2012–2013 CATALOG
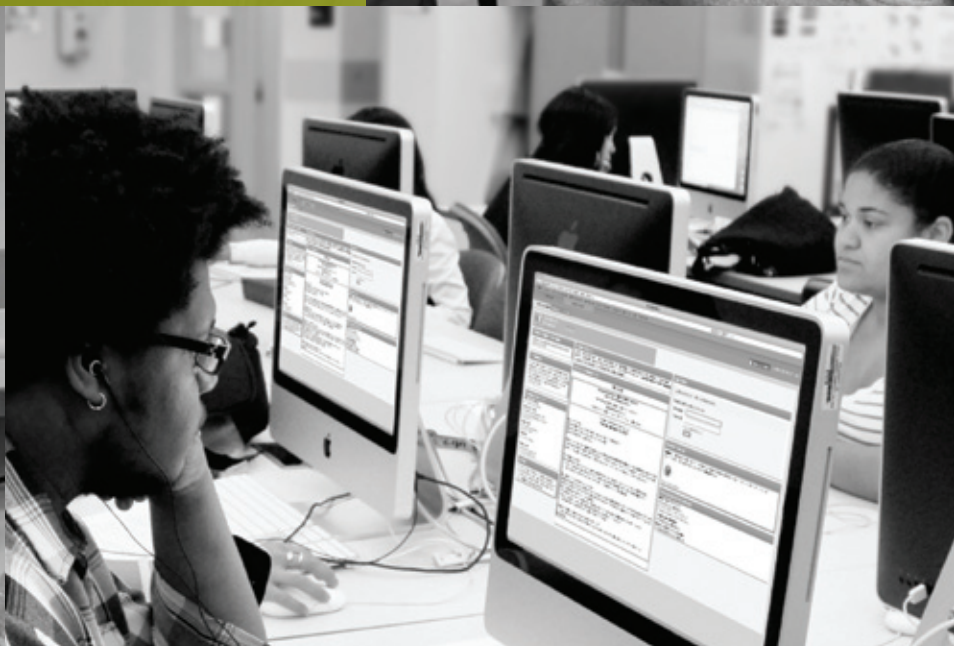
PRINCE GEORGE'S COMMUNITY COLLEGE

2012

Summer Semester 2012

April 23	Mon.	Registration for all 2012 summer sessions begins for all students
May 24	Thurs.	Commencement
May 26–28	Sat.–Mon.	COLLEGE CLOSED. Memorial Day observed
June 1	Fri.	Registration ends for 1st 5-week and 10-week classes
June 4	**Mon.**	**Classes begin for 1st half-semester and 10-week classes**
July 4	Wed.	COLLEGE CLOSED—Independence Day observed
July 6	Fri.	Last day of 1st 5-week classes Registration ends for 2nd 5-week classes
July 9	**Mon.**	**2nd 5-week classes begin**
July 16	Mon.	Last day to apply for summer graduation
Aug. 10	Fri.	Last day of 2nd 5-week summer classes and of 10-week classes

Fall Semester 2012

Apr. 30–May 4	Mon.–Fri.	Advance registration for fall 2012 for returning students
May 7	Mon.	Begin open registration for fall 2012 for all students
May 26–28	Sat.–Mon.	COLLEGE CLOSED—Memorial Day observed
July 4	Wed.	COLLEGE CLOSED—Independence Day observed
Aug. 10	Fri.	Priority registration deadline for Health Science programs
Aug. 24	Fri.	Regular registration ends except at Laurel College Center
Aug. 25	**Sat.**	**Classes begin for fall 2012**
Sept. 1–3	Sat.–Mon.	COLLEGE CLOSED—Labor Day observed
Sept. 4	Tues.	Fall semester classes begin at the Laurel College Center
Sept. 17	Mon.	Last day to apply for fall graduation
Sept. 21	Fri.	Last day to change from "credit to audit" or "audit to credit" for full-semester classes
Oct. 3	Wed.	Last day to withdraw from 1st half-semester courses
Oct. 17	Wed.	Midterm/ end of 1st half-semester classes
Oct. 18	**Thurs.**	**Beginning of 2nd half-semester classes**
Oct. 29	Mon.	Begin registration for Intersession 2013
Oct. 30	Tues.	College Enrichment Day—No classes
Nov. 16	Fri.	Last day to withdraw from full-semester classes
Nov. 21	Wed.	Beginning of holiday College open—No classes
Nov. 22–25	Thurs.–Sun.	COLLEGE CLOSED—Thanksgiving holiday
Nov. 26	Mon.	College re-opens and classes resume
Nov. 26	Mon.	Advance registration for spring 2013 begins
Nov. 26	Mon.	Last day to withdraw from 2nd half-semester classes
Nov. 30	Fri.	Advance registration for spring 2013 ends
Dec. 3	Mon.	Begin open registration for spring 2013
Dec. 9	Sunday	Last day of regular classes for fall semester
Dec. 10–16	Mon.–Sun.	Final examination period/last week of classes
Dec. 17	Mon.	End of Intersession registration Spring in-person registration closes until Thursday, Jan. 3
Dec. 20–Jan. 2	Thurs.–Wed.	COLLEGE CLOSED—Winter break

