. Closures and delays will be included.

In addition, the following radio stations will be asked to announce the college's closing shortly after the decision is made: WMAL, WRC, WTOP, WGAY, WAVA, WASH, WHUR, WPGC, and WWMX. The following TV stations will be asked to announce the closing: WRC 4, WTTG 5, WJLA 7, WUSA 9, and NewsChannel 8.

In case of hazardous weather, degree/extension center classes will be canceled at local public school locations 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.
- **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 grades or other 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 reserves the right to request two or more acceptable proofs of domicile at any time. .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.
- 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.

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 psychologyprogram 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.

D. 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).

E. 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.

F. A public institution may allow a speech communication or foreign language course to be part of the arts and humanities category.

G. 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.

H. Public institutions may not include physical education skills courses as part of the general education requirements.

I. 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.

J. 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.

K. 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.

L. 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.

M. 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.

N. 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.

H. Student responsibilities. A student is held:

(1) 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.

(2) Responsible for meeting all requirements of the academic program of the receiving institution.

V. Transfer of Non-General Education Program Credit

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

(1) Credit is from a college or university parallel course or program;

(2) Grades in the block of courses transferred average 2.00 or higher; and

(3) Acceptance of the credit is consistent with the policies of the receiving institution governing students following the same program.

B. Credit earned in or transferred from a community college is limited to:

(1) One-half the baccalaureate degree program requirement, but may not be more than 70 semester hours; and

(2) The first two years of the undergraduate educational experience.

C. Nontraditional Credit.

(1) The assignment of credit for AP, CLEP, or other nationally recognized standardized examination scores presented by transfer students is determined according to the same standards that apply to native students in the receiving institution, and the assignment shall be consistent with the state minimum requirements.

(2) Transfer of credit from the following areas shall be consistent with COMAR 13B.02.02. and shall be evaluated by the receiving institution on a course-by-course basis:

(a) Technical courses from career programs;

(b) Course credit awarded through articulation agreements with other segments or agencies;

(c) Credit awarded for clinical practice or cooperative education experiences; and

(d) Credit awarded for life and work experiences.

(3) The basis for the awarding of the credit shall be indicated on the student's transcript by the receiving institution.

(4) The receiving institution shall inform transfer students of the procedures for validation of coursework for which there is no clear equivalency. Examples of validation procedures include ACE recommendations, portfolio assessment, credit through challenge examinations and satisfactory completion of the next course in sequence in the academic area.

(5) The receiving baccalaureate degree-granting institution shall use validation procedures when a transferring student successfully completes a course at the lower division level that the receiving institution offers at the upper division level. The validated credits earned for the course shall be substituted for the upper division course.

D. Program Articulation.

(1) Recommended transfer programs shall be developed through consultation between the sending and receiving institutions. A recommended transfer program represents an agreement between the two institutions that allows students aspiring to the baccalaureate degree to plan their programs. These programs constitute freshman/sophomore-level coursework to be taken at the community college in fulfillment of the receiving institution's lower division coursework requirement.

(2) Recommended transfer programs in effect at the time that this regulation takes effect, which conform to this chapter, may be retained.

VI. Academic Success and General Well-Being of Transfer Students

A. Sending Institutions.

(1) Community colleges shall encourage their students to complete the associate's degree or to complete 56 hours in a recommended transfer program that includes both general education courses and courses applicable toward the program at the receiving institution.

(2) Community college students are encouraged to choose as early as possible the institution and program into which they expect to transfer.

(3) The sending institution shall:

(a) Provide to community college students information about the specific transferability of courses at four-year colleges;

(b) Transmit information about transfer students who are capable of honors work or independent study to the receiving institution; and

(c) Promptly supply the receiving institution with all the required documents provided the student has met all financial and other obligations of the sending institution for transfer. (acceptable for transfer credit and which of those are applicable to the student's intended)

B. Receiving Institutions.

(1) Admission requirements and curriculum prerequisites shall be stated explicitly in institutional publications.

(2) The receiving institution shall admit transfer students from newly established public colleges that are functioning with the approval of the Maryland Higher Education Commission on the same basis as applicants from regionally accredited colleges.

(3) The receiving institution shall evaluate the transcripts of degree-seeking transfer students as expeditiously as possible, and notify students of the results no later than midsemester of the students' first semester of enrollment at the receiving institution, provided that all official transcripts have been received at least 15 working days before midsemester. The receiving institution shall inform students of which courses are program of study.

(4) The receiving institution shall give transfer students the option of satisfying institutional graduation requirements that were in effect at the receiving institution at the time the student enrolled as a freshman at the sending institution. In the case of major requirements, a transfer student may satisfy the major requirements in effect at the time when the student was identifiable as pursuing the recommended transfer program at the sending institution. These conditions are applicable to the student who has been continuously enrolled at the sending institution.

VII. Programmatic Currency

A. Receiving institutions shall provide to the community college current and accurate information on recommended transfer programs and the transferability status of courses. Community college students shall have access to this information.

B. Recommended transfer programs shall be developed with

each community college whenever new baccalaureate programs are approved by the degree-granting institution.

C. When considering curricular changes, institutions shall notify each other of the proposed changes that might affect transfer students. An appropriate mechanism shall be created to ensure that both two- and four-year public colleges provide input or comments to the institution proposing the change. Sufficient lead time shall be provided to affect the change with minimum disruption. Transfer students are not required to repeat equivalent coursework successfully completed at the community college.

VIII. Transfer Mediation Committee

A. There shall be a Transfer Mediation Committee, which shall be representative of the public four-year colleges and universities and the community colleges, appointed by the Secretary of the Maryland Higher Education Commission.

B. Sending and receiving institutions that disagree on the interpretation of the transfer of general education courses as defined by this Policy shall submit their disagreements to the Transfer Mediation Committee. The Transfer Mediation Committee shall also address questions raised by any institutions about the acceptability of new general education courses. As appropriate, the Committee shall consult with faculty on curricular issues.

C. The findings of the Transfer Mediation Committee shall be considered binding on both parties.

IX. Appeal Process

A. Notice of Denial of Transfer Credit by the Receiving Institution.

(1) Except as provided in Regulation IX A(2), the receiving institution shall inform a transfer student in writing of the denial of transfer credit not later than midsemester of the transfer student's first semester provided that all official transcripts have been received at least 15 working days before midsemester.

(2) If transcripts are submitted after 15 working days before midsemester of the student's first semester, the receiving institution shall inform the student of credit denied within 20 working days of receipt of the official transcript.

(3) The receiving institution shall include in the notice of denial of transfer credit:

(a) A statement of the student's right to appeal; and

(b) A notification that the appeal process is available in the institution's catalog.

(4) The statement of the student's right to appeal the denial shall include notice of the time limitations in Regulation IX B.

B. A student believing that the receiving institution has denied the student transfer credits in violation of this Policy may initiate an appeal by contacting the receiving institution's transfer coordinator or other responsible official of the receiving institution within 20 working days of receiving notice of the denial of credit.

C. Response by Receiving Institution.

(1) The receiving institution shall establish expeditious and simplified procedures governing the appeal of a denial of transfer of credit.

(2) The receiving institution shall respond to the student appeal within 10 working days.

(3) The institution may either grant or deny the appeal. The institution's reasons for denying an appeal must be consistent with these policies and conveyed to the student in written form.

(4) Unless the student appeals to the sending institution, this written decision constitutes the receiving institution's final decision and is not subject to appeal.

D. Appeal to Sending Institution.

(1) If the student has been denied transfer credit after an appeal to the receiving institution, the student may request the sending institution to intercede on his/her behalf by contacting the transfer coordinator of the sending institution.

(2) The student must make this appeal to the sending institution within ten working days (two weeks) of having received the decision of the receiving institution.

E. Consultation Between Sending and Receiving Institutions.

(1) Representatives of the two institutions shall have 15 working days (three weeks) to resolve the issues involved in the appeal.

(2) As a result of this consultation, the receiving institution may affirm, modify or reverse its earlier decision.

(3) The receiving institution shall inform the student in writing of the result of the consultation.

(4) The decision arising out of this consultation shall constitute the final decision of the receiving institution and is not subject to appeal.

X. Periodic Review

A. Reports by Receiving Institutions.

(1) The receiving institution shall annually report the progress of students who transfer from two-year and four-year institutions within the state to each community college and to the Secretary of the Maryland Higher Education Commission.

(2) The annual reports shall include longitudinal reports on the subsequent academic success of enrolled transfer students, including graduation rates by major subject areas.

(3) The receiving institution shall include in the reports comparable information on the progress of native students.

B. Transfer Coordinator. Each public institution of higher education shall designate a transfer coordinator, who serves as a resource person to transfer students at either the sending or receiving campus. The transfer coordinator is responsible for overseeing the application of the policies and procedures outlined in this plan and interpreting transfer policies to the individual student and to the institution.

C. The Maryland Higher Education Commission shall establish a permanent Student Transfer Advisory Committee that meets regularly to review transfer issues and recommend Policy changes as needed. The Student Transfer Advisory Committee shall address issues of interpretation and implementation of this Policy.

Nondiscrimination Policy

Prince George's Community College is committed to a policy of equal opportunity for all persons to the end that no person, on the grounds of sex, age, race, color, religion, national origin, ancestry, marital status, sexual orientation, or status as a qualified individual with a disability, qualified disabled veteran, or Vietnam-era veteran, shall be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity of this institution. Under this policy, this institution will not discriminate against any person on the grounds of sex, race, age, color, religion, veteran's status, disability, ancestry, marital status, sexual orientation, or national origin in its admission policies and practices or any other policies or practices of the institution relating to the treatment of students and other individuals, including employment, the provision of services, financial aid, and other benefits, and including the use of any building, structure, room space, materials, equipment, facility, or any other property. One who believes oneself or any specific class of individual to be subject to prohibited discrimination may, by oneself or through a representative, file a written complaint with the Office of Civil Rights of the Department of Education or with the college president, or both. The executive assistant to the president, Room 130, Kent Hall, 301-322-0170, coordinates the college's program of nondiscrimination.