2013

Intersession & Spring Semester 2013

Oct. 29	Mon.	Begin registration for Intersession 2013
Nov. 26–30	Mon.–Fri.	Advance registration for spring 2013 for returning students
Dec. 3	Mon.	Begin open registration for spring 2013 for all students
Dec. 17	Mon.	End of Intersession registration Spring in-person registration closes until Thurs., Jan. 3
Dec. 20–Jan. 2	Thurs.–Wed.	COLLEGE CLOSED—Winter break
Jan. 3	Thurs.	College reopens.
Jan. 7	Mon.	In person peak registration begins.
Jan. 7–18	Mon.–Fri.	Intersession classes meet
Jan. 18	Fri.	Regular registration ends for spring at 5 p.m..
Jan. 21	Mon.	COLLEGE CLOSED—Martin Luther King's birthday observed
Jan. 22	**Tues.**	**Classes begin for spring 2013**
Jan. 26	Sat.	Classes begin at the Laurel College Center
Feb. 15	Fri.	Last day to apply for spring graduation
Feb. 15	Fri.	Last day to change from "credit to audit" or "audit to credit" for full-semester classes
Feb. 18	Mon.	COLLEGE CLOSED—Presidents' Day
Feb. 26	Tues.	Last day to withdraw from 1st half-semester classes
March 13	Wed.	Mid-term. End of 1st half-semester classes
March 14	**Thurs.**	**Begin 2nd half-semester classes**
March 25–31	Mon.–Sun.	COLLEGE CLOSED—Spring break
April 1	Mon.	College Reopens and classes resume.
April 12	Fri.	Last day to withdraw from full-semester classes
April 22	Mon.	Registration for 2013 summer sessions begins for all students
April 26	Fri.	Last day to withdraw from 2nd half-semester classes
Apr. 29–May 3	Mon.–Fri.	Advance registration for fall 2013 semester
May 6	Mon.	Begin open registration for fall 2013 semester
May 6	Mon.	Last day of regular classes for the spring semester
May 7–13	Tues.–Mon.	Final examination period/last week of classes
May 23	Thurs.	Commencement
May 25–27	Sat.–Mon.	COLLEGE CLOSED—Memorial Day observed

Summer Semester 2013

April 22	Mon.	Begin open registration for all summer sessions for all students
May 25–27	Sat.–Mon.	COLLEGE CLOSED—Memorial Day observed
May 31	Fri.	Registration ends for 1st 5-week and 10-week classes
June 3	**Mon.**	**Classes begin for 1st 5-week and 10-week classes**
July 4	Thurs.	COLLEGE CLOSED—Independence Day
July 5	Fri.	Last day of 1st 5-week classes Registration ends for 2nd 5-week classes
July 8	**Mon.**	**2nd 5-week classes begin**
July 15	Mon.	Last day to apply for summer graduation
Aug. 9	Fri.	Last day of 2nd 5-week summer classes and 10-week classes

Prince George's Community College Catalog

2012–2013

This one-year catalog (fall 2012—summer 2013) contains a listing of programs of study, courses and other important information. However, it does not contain a complete statement of all procedures, policies, rules and regulations. The college has the right to change any academic or other requirements, tuition, fees or other charges, course offerings, course content, programs, procedures, policies, rules and regulations from time to time and without notice. Important information updates will appear in credit schedules of classes. Departmental policies and procedures may still apply, even if they are not printed in this catalog. Meeting graduation requirements and determining transferability to other institutions are the student's responsibility, even though advisors may assist.

Message from the President

Charlene M. Dukes
Prince George's Community College

Welcome to Prince George's Community College!

You are now part of a nationally recognized institution whose top priority is student success. Each year, we transform the lives of more than 44,000 students. The college offers more than 200 academic programs and workforce development and continuing education courses, all of which prepare you for new careers or to transfer to four-year institutions. We continue to be one of the leading institutions in the state for job training and preparation of students for licensure and certifications in high demand industries.

I encourage you to use the catalog to learn more about the higher education options available to you and the endless resources for student support. As a Prince George's Community College student, you have access to dedicated faculty, administrators, and staff who all share a commitment to positive learning outcomes and student completion. To that end, the college has embarked on its completion agenda, known as Envision Success, to ensure students achieve their educational goals.

Evidence of our commitment to success can be seen in several national achievements. Prince George's Community College was named a National Center of Academic Excellence in Information Assurance Two-year Education by the National Security Agency and the Department of Homeland Security for 2010 through 2015. The college also was recognized as a White House Champion of Change, and in partnership with Prince George's County Public Schools, established the first middle college in the state of Maryland, the Academy of Health Sciences at Prince George's Community College.

The college's success also is visible among its students and more than 500,000 alumni. Prince George's Community College has produced five Jack Kent Cooke scholars in the last 10 years, two of whom were recognized in 2012. Our graduates over the past two years have secured more than one million dollars in scholarships to four-year colleges and universities.

Students truly are our greatest resource and asset, and we strive to foster scholarship, leadership, growth, and achievement. Through academic programs, workforce development, support services, new technologies, and state-of-the-art facilities, we will help you succeed.

Thank you for choosing Prince George's Community College. We look forward to sharing in your success.

Charlene M. Dukes

Vision

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

Mission

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

Strategic Goals FY2011–2013

Strategic Goal 1

Respond to and anticipate the learning needs of a diverse student population by creating and expanding educational opportunities and support services.

Strategic Goal 2

Create and expand educational opportunities and support services that respond to and anticipate evolving workforce demands.

Strategic Goal 3

Secure mission-compatible alternative funding, build mutually beneficial partnerships, and strategically allocate financial resources.

Strategic Goal 4

Create and expand technology-based educational offerings, support services, and professional development opportunities.

Strategic Goal 5

Emphasize and promote, both internally and within the region, the college's role as an agent of change.

Philosophy of Education

We believe:

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

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College Recognitions and Awards

National Center of Academic Excellence in Information Assurance Two-year Education

The National Security Agency and the Department of Homeland Security certified Prince George's Community College as the lead institution in Maryland and one of only six community colleges and 100 four-year academic institutions for this certification (2010-2015).