Title IX

Prince George's Community College, as a recipient of federal financial assistance, is subject to Title IX of the Education Amendment of 1972, as amended. It is college policy not to discriminate on the basis of sex in the educational programs or activities that it operates. This policy not to discriminate in educational programs and activities extends to admission to the college. The college actively encourages the enrollment of interested students, regardless of race, sex, national origin, age, color, ancestry, religion, marital status, veteran's status, or disability, in all of its educational programs, and fully supports student access to all programs without regard to sex stereotyping or other such limitations. Inquiries concerning the application of Title IX may be referred to the director of the Office of Civil Rights of the Department of Education or to the executive assistant to the president, Room 130, Kent Hall, 301-322-0170.

Accessible Transportation

Accessible transportation will be provided to accommodate disabled persons on all school sponsored trips. Requests for accommodations must be made a minimum of 15 days prior to any trip.

Chapter 12
College Employees

Administration

President
Dr. Charlene M. Dukes

Executive Assistant to the President
Ms. Alonia C. Sharps

Vice President for Academic Affairs
Dr. Sandra F. Dunnington

Vice President for Administrative Services
Mr. Thomas E. Knapp

Vice President for Student Services
Dr. Tyjaun A. Lee

Vice President for Technology Services
Dr. Joseph G. Rossmeier

Vice President for Workforce Development and Continuing Education
Dr. Daniel P. Mosser

Chief Technology Officer
Mr. William L. Anderson

Dean of Behavioral, Social and Business Studies
Dr. John A. G. Rosicky

Dean of College Life Services
Dr. Yvette C. Galloway

Dean of Learning Foundations (Interim)
Dr. Beverly S. Reed

Dean of Enrollment Services
Mr. Tracy A. Harris

Dean of Facilities Management
Dr. David C. Mosby

Dean of Financial Affairs
Mr. James W. Cobb, Jr.

Dean of Health Sciences (Interim)
Ms. Angela D. Anderson

Dean of Human Resources
Ms. Lark T. Dobson

Dean of Learning Resources
Dr. Lynda Byrd Logan

Dean of Learning Technologies and Support Services
Mr. Oliver D. Hansen

Dean of Liberal Arts
Dr. Robert H. Barshay

Dean of Planning and Institutional Research
Dr. Andrea Lex

Dean of Sciences, Technology, Engineering and Mathematics (Interim)
Mr. Louis C. Renaud

Dean of Student Development Services
Dr. Margaret M. Taibi

Dean of Workforce Development and Continuing Education Operations
Mr. Joseph L. Martinelli

Dean of Workforce Development and Continuing Education Programs
Ms. Dyanne S. Lyon

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Ms. June D. Fordham

Senior Academic Administrator
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Ms. Vera L. Bagley

Director of Adult Education
Ms. Barbara R. Denman

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Mr. Antony G. Jackson

Director of ERP Systems Services
Ms. Doris M. Harris

Director of Financial Aid
Ms. Jane C. Hickey

Director of IT Security Services
Mr. Ajay K. Gupta

Director of Marketing and Creative Services
Dr. Deidra W. Hill

Director of Networks and Telecommunications
Mr. Manuel A. Arrington

Director of Next Step Training and Education
Ms. Cecelia A. Knox

Director of Physical Facilities
Vacant

Director of Professional Development and Governance
Ms. Heidi Elam

Director of Recruitment
Ms. Jennifer M. Price

Director of Retention Services
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Ms. Paulett McIntosh

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Ms. Diane L. Garrison

Program Director of Hillman Entrepreneurs Program
Ms. Lisa F. Rawlings

Program Director of Human Services Institute
Mr. Ashante Abubakar

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Mr. Paul C. Jackson

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(2006) Associate Professor, Nutrition; B.S., Drexel University; M.S., New York Institute of Technology

WEGNER, Sarah
(2005) Associate Professor, Art; B.F.A., University of Arizona; M.F.A., Maryland Institute College of Art

WEIDMANN, Frank R.
(1987) Associate Professor, Business Management; B.S., M.B.A., University of Baltimore

WEINBERG, Joanne
(1989) Professor, Mathematics; A.B., University of Pennsylvania; M.A.T., University of Chicago

WEISS, Gregor R.
(1969) Professor, Chair, Business Management; B.S., M.B.A., Pennsylvania State University

WHITFIELD, Edward
(2008) Assistant Professor, Hospitality Management, Tourism and Culinary Arts; B.S., Johnson and Wales University

WIEDEFELD, Robert F.
(1992) Associate Professor, Business Management; A.A., Catonsville Community College; B.A., University of South Florida; M.B.A., Loyola College

WILLIAMS, Sherelle
(2004) Associate Professor, Communication and Theatre; Coordinator, Mass Communication; B.A., University of Alabama; M.F.A., Howard University

WOJCIECHOWICZ, Leslie M.
(1999) Associate Professor, Mathematics; B.S., Miami University; M.S., Western Maryland College

WOLVIN, Darlyn R.
(1969) Professor, Chair, Communication and Theatre; B.S., M.A., University of Nebraska

WRIGHT, Janice
(2000) Professor, Education; B.A., Colorado College; M.A., Ph.D., University of Colorado

WYSOCKI, Thomas
(2005) Associate Professor, Physical Sciences and Engineering; B.S., Miami University; M.S., University of Maryland

Y

YARINGTON, Earl
(2008) Associate Professor, English; A.S., Genessee Community College; B.S., M.A., SUNY Brockport; Ph.D., Indiana University of Pennsylvania

YORK, Marie D.
(1978) Associate Professor, Respiratory Therapy; B.S., Salisbury State University

YOUNG, Swazette D.
(2003) Professor, Chair, Psychology; B.A., District of Columbia Teacher's College; M.A., Federal City College; J.D., University of Baltimore

Z

ZACHERY, Imogene
(1997) Associate Professor, Librarian, Learning Resources; B.S.Ed., Illinois State University; M.S.L.S., University of Illinois

ZANKOFSKI, Deborah A.
(1994) Professor, Mathematics; B.S., John Carroll University; M.S., Ohio State University; M.S., U.S. Naval Postgraduate School; D.A., George Mason University

Emeritus Faculty

Adamson, Lynda G.
Professor Emerita, English

Agresta, James
Professor Emeritus, Management

Ash, Dale J.
Professor Emeritus, Communication and Theatre

Barr, Dolores
Professor Emerita, Computer Information Systems

Beach, John M.
Professor Emeritus, Computer Information Systems

Bridger, James
Professor Emeritus, Biological Sciences

Bronstein, Emily
Professor Emerita, Mathematics

Brown, Helen I.
Director Emerita, Admissions and Testing

Cant, Catherine
Professor Emerita, Mathematics

Carpenter, Marlene
Professor Emerita, Philosophy

Carroll, Cyril J.
Professor Emeritus, Communication and Theatre

Charles, Jack
Professor Emeritus, Management

Citro, Joseph F.
Professor Emeritus, History, Political Science, and Geography

Clark, Evan
Professor Emeritus, Radiography

Crescenze, Edward P.
Professor Emeritus, Health and Human Performance

Donnelly, Mary A.
Professor Emerita, Computer Information Systems

Dudley, John B.
Professor Emeritus, History

Dyer, David
Professor Emeritus, Mathematics

Engleberg, Isa
Professor Emerita, Communication and Theatre

Flage, Donald
Professor Emeritus, Mathematics

Fry, William A.
Professor Emeritus, English

Gardner, Jerry
Professor Emeritus, Health and Human Performance

Green, Ernest J.
Professor Emeritus, Sociology

Guy, Harold C.
Dean Emeritus, Behavioral, Social and Business Studies

Hansborough, Charles
Professor Emeritus, Mathematics

Juarrero, Alicia
Professor Emerita, Philosophy

King, Gerald
Professor Emeritus, Art

Krumrein, John
Professor Emeritus, Art

Marcus, Joseph D.
Professor Emeritus, Paralegal Studies

McAtee, Lloyd
Professor Emeritus, Biological Sciences

Negm, Salah
Professor Emeritus, Accounting

Norwood, Veronica S.
Professor Emerita, Educational Development

O'Hare, William L.
Professor Emeritus, Computer Information Systems

Pierson, Delores
Professor Emerita, Biology

Probst, Gary
Professor Emeritus, Educational Development

Ross, Margaret A.
Professor Emerita, Computer Information Systems

Russell, David
Professor Emeritus, Mathematics

Schoen, Henry
Professor Emeritus, Business Management

Schultz, Alan
Professor Emeritus, Psychology

Schwartz, Margaret C.
Professor Emerita, Health and Human Performance

Stewart, Bernice C.
Professor Emerita, Biology

Strong, David H.
Professor Emeritus, Mathematics

Strong, Marianne
Professor Emerita, English

Swartwood, Rose Mary
Professor Emerita, Business Management and Technology

Van Goor, Wanda
Professor Emerita, English

Vermillion, Russell G.
Professor Emeritus, Accounting

Weisshaar, Arnold G.
Professor Emeritus, Biological Sciences

Wentworth, Vera
Professor Emerita, English

White, Donald A.
Professor Emeritus, Business Management

Wojciechowicz, Richard
Professor Emeritus, Health and Human Performance

Full-time Classified Staff

Office of the President

Martin, Greta R.
Taylor, Cassandra D.

Executive Assistant to the President

Robinson, Elana C.

Development

Brown, Gita A.
Butler, Diane D.
Carr, Leslie
Courtney, Shirley W.
Cunningham, Moneka E.
Gilbert, Sara R.
Hooks, Frances E.
Wells, Pamela R.

Academic Affairs

Clark, Sadie R.
Roebuck, Tia M.

Andrews Air Force Base

Drummeter, Mark E.
Lubey, Lynn A.

Behavioral, Social and Business Studies Division

Coney-Soyoye, Melody
Hanson, Teresa D.
Hicks, Rhonda
Lipford, Wanda
McNeill, Gaston L.
Thornton, Victoria

Degree/Extension Centers and Weekend College

Ball, Susan M.

Health Sciences Division

Collins, Judith M.
Faas, Daniel
Foster, Linda T.
Pickett, Celia E.
Thibeau, Deborah

Honors Program

Shropshire, Andrew

Laurel College Center

Grinberg, Nancy L.
Hossain, Manzoor
Rodriguez, Jessica
Tavel, Bridget A.

Learning Foundations Division

Coleman, Adrienne M.
Elliott-Bourdeaux, Denise
Gorrell, Sandra L.
Jackson, Lelah S.
Jones, Jasmine M.
Kyriss, Patricia L.
Pollard, Meltonia
Williams, Sharon G.

Learning Resources

Abrams, Angela H.
Cooper, Candice
Goodwin-Alston, Janice M.
Lopez, Caroline J.
Macklin, Lori L.
Vanderpuye-Orgle, Crystal

Liberal Arts Division

Abel, Carol
Brown, Darryl
Carter, Phoebe A.
Fry, Gary R., Jr.
Gray, Kathleen M.
Hance, Sandra G.
Miles, Vincent A.
Redding, Lorna L.
Simon, Jasmine
Smith, Gloria G.
Strohecker, Darlene

Sciences, Technology, Engineering and Mathematics Division

Bond, Clara M.
Carter, Beverly B.
Davis-Campbell, Chayse C.
Dempsey, Sandra
Floyd, Lisa M.
Hunter, Cecelia D.
Kaufman, Karin K.
Koval, Natalya N.
Lee, Karen J.
Nguyen, Ai Q.
Shah, Indravadan R.

Tutoring and Writing Centers

Corbin, Diane J.
Jones, DeJuan C.

University Town Center

Amo, Rosa D.
Bolding, Kennetha A.
Busari, Ambali T.
Byrd, Janice R.
Cochran, Dorris A.
Cruz, Beth A.
Gorman, Melvin R., Jr.
Huffman, Dennis E.
Lopez, Carlos E.
Misra, Puspanjali
Placide, Myriam M.
Washington, Larry A.

Administrative Services

Barino-Jackson, Diane M.

Budget Management

Hoover, Sandra L.
Micheletti, Robin A.

Campus Police

Alexander, Asia
Barino, Terry H.
Dominique, Ronald H.
Hooker, Ebony S.
Howard, Britt S.
James, Jermaine K.
McMillan, George G.
Moody, Calvin
Mosley, Vincent
Nelson, Charles W.
Roberts, Loraine G.
Sturdivant, Melvin J.
Treadwell, Jane
Walker, Larry M.
Watkins-McClung, Karen
Wells, William L.
Williford, Leana C.

Facilities Management

Brackett, Jerry N.
Braswell, Carol S.
Brown, Angela
Chambers, Colette D.
Chapman, Gloria A.
Chittams, Linda D.
Clark, Robert L.
Coates, Victor K.
Cobey, Darren E.
Collington, James
Council, Oliver J.
Davis, Shirley G., Jr.
Dickson, Henry L.
Diggs, Barbara C.
Doepkens, Martin L.
Dupree, Daryck C.
Evans, Ann L.
Fenty, Kenneth D.
Fernandez, Veronica
Fowler, Jessie A.
Frazier, Derrick K.
Fulcher, Mount O.
Garcon, Rony
Gorman, Melvin R., Jr.
Graves, Kelvin L.
Harris, Clarence
Harris, Deborah A.
Hayden, Orean A.
Hayden, Samuel G.
Hayes, Michael C.
Herrin, Jonathan R.
Hopewell, Richard J., Jr.
Jacks, Wanda M.
Jackson, Charles E.
Jackson, Lois A.
Jacobs, Chris, Jr.
Jennings, James W.
Jett, Ronald L.
Johnson, Selena V.
Jones, Dwight C.

Jones, Vernon T.
Jordan, Gregory A.
Kallal, Mark J.
Lawson, Geoffrey
Lopez, Carlos E.
Lopez, Delmi L.
Maiden, James D., Jr.
Mason, Raleigh T.
McKinney, Grover F.
Mellon, Gene I.
Mingo, Titus K.
Mitchell, Allen
Nieves, John R.
Oliver, Geraldine
Opata, Kingsley N.
Owens, Leonard R.
Park, Richard
Portillo, Juan
Reeder, Carrie E.
Rivera, Ana P.
Robinson, Dennis J.
Sabas, Raymond
Sacchino, Mildred L.
Scrivner, Virginia L.
Shorter, Walter J., Jr.
Singh, Sarjeet V.
Smith, Isaiah
Smith, James C.
Smith, Ronald S.
Thompson, Gregory C.
Thompson, James M.
Thompson, Mary D.
Tolson, William
Tyree, Renetta L.
Villacorta, Jenny
Voss, Rufus
Williams, Robert, Jr.
Wilson, Dennis P.
Wright, Roland D.
Wright, Tyrone
Zerihun, Letebrhan L.

Fiscal Management

Brockette, Teresa
Adamson, Lynne
Devenney, James
Fale, Bettyanne B.
Gower, Diana
Greene, Lynn
Hill, Toni E.
Lee, Leslie
Lowe, Thandiwe F.
McCreary, Barbara C.
Miller, Sandra L.
O'Brien, Patricia C.
Platt, Pamela G.
Powell, Dawn M.
Redzic, Asima
Walker, Sheila R.
Watson, Bridgett D.
White, Kalika R.
Whitehead, Colleen
Wiley, Stephanie

Human Resources

Bowerman, Brenda
Brooks, Brenda
Bush, Gina
Cosh, Bree A.
Cunningham, Laurie A.
Gray, Reeshemah
Harris, Miriam E.
Harris, Ruth G.
Labash, Betty L.
McPherson, Joyce
Thomas, Sabrina M.

Planning and Institutional Research

Kraus, Rebecca
Miller-Jones, Marietta M.
Ogle, Greg

Procurement

Browning, Mary F.
Ellington, Lynnette B.
Fitch, Andre J.
Gaskins, Wendell J.
Gentry, Belle Vee
Goode, Charles E.
Grymes, Karla D.
Smith, Steven J.

Student Services

Admissions and Records

Bailey, Brenda
Barnes, Jo-Leatha
Black, Lucretia Y.
Brent, Marilane
Brown, Frances F.
Davis, Anthony F.
Dupree, Linda L.
Jennings, Carol
Johnson, Deborah T.
McKnight, Gloria P.
Myers-Yates, Saundra L.
Richards, Barrie
Robinson, Gina R.
Young, Junella C.

Advising and Career/Job Services

Alford, Veronica
Amo, Rosa D.
Bailey, Jacqueline C.
Caldwell, Candice D.
Coluzzi, Mary J.
Cook, Mary C.
Cruz, Beth
Cunningham, Stephanie S.
Dougherty, Barbara A.
Duckett, Cynthia E.
Enciso, Julie
Hudson, Constance A.
Jones, Mary Sesker
Placide, Myriam M.
Quander, Damaur
Razavi, Reyhaneh A.
Van Cleef, Paul

ALANA

Nixon-Dreher, Johnika
Njah, Mary

Athletics

Miller, Melissa V.
Todaro, Jo Ann

Center for Work-Based Learning

Parker, Sandra A.

College Life Services

Kilpatrick, Janet Z.
Longus, Monica I.
Peters, Deborah
Sawyer, Shakira L.

Disability Support Services

Evans, Carol L.

Enrollment Services

Dunham, Tanisha
Johnson, Sharon G.
Watson, Crystal
Wright, Danielle

Financial Aid

Baldwin, Dontel
Bowman, Jacqueline A.
Brown, Felicia
Craig, Monique
DelaCruz, Alcene L.
Drew, Andrea L.
Gregg, Sandra M.
Hester, Charrisse
Hutchinson, Thomas M.
Jackson, Elroy
Jones, Matokia
Lee, Beverly M.
Pringle, Tanya
Rounds, Wanda M.
Talbert, Jane M.

Health Education Center

Cooper, Kim E.
Thomas, Pamela M.

Marketing and Creative Services

Brown, Kortnee D.
Dowell, Earlene
Gilpatrick, Morgan E.
Hofmann, Kathy F.
Kirkman, Clark A.
Percy, Michael T.
Robinson, Tracy

Recruitment

Dearring, Joel A.
Garcia Lopez, Samantha
Hackett-Taylor, LaLetta
Spriggs, Diane G.
Swaim, Darrell

Retention Services

Thompson, Samantha

Student Assessment Services
Johnson, Ava
McNair, Jahmal A.
Porter, Beatrice B.
Windsor, Sondra W.

Student Success Programs
Owens, Allessia

Student Support Services
Braxton, Rhonetta
Collins, Phyllis
Jackson-Warren, Alicia

Upward Bound
Cross, Crystall
Dean, Korey L.
Dennison-Herold, Joyce

Vocational Support Services
Smith, Crystal
Woods, Patricia A.

Technology Services

Proels, Susan E.
Shepard-Powell, Ethel N.

Administrative Technology Services
Daniels, Carla D.

Audio Visual Technology Services
Lemerise, Michael R.
Palmer, Marvin G.
Rodriguez, Donald R.
Saar, Michael L.

Computer Room Operations
Gooding, Christopher
Payne, Maurice A.

Data Center
Bentley, Edward
Floyd, Lane
Sims, Marc A.
Yun, Xijun

eLearning Services
Flage, Eileen C.
Gherezgher, Solomon
Ives, Nicole
Simmons, Sylvia L.
Walker, Theresa S.