White House Champion of Change

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

CyberWatch Awarded Supplemental Grant from the National Science Foundation

CyberWatch, Prince George's Community College's Advanced Technological Education Center, has been awarded a supplementary grant of $676,690 by The National Science Foundation (NSF). To date, the current three-year CyberWatch funding total from NSF is nearly $3.5 million.

Achieving the Dream College

Selected as one of only 30 community colleges nationwide, Prince George's Community College was recognized for its dedication to increasing the number of students who complete and graduate.

Top 25 Associate Degree Producer Among African-Americans

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

Accreditations

Prince George's Community College is accredited by the Middle States Commission on Higher Education, 3624 Market Street, Philadelphia, PA 19104. Several degree and certificate programs hold accreditations and certifications from academic and professional organizations as follows:

Program of Study	Accrediting or Certifying Agency
Early Childhood Education A.A.S. and A.A.T.	National Association for the Education of Young Children (NAEYC)
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)
Information Security A.A.S. and Certificates	Committee on National Security Systems and the National Security Agency
Nuclear Medicine A.A.S and Certificate	Joint Review Committee on Educational Programs in Nuclear Medicine Technology (JRCNMT)
Nursing LPN Certificate	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)

Admission to College

No matter what the goal may be or how many times a student has previously attended college, the first step toward enrollment for credit classes at Prince George's Community College is to complete and submit an application for admission with a 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 or dual enrollment, as established by the college in coordination with the Prince George's County Board of Education
- Other home school students who have attained the age of 16 and who can document current participation in a Maryland state-approved home school program and also meet the criteria for concurrent enrollment
- Students under the age of 16 identified as Talented and Gifted in accordance with state law and college procedure. Such applicants are not guaranteed admission and must contact the director of Admissions and Records to review the special admission criteria and documentation required prior to enrollment.

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

All applicants must complete an application for admission. The college prefers that this be done over the Web by going to the college's website, 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 vary depending on the student's previous academic background. The various procedures follow.

Note: *Students who need an F-1 "student" visa must complete a separate application from other students. This application is also available online or in person, along with a list of all other documents required before the required Form I-20 can be issued.*

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 advisor to receive a result interpretation and to select classes appropriate to their first semester.

Admission Procedures

1. Complete 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.*

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. 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.

6. Upon receipt of notification either by mail or e-mail, make arrangements to participate in the Owl Success Track Program, required of all first-year students. See Chapter 9 for more information on this program.

7. Meet with a college advisor to review results of the tests and to discuss registration for classes in an upcoming semester.

Readmitted Students: Returning after two or more years

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

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 advisor 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 Office of Admissions and Records 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 Office of Admissions and Records 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 advisor 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.

7. Students with fewer than 18 prior college credits will be required to participate in the Owl Success Track program for first-year students. See Chapter 9 for more information on this program.

> **Note**: *Transcripts from non-United States colleges must be evaluated by an external evaluation service recognized by the college. See Transfer Credit for Work at Other Colleges and Universities, page 12.*

Students with Prior Degrees

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

Admission Procedures

1. Complete and submit the Prince George's Community College 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 previous courses would contribute to that degree.

4. Complete a Request for Transfer Evaluation form, available from the Office of Admissions and Records, if step three 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, to explore a new career field, or as short-term visitors from another college. 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. Clearly identify themselves as nondegree seeking on the application for admission, under Program of Study.

5. Be aware they are not eligible for Federal financial aid so long as they remain nondegree seeking.

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.

7. First-year students will be contacted by mail or e-mail regarding participation in the college's required first year experience program, called Owl Success Track. See Chapter 9 of this catalog for more information.

International Students

Permanent Residents and Those on Other Than Student Visas

While more than 10 percent of the college's students are non-citizens, most of them are already living in the community and would be asked to follow the procedures for new students or transfer students given above. The only additional step for such students is the requirement to present a visa 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 is made.

Admission Procedures

1. Complete and submit the application for admission.

2. Submit proof of immigration status to the Office of Admissions and Records 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. Early deadlines for admission for F-1 students are May 1 for fall semester admission and October 1 for the spring semester. The college reserves the right to deny an I-20 to any applicant who, in the college's judgment, fails to meet the academic, English language proficiency, or financial criteria or who fails to supply requested information in a timely manner.

F-1 Admission Procedures

1. Apply for admission as a degree-seeking student using the special application form for F-1 students. This special application may be found online at the college's website, www.pgcc.edu, through the link for 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 or a score of 99 or higher on the Internet-based TOEFL.

5. Meet with an International Student Services advisor 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 Office of Admissions and Records 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 Prince George's Community College to use for the receipt of an F-1 visa precludes any residency classification other than out-of-state for tuition purposes.*

Undocumented Students

Undocumented students are welcome to attend the college. Students should follow the admission procedures above that match their academic situation—first-time college, transfer student, etc, Such students will be classified as out-of-state residents for tuition purposes.

Current High School/Home School Students

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

Concurrent or Dual Enrollment—16 or Older

The Concurrent Enrollment Program and the Dual Enrollment Program are 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. Students should speak with their high school counselor before deciding whether to participate in the Concurrent Enrollment or the Dual Enrollment Program, since there are some important differences between them. 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 or dual 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 Office of Admissions and Records, 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/guardians also must be present. In no instance can this interview be held in the absence of the student.

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 Office of Admissions and Records, 301-336-6000.