Enterprise Services
Eze, Patience
Mayberry, Christian

ERP Systems Services
Smith, Lynette K.

Network Services
Adams, Glenn E.
Farley, David B.
Flage, Claudio C.
Jones-Davidson, Benita
Kouadio, Boka
Peterson, Cameron T., Sr.

Systems Development
Booze, Maxine J.
Egal, Deeqa
Greene, Patricia A.
Kisinger, Linda C.
Tao, Jen-Yi
Towe, Anna

Technology Resource Center
Eldridge, Gary
Gagneux, Lorna R.
Johnson, Marshall G.
Kane-Morris, Marjani E.
Shelton, Scott A.
Walker, Bryce L.

Technology Support Services
Abujuma, Nabil M.
Adem, Amir
Allen, Cynthia D.
Bishop, Deborah
Busari, Ambali
Capuano, Antonio
Glanden, Robert C.
Goggin, C.J.
Gomez, Nelson
Graham, Randy
Gray, Alice
Green, Cynthia L.
Grier, Linda V.
Gunraj, Andrew
Harrison, Sheldon
Hopkins, Takima M.
Lloyd, David
Martins-Silva, Francisco C.
Misra, Puspanjali
Murphy, Daniel E.
Odubore, Olaoye
Palmer, Roy L.
Peed. Ryan
Pryor, Robert C.
Regacho, Leo
Warnes, Erik
Williams, Earl
Williams, Lois
Zaza, Ansumana

Telecommunications Services
Cruz, Eduardo R.

Web Services
Ali, Mohammed
Sisk, Joshua A.

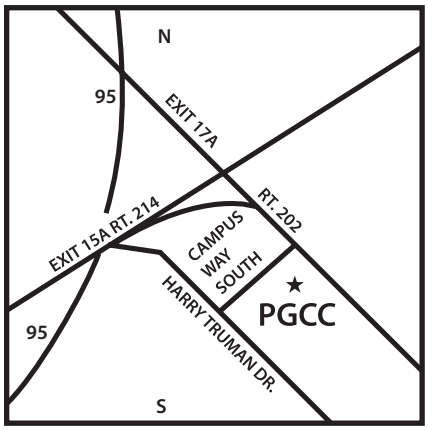
Workforce Development and Continuing Education

Barino-Samuels, Denise M.
Barker, Donna M.
Belt, Gloria
Brandel, Dorothy A.
Brantley, Wendell
Campbell, Joyce D.
Carrington, Monica-Lou W.
Cheek, Linda
Crawford, Camille A.
Crowell, Adrienne M.
Cullins, John E.
Davis, Marla
Gagnon, Susan
Gutierrez, Richard T.
Hammonds, Veronica
Hayes, Monika S.
Higgs, Michelle T.
Howard, Kisha
Kallish, Karen H.
Lowe, Ermer R.
Malcolm, Christopher
McBryde, Carrol H.
McClure-Roberts, Tina
McDuffie, Sheila Y.
McPherson, Angela
Melvin, Fanny
Nipper, Florence
Park, Nancie
Pryor, Josephine
Rac, Michael G., Jr.
Riche, Janet L.
Robinson, Arlene I.
Ross, Teresa
Shea, Joan E.
Shearer, Mary J.
Siravajanakul, Sivameth
Smith, Joanna
Tyler, Bertina
Van Nuys, Suzanne
Varnado, Cynthia M.
Walker, Denise A.
Walpole, Jacqueline
Wells, Michele
Willie-Bonglo, Mamei

Directions and Campus Maps

Prince George's Community College

301 Largo Road
Largo, MD 20774-2199
(301) 336-6000



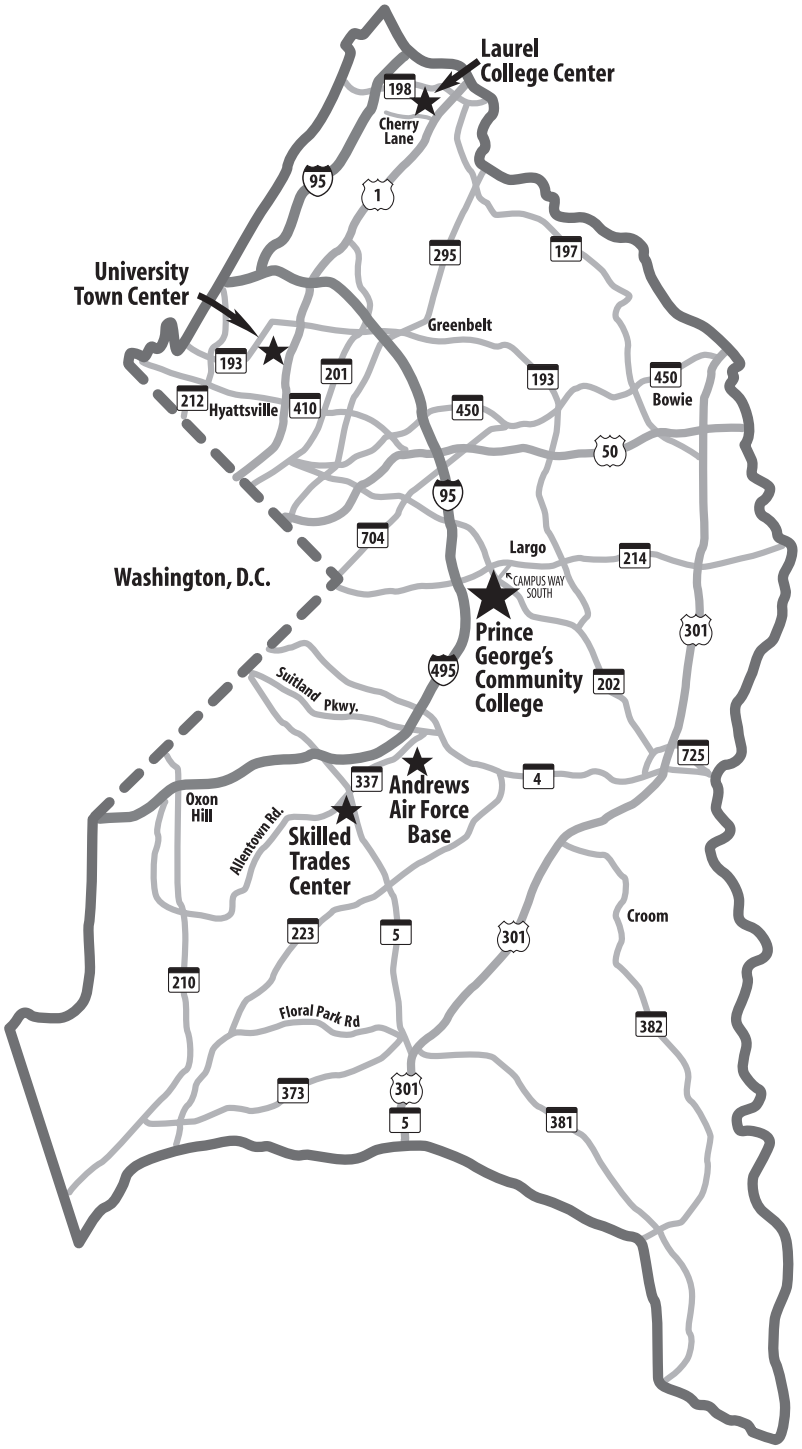
Directions to Largo Campus

Prince George's Community College is accessible from Central Avenue (Route 214), Landover Road (Route 202) and Capital Beltway (I-95/I-495) Exits 17A and 15A. The college is 3.3 miles from exit 17A East and 1 mile from exit 15A East.

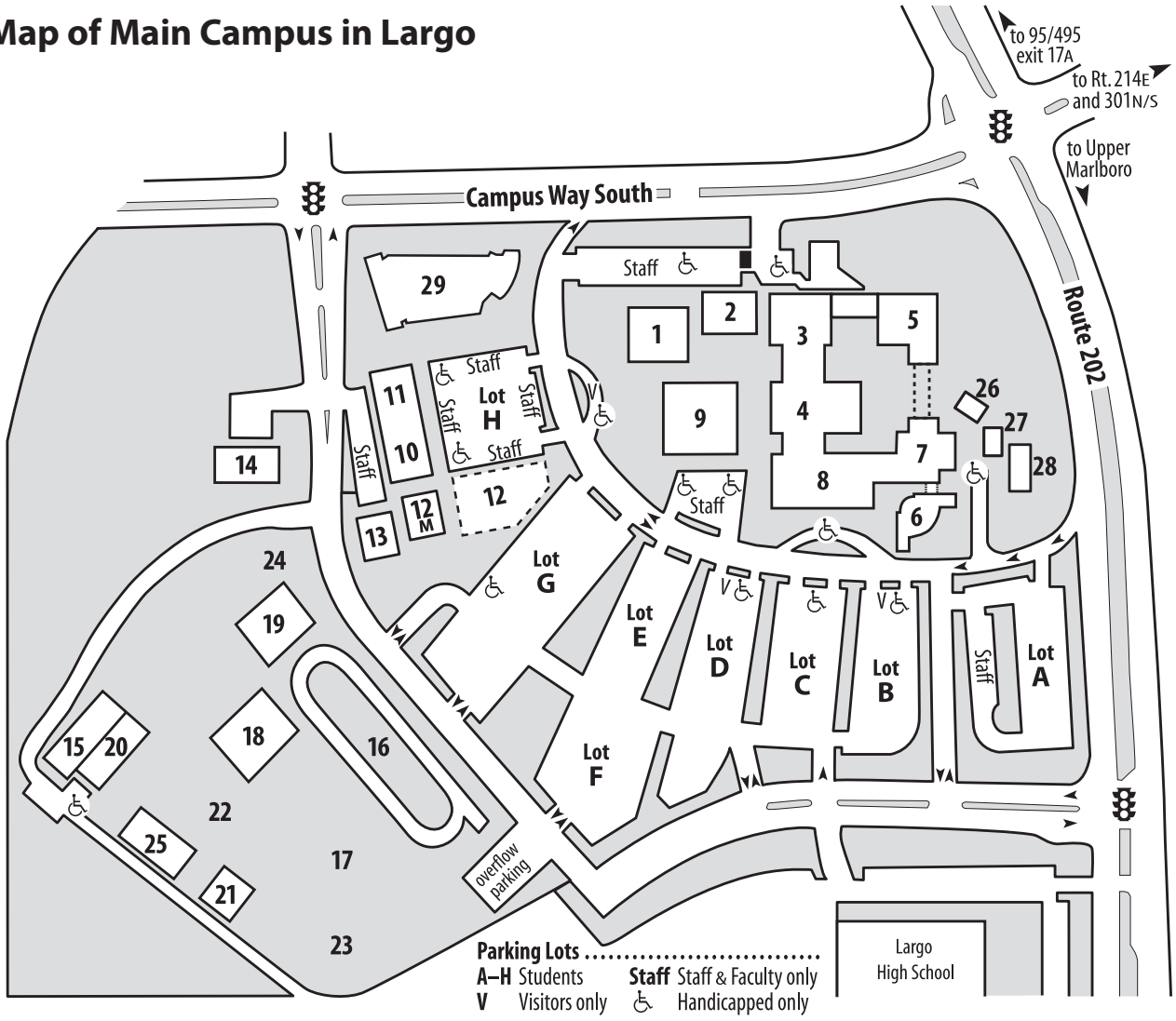
From Montgomery County: Follow the Beltway south to exit 17A (Upper Marlboro). You will exit onto Landover Road (Route 202 East). Follow Route 202 under Route 214 overpass. The college is about a half-mile south of the overpass on the right side of Route 202. Cross the intersection of Campus Way South and take the first right into the college.

From Virginia or D.C.: Follow the Beltway north, taking exit 15A (Upper Marlboro). Take the Prince George's Community College exit onto Route 202 South (Landover Road). The college is on the right after the traffic signal at Campus Way South. If traveling from the District, you also may follow East Capitol Street, which becomes Central Avenue (Route 214). Take Prince George's Community College exit onto Route 202 South. Cross the intersection of Campus Way and take the first right into the college.

From Route 301: Take Central Avenue (Route 214 West). Make a left at Campus Way South, follow about one-quarter mile to Route 202. Make a left onto Route 202; the college is on your immediate right. Take the first right from Route 202 into the college.



Map of Main Campus in Largo



1. **Kent Hall**
   Administration
   Continuing Education Offices
   Human Resources
2. **Accokeek Hall (Library)**
   eLearning Services
   Library
3. **Bladen Hall**
   Admissions and Records
   Advising/Transfer Services
   Cashier
   Disability Support Services (DSS)
   Enrollment Services
   Financial Aid Office (FAO)
   Health Education Center (Nurse)
   Recruitment
   Registration—Credit
   Registration—Continuing Education
   Veterans Services
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**
   International Education Center
   Service Learning
8. **Marlboro Hall**
   ALANA
   Career/Job Services
   Center for Work-Based Learning
   Marlboro Gallery
   Student Development Resource Center (SDRC)
   Vocational Support Services (VSS)
9. **Queen Anne Fine Arts**
   Hallam Theatre
10. **Novak Field House**
11. **Robert I. Bickford Natatorium**
    (Closed for Renovations)
12. **Center for Health Studies**
    (Under Construction)

12M. **Continuing Education Building**

13. **Steel Building**
14. **Childtime Children's Center**
15. **Facilities Management Building**
    Campus Police
16. **Track/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

Andrews Air Force Base

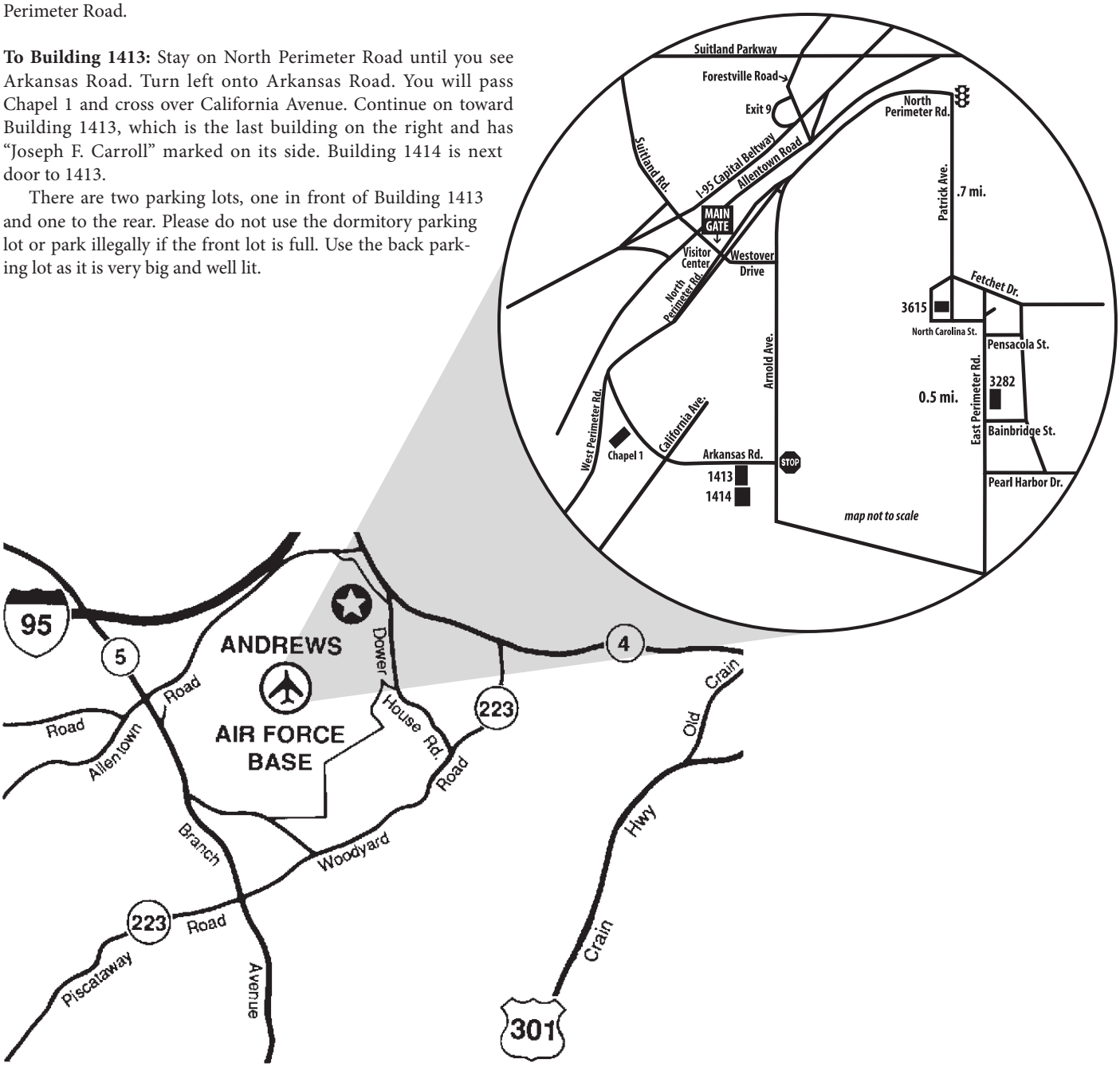
1413 Arkansas Road, Room 109
Andrews Air Force Base, MD 20762
For more information, call 301-322-0778 or 301-981-5949
or visit our Web site at www.pgcc.edu/aboutus/ExtensionCenters/aafb

Directions to Andrews Air Force Base

From I-95 South (Capital Beltway) take Exit 9, which is marked "Route 337, Andrews Air Force Base, Allentown Road, Morningside." Turn right onto Forestville Road. Make the next right onto Allentown Road (Route 337 South). Make a left at the Visitor's Entrance Gate. The Visitor Center is on the right. After obtaining your college pass, proceed through the gate. After the Security Check, make a right at the stop sign on to North Perimeter Road.

To Building 1413: Stay on North Perimeter Road until you see Arkansas Road. Turn left onto Arkansas Road. You will pass Chapel 1 and cross over California Avenue. Continue on toward Building 1413, which is the last building on the right and has "Joseph F. Carroll" marked on its side. Building 1414 is next door to 1413.

There are two parking lots, one in front of Building 1413 and one to the rear. Please do not use the dormitory parking lot or park illegally if the front lot is full. Use the back parking lot as it is very big and well lit.



Laurel College Center

312 Marshall Avenue, Suite 205
Laurel, MD 20707
For more information call toll free 1-866-228-6110
or visit our Web site at www.laurelcollegecenter.org

Directions to Laurel College Center (LCC)

From Route 1 heading South towards Laurel: Cross Route 198 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 1 heading North towards 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 towards Laurel. 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 the right.