Student Identification Numbers

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

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

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

Placement Testing

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

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

Students who earn a minimum SAT critical reading 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 advisors to discuss examination results, course placements and future educational plans. Students transferring from other institutions may be exempt from all or part of this test battery, provided they bring proof of successful completion of prerequisite courses with them for advisor or departmental approval prior to their first registration and provided that an official evaluation of previous college work has been completed prior to any subsequent registration. Students who hold degrees from other United States colleges or universities are exempt from all placement testing requirements.

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

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

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

Advanced Standing—Credit for Prior Learning

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

Transfer Credit for Work at Other Colleges and Universities

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

- The student must request an evaluation by completing a Request for Transfer Evaluation form available online or from the Office of Admissions and Records or at any extension center. The student must clearly indicate the curriculum to which the incoming credits are to be applied and all institutions from which transcripts will be coming.

- The student must arrange to have official transcripts from United States colleges previously attended sent to the Office of Admissions and Records. No evaluation of transfer credits will be done until official transcripts are received from each source from which credits are to be transferred. Transcripts should be mailed to Prince George's Community College, Transfer Evaluator, 301 Largo Road, Largo, MD 20774.

- Transcripts from colleges and universities outside the United States must be sent to a college-recognized evaluation service such as World Education Service for translation and credit recommendations. 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 Prince George's Community College (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.*

Prince George's Community College will honor waivers of required courses by the sending institution due to the student's demonstrated proficiency, but an equal number of credits must be earned in other coursework.

Credit for Nontraditional Learning: Work and Military Experience

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

> **Note:** *Students receiving veterans educational benefits are required by the Department of Veterans Affairs to do this before the end of their second semester of attendance to avoid interruption of benefit payments.*

Prior Learning Assessment Network (PLAN)

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

Credit through Examination

AP, IB and CLEP Examinations

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

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

For more information, including a current listing of AP, IB or CLEP exams honored by the college for award of credit, contact the Office of Admissions and Records, Bladen Hall, Room 126, 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 challenge exams. For further information, including a list of available examinations, contact Student Assessment Services, Bladen Hall, Room 100, or call 301-322-0147.

Credit through Examination/Portfolio Restrictions

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

A 15-credit limit per degree exists for any combination of portfolio or challenge exams.

Prince George's County Tech-Prep

Prince George's Community College, Prince George's County Public Schools, Prince George's County Chamber of Commerce and Prince George's County Economic Development Corporation participate in a consortium designed to ensure that high school students acquire more rigorous academic and technical competencies. A coordinated sequence of courses prepares students for lifelong learning and provides a choice of career options including employment, advanced study at Prince George's Community College and transfer to four-year colleges and universities.

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

Special Admission Criteria: 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 advisor 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 in chapter 3.

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

A criminal background check and drug screen are required of all students in the health science clinical programs. Continued participation in each program is contingent upon a satisfactory response on the background check and drug screen. All information on the background check and drug screen remains confidential and is only shared with the requesting clinical agencies. If a clinical agency denies clinical placement for a student because of the background check or drug screen, that student may not be able to complete the clinical program. The costs of the criminal background check and drug screen are the responsibility of the student. Specific information related to the process used for obtaining a criminal background check and drug screen will be discussed with students at orientation. For a current price of the criminal background check and drug screen, please contact **AlliedHealthandNursingOffice@pgcc.edu**. Students, at their own expense, also may be required to submit to a random urine drug testing at clinical sites. Results of random urine drug testing may result in the student not being able to complete the clinical program.

All students in health science clinical programs are required to submit a completed health assessment form, verifying general health, immunization status, and ability to meet the program's technical standards. Students with incomplete health records on file with the college will not be able to complete the clinical program. It is 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 advisor, 301-322-0151. Advisors' offices are located in Bladen Hall, Room 124.

Associate Degree Progression Policy Addendum for Graduates of the Prince George's Community College Practical Nursing Program

Graduates of the Prince George's Community College Practical Nursing (LPN) certificate program who have an active, unencumbered Maryland LPN license and have successfully completed the required prerequisite courses for the associate degree in nursing (including BIO-2010 and MAT-1120) 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 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-0104
(formerly 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-0104
(formerly 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.
INT-1010 (formerly CIS-1010), BIO-1010, BIO-2050
Eligibility for EGL-1010
Eligibility for MAT-1140 (A.A.S.)
Eligibility for MAT-0104 (formerly MAT-1040) (Certificate)
An average GPA of 2.00 or better for the three courses listed with no grade below a C

Nursing (RN & LPN)

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

Nursing Transition (LPN-RN and EMT–RN)

The following courses must be completed prior to petitioning.
EGL-1010, MAT-1120 or higher, PSY-1010, BIO-1010, BIO-2050, BIO-2060, and BIO-2010

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 Prince George's Community College 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, BIO-2060, INT-1010 (formerly CIS-1010), MAT-1120, MAT-1140, and PSC-1150 or CHM-1010
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, BIO-2060, MAT-1120 or higher, HIM-1800 (formerly MHE-2000)
An average GPA of 2.50 or higher for the five courses listed

Respiratory Therapy

This program begins only in the fall semester.
Deadline for petitioning is May 1.
MAT-1120, BIO-2050, BIO-2060, and PSC-1150 or CHM-1010
Eligibility for EGL-1010
An average GPA of 2.00 or higher for the four courses listed with no grade below C.

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

First-time college students are expected to take PAS-1010, Planning for Academic Success (3 credits). The course is a required corequisite for students who must take DVR-0061, College Reading and Study Skills.

The PAS-1010 requirement will be waived for students who completed DVR-0051, Developmental Reading, before the fall 2007 semester.

For more information about PAS-1010, see Chapter 6, under Course Descriptions. For information about the Owl Success Track Program, see Chapter 9.