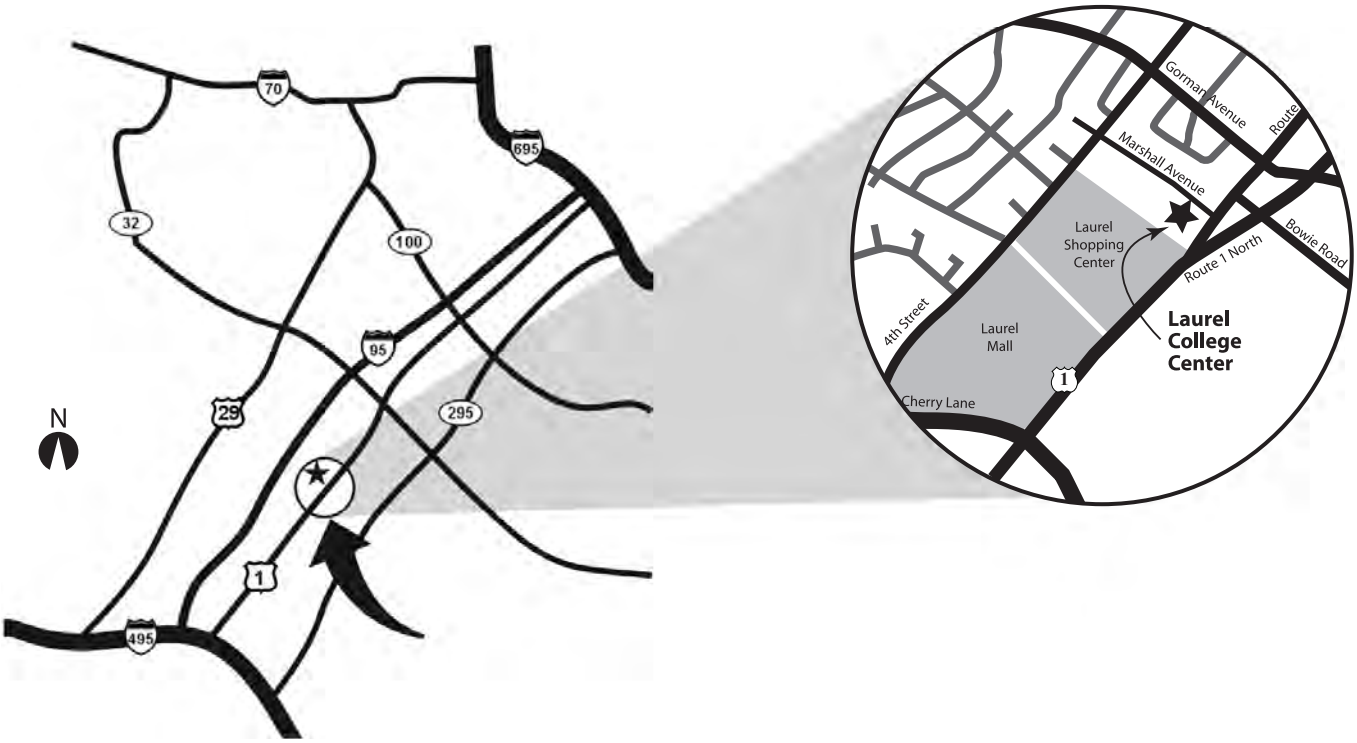
From Baltimore/Washington Parkway: Take the Route 197 exit towards Laurel. Turn left onto Route 198 West. Turn left onto Route 1 South and make the third right onto Marshall Avenue. LCC is located in the 10-story office building on the left. There is a sign, "Laurel College Center," at the top of the 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 5:00 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 5:00 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
For more information call 301-322-0034

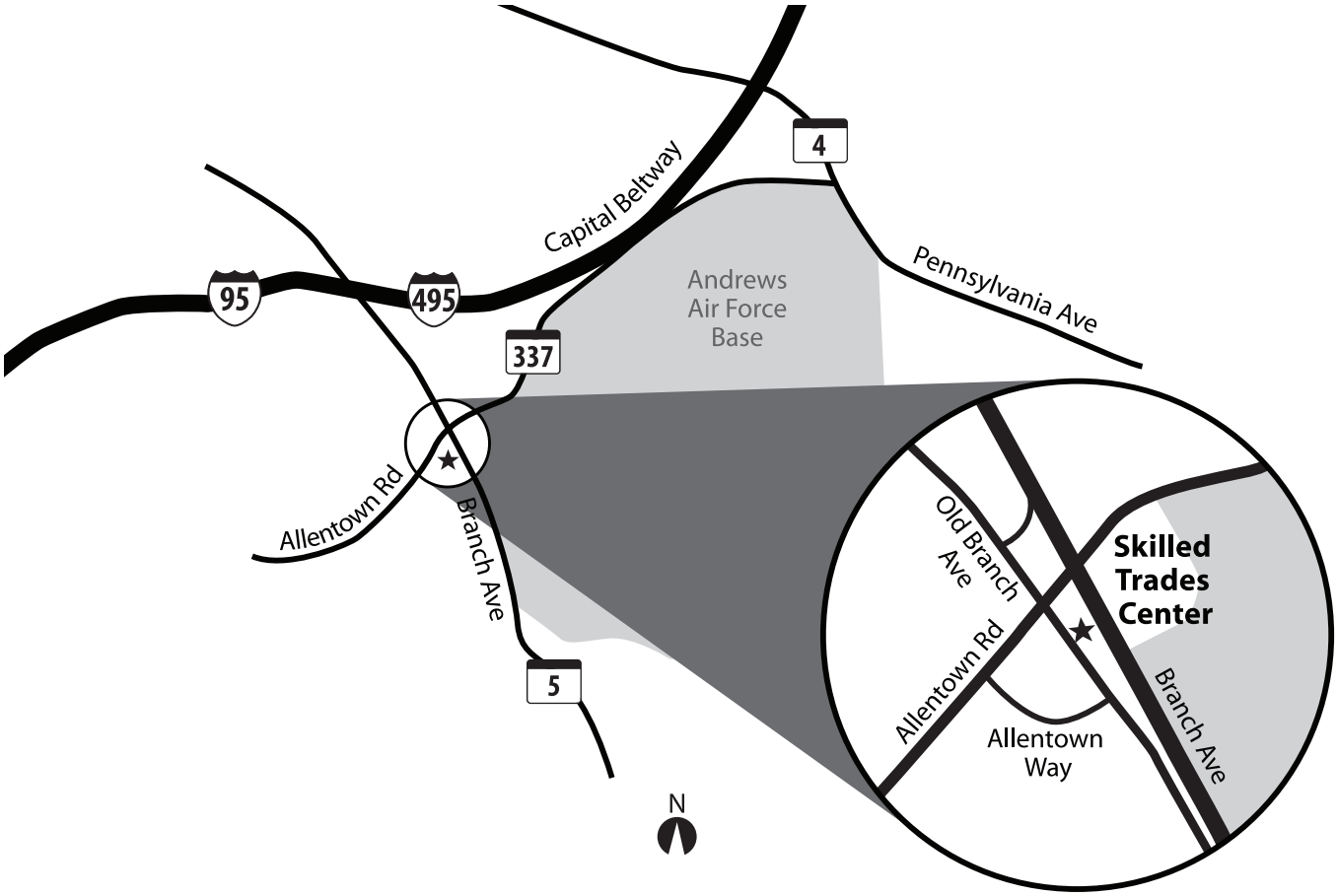
Directions to the Skilled Trades Center

From I-95/495/Capital Beltway: Take Exit 7A towards Waldorf, which is labeled "Branch Avenue (South)/MD Route 5." Exit onto Allentown Road (Route 337 West) towards 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) towards 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.



University Town Center

6505 Belcrest Road, Suite 200
Hyattsville, MD 20782
For more information call 301-277-5934 or visit our Web page at www.pgcc.edu/aboutus/extensioncenters/utc

Directions to University Town Center

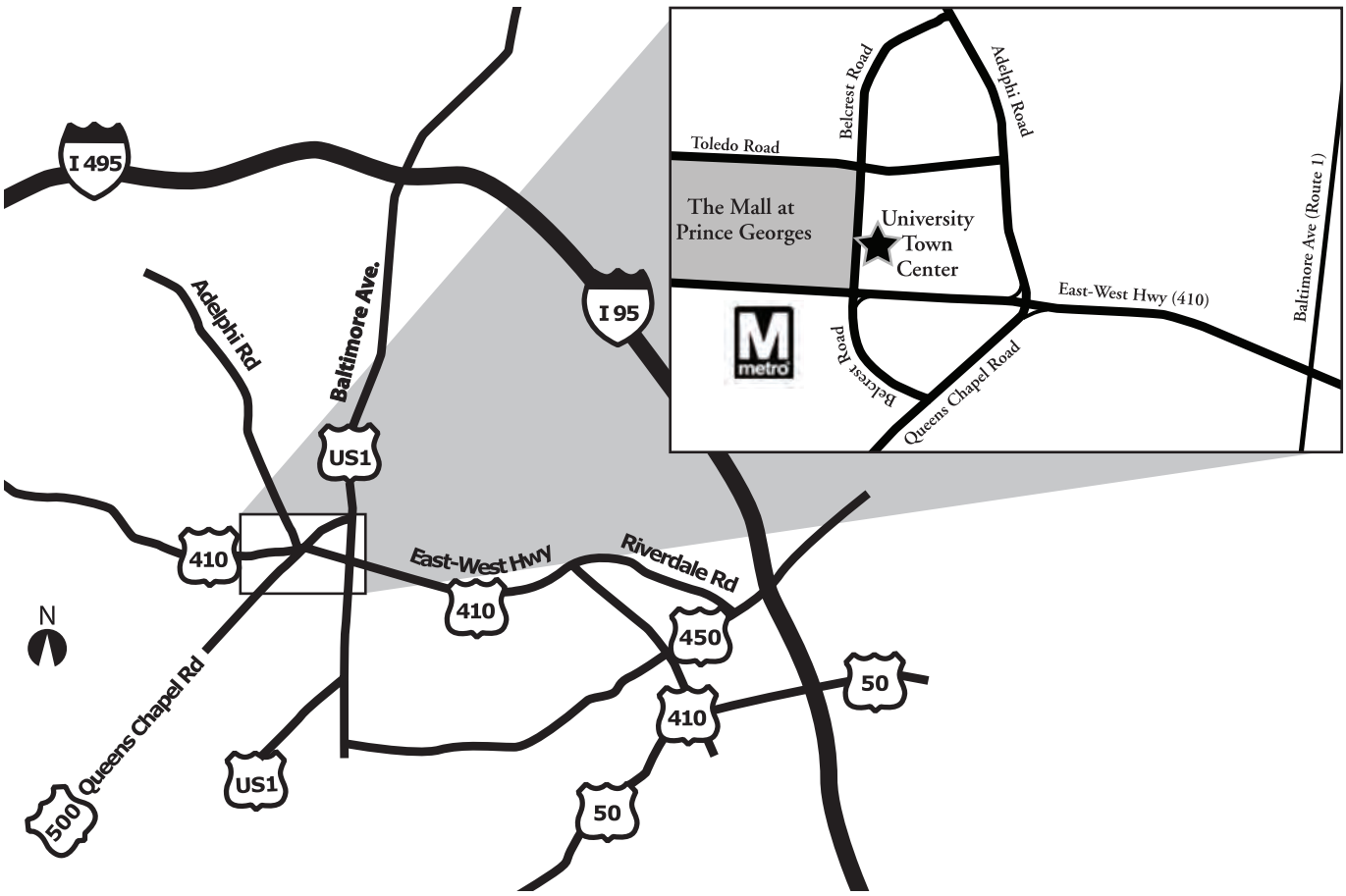
Prince George's Community College at University Town Center is located at 6505 Belcrest Road across from The Mall at Prince Georges (formerly Prince George's Plaza) and a five-minute walk from Metro's Green Line. The college is on the second floor, Suite 200.