Registration Steps

Classes are filled on a first-come, first-served basis. Students who wait to register until late in the designated period may be forced to take classes at less than ideal times or places since first-choice classes may be full or otherwise unavailable. The college is committed to using every available class meeting to further the learning experience. Students are therefore required to be registered for classes prior to their start and expected to be present on the first meeting day.

The registration deadline of 11:59 p.m. the day before a class begins is enforced. Students may not register for any class after that deadline.

Consult each semester's schedule of classes for registration information and special instructions for enrollment in classes which begin later in the semester.

Registration involves the following steps:

- Studying a schedule of classes that lists all offerings for a particular semester. The schedule is available online several weeks before registration begins. Limited quantities of printed copies are also available at each of the college's locations.
- Selecting classes consistent with an academic program, prior coursework and/or placement test scores
- Consulting with an academic advisor as needed or required by the college. Students also may determine what courses they need to take by going to Owl Link and completing the steps needed to create a program evaluation in their current program of study

- Registering for classes in person or over the Web, as described in the next section

- Paying a tuition bill. Students who register in person will be given a bill at the time they register. Those registering over the Web may access and pay their bills online as soon as their selection of courses is completed. Prior to the start of a semester, no registration is considered final until the bill has been paid.

Registration Policy

Students must register for courses by 11:59 p.m. the day before the class begins.

Students who fail to meet the registration deadline may still enroll in later-starting, accelerated course sections. These offerings may be found in the class schedules. Students also may search for later starting courses using Owl Link at www.pgcc.edu.

Different Ways to Register for Courses

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

- Over the Web using Owl Link, the college's online registration system at www.pgcc.edu

- In person at the main campus in Largo at the Office of Admissions and Records, Bladen Hall, Room 126 or with an Academic Advisor in Bladen Hall, Room 124.

- In person at the Laurel College Center in Laurel, Prince George's Community College at University Town Center in Hyattsville and (for those who have a military ID) at Prince George's Community College at Joint Base Andrews.
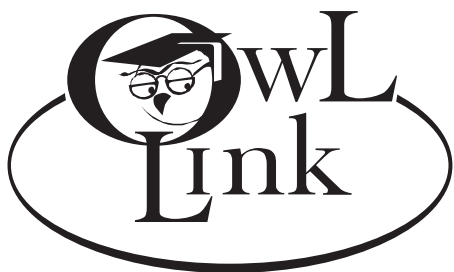
Owl Link

Owl Link is the name of the Web student system at Prince George's Community College. It empowers the college's students to access important online services. Using Owl Link, students are able to register and pay for classes, view the status of financial aid and make adjustments to their schedule, Students also can print unofficial transcripts and class schedules, submit address and e-mail address changes and request official transcripts to be sent to other colleges. Students also are able to interact with an advisor, run program evaluations, 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 credit students who have not received a User ID and password can get them by contacting the technology Help Desk Office located in Bladen Hall, Room 106, on the Largo campus, or by e-mailing that office at helpdesk@pgcc.edu.

Owl Mail

Prince George's Community College assigns all students a secure student e-mail account, called Owl Mail. Students will receive e-mail notification to their personal e-mail addresses regarding the availability of their Owl Mail accounts. Upon receipt of that e-mail, students should immediately follow the instructions given to activate the Owl Mail account. Failure to do so within 30 days will result in the account being disabled.

Owl Mail is the only e-mail address faculty and staff will use to interact electronically with students. It is also required in order to participate in online courses and to receive important, timely notices and announcements from the college.

It is critical that students activate their Owl Mail accounts immediately upon receipt of the notice of its availability. Complete instructions on how to activate the account are included in the notice.

Different Ways to Take Courses

Classroom Instruction

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

Weekend College

Marlboro Hall, Room 2141
301-322-0785

The Weekend College serves the needs of those who may not be able to participate in college credit courses during the week. It offers students a wide variety of courses in alternative formats. A student may choose to enroll in weekender courses that meet on three or four alternating weekends. The weekender (Friday evening and all day Saturday) schedule permits a student to enroll in three courses within one semester. Students must register for these courses two weeks prior to their first face-to-face meeting.

In addition, the college offers a wide range of Saturday-only or Sunday-only courses that meet over a 15-week period on Saturday and/or Sunday mornings or afternoons.

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

eLearning Services

Accokeek Hall, Room 346
301 322-0463
www.pgcconline.com

As an alternative to the traditional, face-to-face learning environment, the college offers a wide variety of courses that use interactive Web-based applications, interactive video and multimedia computer applications in varied combinations to deliver instruction. Students who enroll in eLearning courses typically seek added convenience, greater independence and more autonomy in pursuing their coursework. Students may elect to take a combination of traditional and eLearning 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. 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 and Verizon Channel 44), the college's educational access channels. Some video programs also are available in DVD format or video-streamed over the Internet for added convenience.

Hybrid Courses

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

Maryland Online (MOL) Courses

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

Additional Locations (Extension and Degree Centers)

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

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

Prince George's Community College at John Eager Howard Community Center

4400 Shell Street, Capitol Heights, MD 20743
301-341-3027
www.pgcc.edu/extensioncenters

The Culinary Arts Center at Prince George's Community College is located in the John Eager Howard Community Center. It houses both credit and continuing education culinary arts classes, as well as some of the related management courses. The center includes instructional kitchens, classrooms, a computer lab, and a simulated banquet hall. Limited support services are available on site, such as advising and registration.

Prince George's Community College at Joint Base Andrews (formerly Andrews AFB)

Building 1413, Arkansas Road, Joint Base Andrews, 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 degree in general studies or take courses toward degrees in a variety of transfer and career programs. Academic advisors are at the center during class hours to assist with academic planning. Library and audiovisual services also support instructional areas.

Prince George's Community College at Joint Base Andrews has special requirements for civilian access. Students who do not live or work on the base or who do not have a valid military ID card must submit to a special background check before accessing the base for the first time each semester. Full details of this process can be found in each semester's schedule of classes or on the website.

Laurel College Center

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

Laurel College Center, a Maryland Regional Higher Education Center, is a unique partnership between Prince George's Community College and Howard Community College. Students attending classes at this site may complete the requirements of an associate degree in General Studies, Business Administration, Teacher Education, Criminal Justice, or take courses toward a variety of degree programs. A wide selection of noncredit classes and certification programs also are offered at Laurel College Center through the office of Workforce Development and Continuing Education. Advising, testing, admissions and registration are some of the services available on site to assist students with academic planning.

Skilled Trades Center

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

The Skilled Trades Center is dedicated to meeting the county's need for skilled construction trades people. At this center, the focus is entirely on skilled construction trades. The center provides lab space for five critical construction trade areas including carpentry; electrical; plumbing; heating, ventilation, air-conditioning, and refrigeration (HVAC-R); and building maintenance. Many program titles, formats and options are available ranging from one-day short courses to multi-semester, long-term certification programs.

Prince George's Community College at University Town Center

6505 Belcrest Road, Suite 200, Hyattsville, MD 20782
301-386-7580 or 301-277-5934
www.pgcc.edu/extensioncenters

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

Prince George's Community College at Westphalia Training Center

9109 Westphalia Road, Upper Marlboro, MD 20774
301-322-0964

At Prince George's Community College at Westphalia Training Center, workers are educated and trained for in-demand jobs. In collaboration with the Mid-Atlantic Carpenters Training Centers (MACTC), Prince George's Community College provides classroom, performance-based training in construction and green/renewable energy. Prince George's Community College at Westphalia Training Center also houses the TeamBuilders Academy, which is a cohort-based, accelerated, adult career training program.

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 . . . . $ 98.00
Maryland residents, other counties. $172.00
Out-of-state residents $265.00

These rates are subject to change without notice.

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

Instructional Services Fee

The instructional services fee is a mandatory per-credit fee for all credit and developmental studies courses offered at the college. The college annually conducts a discipline cost analysis to determine the costs of the academic disciplines offered at the college and adjusts the fee accordingly. Currently, the Instructional Services Fee is $42.00 per credit.

Other Fees

Fees are charges assessed in addition to tuition. They may be per credit or they may be flat, per-semester or per-course fees.

As used in this section, the word "semester" includes intersession and the summer term as well as the traditional fall or spring semester. Like tuition, fees are subject to change.

Academic Transcript Fee

Students pay either $6.00 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 degree or a certificate. A single graduation fee is payable by a student receiving more than one degree 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

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

Portfolio Evaluation Fee

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

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.

Domicile: Determination of Student Residency for Tuition Purposes

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

The full residency policy is given in chapter 11 of this catalog, but several things are worth noting:

- Underage students and students who have graduated from high school in the past two years are automatically considered to be dependents of their parents/legal guardians. They will be considered residents of the county or state in which their parents reside, unless legal documentation dictates otherwise.
- Students in the above category who lived with one parent out of the county or state but who are now living with the noncustodial parent in Prince George's County or in Maryland may be considered residents of the county or state upon presentation of a birth certificate containing the appropriate information.
- Students claiming residency in Prince George's County but who graduated from a non-county high school in the past two years must provide proof of legal dependency on a Prince George's County resident during the most recently completed tax year. In addition, if the high school was in another country, proof of citizenship or visa status also must be provided.
- Undocumented students will be considered non-Maryland residents for tuition purposes.
- 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 Office of Admissions and Records. Appeals must be submitted and resolved prior to the end of the third week of classes. Any changes processed after the third week of the semester will be effective the following semester.

Exceptions to the Residency/Tuition Policy

Health Manpower Shortage Programs

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

The following programs currently have the HMSP designation:
- 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)
- Nuclear Medicine (A.A.S. and 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.

While the college makes every effort to apply the discount to eligible students, it is ultimately the student's responsibility to contact the Office of Admissions and Records, 301-336-6000, upon enrollment in an HMSP program to verify eligibility for and receipt of 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.

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 registration statement 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 website (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 website or pick up a NBS/FACTS brochure from the Cashier's Office or the Financial Aid Office. Both are located in Bladen Hall.

Employer-Paid Tuition

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

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.

Veterans Special Payment Exemptions

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

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

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

If there are any questions regarding this procedure, please contact the Veterans Affairs Office in Bladen Hall, Room 124 or call 301-583-5282.

Tuition Exemptions

College Employees

A full- or part-time regular employee who enrolls during his or her nonworking hours in any Prince George's Community College class that has at least 10 regularly enrolled students is exempt from payment of tuition. However, all related fees are the responsibility of the employee, including the Instructional Services Fees.

Senior Citizens

Maryland residents who are age 60 or older at the start of the semester are exempt from the payment of tuition for courses for which state funding is received. In addition, they are exempt from payment of instructional services fees, but not application fees, registration fees and special instructional fees, e.g., applied music fees or telecredit fees.

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.

NOTE: *Textbooks, course supplies and materials are not covered by this exemption. For more information, contact the Office of Admissions and Records, 301-336-6000.*

Maryland Disabled Persons

Any Maryland resident who is out of the Workforce because of a permanent disability as designated by the Social Security Act, the Railroad Retirement Act, or the Office of Personnel Management (in the case of former federal employees) may be eligible for a waiver of tuition, but not fees, upon enrollment in courses which normally have at least 10 regularly enrolled students. This waiver applies for up to 6 credits for non-degree seeking students in credit courses and up to 12 credits per semester for those enrolled in a degree program or a credit certificate program that leads to employment. It also covers tuition for continuing education instruction designed to lead to employment, including life skills instruction.