From I-495 South of Hyattsville: Take exit 19B to Route 50 West towards 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) towards Bladensburg. Go approximately three miles on Kenilworth Avenue, turn right on East-West Highway (MD Route 410). Go approximately two miles, turn right onto Belcrest Road.

Parking

University Town Center is located within a few minutes walk of the Prince George's Plaza Metrorail station, and the location also is served by many bus routes. Students who choose to drive may park in Garage B at University Town Center, entered from Freedom Way West off of Belcrest Road. Parking is free for the first two hours. Beyond two hours, current students with valid PGCC IDs may validate their parking coupons in the student lounge to receive a 50 percent discount off the posted rates.



Glossary of Academic Terms

Academic Adviser 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 PGCC, 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 PGCC courses, to find a recommended transfer program for a major, or compare how other Maryland System colleges will evaluate a student transcript.

Associate's Degree A degree consisting of a minimum of 60 credits that includes general education core requirements, program concentration courses and electives. PGCC 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, 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 Student A student taking courses at a college while attending high school.

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**.)

Co-requisite A course to be taken at the same time as another specified course or courses. A co-requisite 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's degree or to reach other educational goals. These guides are used in conjunction with the college catalog and are available through the college's Web site.

Dean's List A list published at the end of the fall and spring semesters of students who demonstrate high academic achievement.

Degree Audit 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**.)

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, videotape, interactive video and multimedia computer applications in varied combinations to deliver instruction at a distance. (Also see **Hybrid/Online Course**, **Interactive 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.

Elective A course in which the student has some choice or selection—opposite of a course that is required in a particular program of study.

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. PGCC extension centers are located at Andrews Air Force Base, 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's 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's 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/Online Course Combines classroom meetings and online instruction. Students enrolled in a hybrid/online course come to campus at a scheduled time each week and meet face-to-face with their instructor and fellow students, and also complete assignments and activities in the online classroom. (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.

Interactive Course Uses interactive video (ITV) technology to connect students and faculty at multiple sites throughout Maryland via multidirectional video and audio conferencing. Participants see and hear all participants at each online site in real time. (Also see **eLearning**.)

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.

Matriculated Student Any student officially admitted and enrolled at the college.

Online Course A course accessed by students via the Internet. Students interact online to receive information about assignments, send completed assignments to instructors, chat with fellow students and instructors and conduct research. (Also see **eLearning**.)

Owl Alert PGCC's emergency text messaging and e-mail notification system.

Owl Link PGCC computer system that provides self-service to students, prospective students, visitors, donors and employees. (Also see **Web Adviser**.)

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 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 adviser 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, Accounting 101 is taken before Accounting 102.

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 for both credit and noncredit 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.

Student Success Course A course that introduces students to the college experience, prepares them to be successful learners, and provides them with a working and practical knowledge of campus resources, services and procedures. Specifically, students focus on the development of personal, academic and career goals; develop and apply critical thinking skills; and use various strategies to meet their educational goals.

Syllabus A learning document provided by an instructor that describes the content and expectations of a course, the grading policy, a list of assignments and due dates, and related information such as the required textbooks, other course materials, the instructor's office hours, and contact information.

Synonym Five-digit unique identifier for a course section offered in a specific semester. For example, the course synonym is 02443 for EGL-1010-LD01 offered in the fall semester.

TBA To be arranged or to be announced

Transcript A student's formal academic record of grades received in all courses taken at PGCC, including transfer credits if applicable. Students can obtain official copies of their transcripts from the Admissions and Records Office.

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.

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Curriculum Codes *

*Applicants must indicate one of the curricula (programs of study) listed below by filling in the Code Number in the blocks provided in Item 17 of the paper application. For example, Accounting Professional would be the 410 curriculum code. Students applying over the Web will see the title of the program and the abbreviated title but not the 3-digit curriculum code. For Accounting Professional, the Abbreviated Title is ACCT.PROF.AAS. **Note: Curriculum code numbers will not be used after this year.**

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

111	ACCT.TRANSFR.AS	Accounting Transfer Option (A.S.)
410	ACCT.PROF.AAS	Accounting Professional (A.A.S)
411	ACCT.CT	Accounting (CERT)
413	ACCT.LOR	Accounting (LOR)
414	ACCT.TAX.LOR	Accounting and Taxation (LOR)
415	ACCT.CPA.CT	CPA Preparation (CERT)

Arts and Sciences Program

020	ARSC.AA	Arts and Sciences (A.A.)
355	THTR.CT	Theatre/Entertainment Tech. (CERT)

Business Administration Program and Business Management Programs

110	BUAD.AS	Business Administration (A.S.)
420	BMGT.AAS	Business Management (A.A.S.)
424	BMGT.IMAGE.LOR	Developing a Professional Image (LOR)
	BMGT.RISK. CT	Disaster Recovery and Risk Management (CERT)
	BMGT.RISK. LOR	Disaster Recovery and Risk Management (LOR)
441	BMGT.ENTPRN.CT	Entrepreneurship (CERT)
443	BMGT.ENTPRN.LOR	Entrepreneurship Management (LOR)
419	BMGT.MGT.CT	General Management (CERT)
435	BMGT.HR.CT	Human Resource Management (CERT)
436	BMGT.HR.LOR	Human Resource Management (LOR)
442	BMGT.INTL.CT	International Management (CERT)
444	BMGT.INTL.LOR	International Management (LOR)
417	BMGT.PUBADM.CT	Public Administration (CERT)
418	BMGT.PUBADM.LOR	Public Administration (LOR)
428	BMGT.PURCON.CT	Purchasing and Contracting (CERT)
495	BMGT.RLEST.LOR	Real Estate (LOR)
427	BMGT.RPM.AAS	Residential Property Management Option (A.A.S.)
429	BMGT.RPM.CT	Residential Property Management (CERT)
412	BMGT.SMLBUS.CT	Small Business Management (CERT)
437	BMGT.SUPVS.CT	Supervisory Management (CERT)
438	BMGT.SUPVS.LOR	Supervisory Management (LOR)

Computer Engineering Technology Programs

633	COMP.ENGR.AAS	Computer Engineering Technology (A.A.S.)
635	COMP.CISCO.CT	Cisco CCNA Preparation (CERT)
636	COMP.APLUS.CT	A+ Preparation (CERT)
643	COMP.SERV.CT	Computer Service Technology (CERT

Computer Information Systems Programs

530	COMP.INFSYS.AAS	Computer Information Systems (A.A.S.)
513	COMP.PROG.CT	Computer Programming Option (CERT)
520	COMP.NETWK.CT	Network Administration (CERT)
524	COMP.SYSADM.CT	Systems Administrator (CERT)
525	COMP.GRAPH.CT	Computer Graphics (CERT)
526	COMP.DBAS.CT	Database Systems (CERT)
523	COMP.TECHSUP.CT	Technical Support Specialist (CERT)
522	COMP.WEB.CT	Web Technology (CERT)

Computer Science Programs

024	COMP.INFOSCI.AS	Information Science Option (A.S.)
026	COMP.SCI.AS	Computer Science (A.S.)

Construction Management Programs

615	CNST.AAS	Construction Management (A.A.S.)
616	CNST.CT	Construction Management (CERT)
612	CNST.LOR	Construction Management (LOR)

Criminal Justice Programs

113	CRJU.AA	Criminal Justice Transfer Option (A.A.)
824	CRJU.AAS	Criminal Justice (A.A.S.)
825	CRJU.CT	Criminal Justice Technology (CERT)
816	CRJU.ACAD.AAS	Police Science Option (A.A.S.)
817	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)
363	FOOD.DIET.AA	Dietetics Option (A.A.)
	FOOD.DIET.CT	Dietetics (CERT)
361	FOOD.SCI.AA	Food Science Option (A.A.)
425	FOOD.SERV.LOR	Food Service Management (LOR)

Early Childhood Education Programs

121	TCHR.ECHILD.AAT	Early Childhood Education (A.A.T.)
763	TCHR.ECHILD.AAS	Early Childhood Education (A.A.S.)
764	TCHR.MASTERY.CT	Mastery in Early Childhood Education (CERT)
765	TCHR.SPECED.CT	Early Childhood Special Education (CERT)

Engineering Technology Programs

665	COMP.CAD.CT	Computer-Aided Drafting (CERT)
630	ELEC.TECH.AAS	Electronic Engineering Technology (A.A.S.)
634	ELEC.SVCOPT.AAS	Electronic Service Technology Option (A.A.S.)
637	ELEC.ANREP.CT	Electronics Analysis and Repair (CERT)
	ENGR. TECH. AAS	Engineering Technology (A.A.S.)