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

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

For those who will need accommodations arranged through the college's Disability Services Office, all documentation supporting the application for this waiver must be on file 3 weeks prior to the start of the semester in question. Failure to meet this deadline may result in the college's inability to provide the necessary services in time for the start of the semester.

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

NOTE: *Textbooks, course supplies and materials are not covered by this exemption. For more information, contact the Office of Admissions and Records, 301-336-6000.*

Delinquent Accounts

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

Tuition Payment Deadlines

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

PGCC Owl Debit Card

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

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

Refunds

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

Effective with the fall, 2011 semester, the following schedule for refunds of tuition and fees will apply:

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

Financial Aid

What Is Financial Aid?

Simply stated, financial aid is any grant, scholarship or loan offered for the express purpose of helping a student meet education-related expenses. Grants/scholarships are regarded as gift assistance and generally need not be repaid. Loans are borrowed money, offered at various interest rates, which must be repaid over an extended period after the student leaves college or drops to less than half-time enrollment. Funding for financial aid programs is provided by the Federal government, state government and private organizations and individuals. More detailed information is available at www.pgcc.edu/financial aid. The Financial Aid Office is located in Bladen Hall, Room 121 and is open between 8:30 a.m. and 8:00 p.m., Monday through Thursday and from 8:30 a.m. until 5:00 p.m. on Friday with staff available after 10:30 a.m. 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 expected cost of attendance at Prince George's Community College and the student's or family's expected ability to pay based on the FAFSA results. (Cost of attendance may include tuition, fees, books and supplies, transportation and miscellaneous expenses.) The information reported on the application for aid is used in a formula established by the United States Congress that calculates Expected Family Contribution, an amount the student or family is expected to pay toward the student's education.

Who Is Eligible for Financial Aid?

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

Scholarships

A Prince George's Community College student with a current e-mail address and password can apply for scholarships at the following website: https://cc.scholarshipamerica.org/pgcc

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 website. Be sure to secure your PIN number. This will provide you with the speediest processing of your application. Be sure to list Prince George's Community College's code (002089) on your FAFSA. New for the 2012–2013 academic year is the fact that the college can no longer accept copies of federal tax returns. You will have to select the IRS data retrieval option on your FAFSA. If you do not select this option, you will be required to obtain an official tax transcript from the IRS. **No copies will be accepted**.

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

Financial Aid Application Deadlines

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

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

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

Financing Options

Federal Financial Aid Programs

Federal financial aid programs offered at Prince George's Community College include the Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), Federal Work-Study Program, and Federal Direct Student Loan Program

More detailed information about the federal financial aid programs is available on the Student Aid on the Web, 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 1-800-974-0203 or visit their website at www.mhec.state.md.us.

Maryland Part-Time grants may be awarded to part-time, degree seeking Maryland students who are enrolled in 6 to 11 credits during the fall or spring semester.

Prince George's Community College/Foundation Scholarships

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

District of Columbia Assistance Programs

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

AOBA Scholarship Program

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

Honors Academy Scholarships

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

For more information about the Honors Academy, see chapter 9.

Legacy Scholarships

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

Health Manpower Shortage—Tuition Reduction for Nonresident Nursing Students

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

Hillman Entrepreneurs Program

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

Veterans Benefits

Veteran students who are eligible for educational benefits should contact Veterans Affairs (VA) Office located in Bladen Hall, Room 124, 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 website: www.gibill.va.gov.

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

Temporary Employment for Students

Contact the Career 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 Academic Progress Requirements for Financial Aid

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

Satisfactory Academic Progress Standard for Financial Aid

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

Minimum Standards for All Financial Aid Students

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

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

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

2. Complete two-thirds (67 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, incomplete courses, developmental and all courses taken at Prince George's Community College, regardless of year taken.*

3. Complete their program of study within 150% 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 spring semester with the exception of the Police Academy.
2. Students who do not meet the three standards described above will be placed on Financial Aid suspension. Students who are suspended from financial aid eligibility due to SAP issues may follow the SAP appeal process to request reconsideration.

Other Standards

1. Financial aid can only be received for a maximum of one year of developmental coursework (30 Equivalent Hours). Developmental course grades *are* considered in calculating students' cumulative GPA's for SAP purposes
2. ESL credit courses *are* considered in determinng 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.

SAP Appeal Process

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

All appeals must include:
1. a copy of the completed academic plan;
2. an explanation of why the student failed to meet SAP standards, accompanied by documentation;
3. an explanation of what has changed that will allow the student to meet SAP standards at the next evaluation period.

Appeals must be received by July 1 for Fall enrollment.

Approved Appeals

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

Denied Appeals

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

Reestablishing Eligibility

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

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 from which the student received them. Funds are returned in the following order: Federal Stafford, PLUS Loan Program, Federal Pell Grants, Federal ACG Grants, Federal SEOG awards and other Title IV student assistance.

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 also should 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 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. The approved courses are listed in this chapter.

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.S.E., 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/or 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:

Five Different Degrees
> Associate of Arts (A.A.)
> Associate of Science (A.S.)
> Associate of Science in Engineering (A.S.E.)
> 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.), Associate of Science (A.S.) and Associate of Science in Engineering (A.S.E.)