Engineering Program

030	ENGR.AS	Engineering (A.S.)

Fire Science Program

Pending		Fire Science (A.A.S.)
		Pending MHEC approval

Forensic Science Program

114	FORS.AS	Forensic Science (A.S.)

General Studies Programs

010	ARTS.AA	Art Option (A.A.)
080	AFRI.AMER.AA	African American Studies Option (A.A.)
301	BIOL.AA	Biology Option (A.A.)
302	CHEM.AA	Chemistry Option (A.A.)
022	COMM.SPEECH.AA	Communication/Speech Option (A.A.)
303	COMM.WRIT.AA	Communication/Writing Option (A.A.)
304	ECON.AA	Economics Option (A.A.)
023	ENGL.AA	English Option (A.A.)
310	GENL.STUDIES.AA	General Studies (A.A.)
230	HLTH.ED.AA	Health Education Option (A.A.)
295	HIST.FIELD.AA	Historical Fieldwork/Research Option (A.A.)
293	INTL.AA	International Studies Option (A.A.)
014	COMM.MASS.AA	Mass Communication Option (A.A.)
296	MATH.AA	Mathematics Option (A.A.)
050	MUSI.AA	Music Option (A.A.)
270	PHYS.EDUC.AA	Physical Education Option (A.A.)
292	PREP.LAW.AA	Pre-Law Option (A.A.)
305	PREP.MED.AA	Pre-Medicine Option (A.A.)
306	PREP.PHARM.AA	Pre-Pharmacy Option (A.A.)
307	PREP.PT.AA	Pre-Physical Therapy Option (A.A.)
308	PSYCH.AA	Psychology Option (A.A.)
309	SOCI.AA	Sociology Option (A.A.)
012	THTR.AA	Theatre Option (A.A.)
340	GENL.TRAN.CT	Transfer Studies (CERT)
291	WMST.STUDIES.AA	Women's Studies Option (A.A.)

Health Technology Programs

333	EMTI.CT.PETIT	EMT/Intermediate (CERT) (petitioner)**
334	EMTP.CT.PETIT	EMT/Paramedic (CERT) (petitioner)**
335	EMTP.AAS.PETIT	EMT/Paramedic (A.A.S.) (petitioner)**
336	HLTH.INFO.PETIT	Health Information Management (A.A.S.) (petitioner)**
337	HLTH.BILL.PETIT	Medical Coding/Billing Specialist (CERT)(petitioner)**
315	NUCL.MED.PETIT	Nuclear Medicine Technology (A.A.S.) (petitioner)**
325	NUCL.CT.PETIT	Nuclear Medicine Technology (CERT) (petitioner)**
319	NURS.TRANS.PETIT	Nursing, LPN to RN Transition (petitioner)**
	NURS.EMT.PETIT	Nursing, EMT to RN Transition (petitioner)**
319	NURS.RN.PETIT	Nursing, RN (A.S.) (petitioner)**
311	NURS.LPN.PETIT	Nursing, LPN (CERT) (petitioner)**
314	RADI.AAS.PETIT	Radiography (A.A.S.) (petitioner)**
313	RESP.AAS.PETIT	Respiratory Therapy (A.A.S.) (petitioner)**

Hospitality Services Management Programs

360	HOSP.SERV.AAS	Hospitality Services Management (A.A.S.)
	HOSP.SERV.CT	Hospitality Services Management (CERT)
426	HOSP.HOTEL.LOR	Hotel/Motel Mangement (LOR)

Information Security Programs

540	COMP.SECUR.AAS	Information Security (A.A.S.)
541	COMP.SECUR.CT	Information Security (CERT)

Marketing Management Programs

490	MKTG.AAS	Marketing Management (A.A.S.)
494	MKTG.CT	Marketing Management (CERT)

Media Production Program

	COMM.MEDIA.CT	Media Production (CERT)

Ornamental Horticulture Program

841	HORT.LOR	Ornamental Horticulture (LOR)

Paralegal/Legal Assistant Programs

834	PARA.AAS	Paralegal/Legal Assistant (A.A.S.)
835	PARA.CT	Paralegal/Legal Assistant (CERT)

Space Engineering Technology Programs

670	ENGR.SPACE.AAT	Space Engineering Technology (A.A.S.)
671	COMP.SYSTEC.AAS	Computer Systems Technology Option (A.A.S.)
672	ENGR.QA.AAS	Quality Assurance Technology Option (A.A.S.)
638	ENGR.QA.CT	Quality Assurance (CERT)

Teacher Education Programs

115	TCHR.ELEM.AAT	Elementary Education/Generic Special Education PreK-12 (A.A.T.)
117	TCHR.CHEM.AAT	Secondary Education—Chemistry (A.A.T.)
	TCHR.ENGLISH.AAT	Secondary Education—English (A.A.T.)
118	TCHR.PHYSICS.AAT	Secondary Education—Physics (A.A.T.)
119	TCHR.MATH.AAT	Secondary Education—Mathematics (A.A.T.)
120	TCHR.SPAN.AAT	Secondary Education—Spanish (A.A.T.)

Technical Studies Programs

680	TECH.STUDY. AAS	Technical Studies (A.A.S.)
682	TECH.ECT. AAS	Electrical Construction Technology Option (A.A.S.)
681	TECH.ECT. CT	Electrical Construction Technology Option (CERT)

Visual Communication Programs

341	ARTS.GRAPHD.AAS	Visual Communication/Graphic Design (A.A.S.)
344	ARTS.GRAPHD.CT	Graphics (CERT)
343	ARTS.ILLUS.CT	Illustration (CERT)
342	ARTS.ANIM.CT	Animation/Hypermedia (CERT)

Special, Non-Degree Offerings

950	TCHR.CERTIF.ND	Teacher Certification for School Employees
951	TCHR.RESID.ND	Resident Teacher Program for PGCPS Employees
960	SPEC.EARLY.ND	Early Admission for high school students
970	SPEC.TAG.ND	TAG for talented/gifted students under age 16
980	SPEC.CONCUR.ND	Concurrent Enrollment for high school students
990	NDEG.ND	Non-Degree-Seeking

** Students should also complete the Petition for Admission to Health Sciences Programs (after consulting with a Health Sciences adviser).

Frequently Called Numbers

Phone Numbers

Academic Affairs, Vice President's Office 322-0406
Admissions, General 322-0866
Allied Health 322-0863
International 322-0802
Advising and Transfer Services 322-0151
Alumni Association 322-0858
Andrews Air Force Base 301-981-5949
Athletics 322-0518
Bookstore 322-0912
Campus Police 322-0666
Career/Job Services 322-0109
Cashier's Office 322-0691
Center for Business and Industry Training (CBIT) . . . 322-0726
Center for Work-Based Learning 322-0136
Child Care Services 336-7740
Children's Developmental Clinic 332-0519
Clubs and Organizations 322-0853
College Life Services 322-0853
Computer Labs
Bladen Computer Center 322-0999
Center for Advanced Technology . . . . . (day) 322-0695
(evening) 322-7000
Mathematics Learning Center 583-5257
Continuing Education 322-0875
Counseling Services 322-0649/0092
Disability Support Services 322-0838
TTY or TDD 322-0122
eLearning 322-0463
Emergency 322-0111
Extension/Degree Centers 322-0785
Financial Aid 322-0822
Graduation 322-0558
Hallam Theatre Box Office 322-0444
Health Education Center 322-0845
Help Desk (Owl Link) 322-0637
Honors Program 386-7530
International Education Center 322-0750
International Student Advising 322-0151
Intramural Sports 322-0518
Laurel College Center 410-772-4162
Toll Free 1-866-228-6110
Library General Information 322-0105
Circulation 322-0475
Reference 322-0476
Lost and Found 322-0853
Marlboro Gallery (art gallery) 322-0965
Mentoring and Retention Program (ALANA) 322-0174
Natatorium (swimming pool and weight rooms) 322-0676
Placement Testing 322-0147
PLAN (Portfolio Assessment) 322-0437
Police (campus) 322-0666
Police Academy 322-0175
Registration Information, credit 322-0866
Registration Information, noncredit 322-0866/0875
Senior Citizens Program (SAGE) 322-0882
Service Learning 322-0713
Skilled Trades Center 301-322-0034
Student Accounting 322-0691
Student Governance Board 322-0887
Student Records 322-0866
Student Services, Vice President's Office 322-0412
Student Support Services 322-0681
Telephone Registration
automated system (STAR) 301-499-6612
Testing Center . . . . . 301 -322-0147
Transfer Center 322-0151
Tutoring Center 322-0748
University Town Center 301-277-5934
Upward Bound 240-456-0120
Veterans Services 322-0820
Vocational Support Services 322-0730
Weekend Courses 322-0785
Workforce Development and Continuing
Education 322-0875
Writing Center 322-0748

Fax Numbers

Academic Affairs 808-0960
Admissions and Records 322-0119
Athletics 350-7868
Bookstore 499-1226
College Life Services 322-0850
Continuing Education 358-7502
Financial Aid 322-0559
Health Education Center 322-0865
Job Services 336-9343
Natatorium 386-7523
Student Accounting 386-7507
Workforce Development and Continuing
Education 386-7502

Academic Division Offices

Prince George's Community College credit courses are offered through academic divisions, each emphasizing a different area of study and each headed by a dean. In most cases, academic questions or requests should be directed to the appropriate divisional office.

Behavioral, Social and Business Studies 301-322-0524
Educational Development 301-322-0495
Health Sciences 301-322-0731
or 301-322-0733
Learning Resources 301-322-0462
Liberal Arts 301-322-0561
Sciences, Technology, Engineering and Math 301-322-0419

For numbers not listed, please call 301-336-6000, 8 a.m.–5 p.m., Monday through Friday.

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