The A.A., A.S. and A.S.E. degrees parallel the first two years of bachelor's degree study and transfer to four-year colleges and universities. Students who plan to transfer are urged to meet with a Prince George's Community College advisor as early as possible to ensure that all or most of their course credits will transfer to the four-year institution of their choice. For more information about transfer opportunities, see Chapter 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:

A.A., A.S., A.S.E. General Education listings continues on next page

A.A., A.S., A.S.E. General Ed. listings continues from previous page

English . . . . **6 credits**
   Two English composition courses
Humanities. . . . . **6 credits**
   One specified speech course
   One course, other than Speech, selected from approved
      Humanities general education list
Mathematics. . . . . **3 credits**
   One specified mathematics course
Science. . . . . **7 credits**
   Two science courses,
      one of which must carry laboratory credit
Social Sciences . . . . **6 credits**
   Two courses from two different Social Science disciplines
Computer Literacy . . . . **0–3 credits**
   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 employ-
ment 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. pro-
grams will transfer to four-year institutions. Students should consult
with a Prince George's Community College advisor to determine
which courses transfer. For more information about transfer oppor-
tunities, 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 approved
      Humanities general education list
Mathematics. . . . . **3 credits**
   One from approved Mathematics
      general education list
Science. . . . . **3–4 credits**
   One 3- or 4-credit course from approved
      Science general education list
Social Sciences . . . . **3 credits**
   One 3-credit course from approved
      Social Sciences general education list
Computer Literacy . . . . **0–3 credits**
   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, elemen-
tary education and secondary education. An A.A.T. degree pro-
vides 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

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
Social Sciences . . . . **9 credits**
   American history, general psychology, United
      States government
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 com-
pleting 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 List

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 approved 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

Emerging Issues

Information Technology
INT-1010 Introduction to Information Technology . . 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
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-2720 African American Art 3
ART-2730 Integrated Arts 3
BMT-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-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

Course	Credits

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, 2600

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

General Education List (cont.)

Course	Credits
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
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
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

Course	Credits
Social Sciences	
ANT-1010 Introductory Physical Anthropology	3
ANT-1030 Introductory Cultural Anthropology	3
ECN-1010 Economic Development	3
ECN-1030 Principles of Macroeconomics	3
ECN-1040 Principles of Microeconomics	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-1510 African American History: Colonial to 1877	3
HST-1530 African American History: 1877 to the Present	3
HST-2160 The Modern Middle East	3
HST-2230 History of Latin America and the Caribbean	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
WMS-1010 Introduction to Women's Studies	3

Chapter 5

Programs of Study

Each program of study with the levels of educational achievement that may be earned is listed here under its discipline. The college develops new programs of study in response to the changing needs and interests of the community. More information about each program of study is located by discipline in this chapter The page number is where the discipline is located.

Levels of Educational Achievement

A.A. Associate of Arts, a transfer degree.
A.A.S. Associate of Applied Science, a professional degree that transfers to some four-year institutions.
A.A.T. Associate of Arts in Teaching, a transfer degree.
A.S. Associate of Science, a transfer degree.
A.S.E. Associate of Science in Engineering, a transfer degree.
Cert. Certificate, Record of Completion of a program of study with fewer than 60 credits.
LOR Letter of Recognition, Record of Completion of a limited number of concentration courses in a discipline.

> **Note:** *Credits earned for a Certificate or Letter of Recognition are applicable to a related associate degree.*

✳ Satisfies general education requirement (see Chapter 4)
✳✳ Satisfies culminating experience requirement for the Associate of Applied Science (A.A.S.) degree

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-0061. For more information, see Chapters 2, 6, and 8.

Accounting

The Accounting Programs provide three educational opportunities:

1. **The Accounting Professional Associate of Applied Science degree** helps prepare the student for employment in entry-level accounting positions, such as accounting assistant, accounting clerk or accounting technician.

    Graduates of the Accounting Professional A.A.S. 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 orally and in writing
    - Utilize computer applications
    - Work effectively in teams

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

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

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

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 301-322-0713.

Accounting Professional

Associate of Applied Science Degree (A.A.S.)
Program Code: ACCT.PROF.AAS

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
BMT-1010 Introduction to Business. 3
BUS-1220 Business Law I 3
BUS-1240 Business Law II 3
INT-1010 Introduction to Information Technology*. . 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	BMK-2510	BMT-1500
BMT-1570	BMT-1600-1620	BMT-2610
BMT-2720	BRE-1030	ECN-1040
PAS-1010	PHL-1400	

Required General Education Courses . . . . 21–22 Credits
English Composition I and II* 6
Humanities* 3
   SPH-1010 *or* SPH-1110
Mathematics* 6
   MAT-1120, MAT-1140, MAT-1190 *or* higher
Science* 3–4
Social Sciences* 3
   Any ECN or POS course (ECN-1040 recommended
   for UMUC transfer students)
Total Required for A.A.S. Degree . . . . 63–64 Credits

Accounting

Certificate
Program Code: ACCT.CT

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
BMT-1010	BUS-1220	BUS-1240
INT-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	BMT-1570
PHL-1400		

Total Required for Certificate . . . . .24 Credits

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* Satisfies general education requirement (see Chapter 4)
** Satisfies culminating experience requirement for the Associate of Applied Science (A.A.S.) degree

Accounting
Letter of Recognition
Program Code: ACCT.LOR

ACC-1010 Principles of Accounting I 4
ACC-1040 Microcomputer Applications in
    Accounting 3
ACC-1070 QuickBooks I 1
INT-1010 Introduction to Information Technology . . 3
Total Required for Letter of Recognition . . . . 11 Credits

Accounting and Taxation
Letter of Recognition
Program Code: ACCT.TAX.LOR

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

Program Concentration . . . . 17 Credits
ACC-1010 Principles of Accounting I 4
ACC-1020 Principles of Accounting II. 4
BMT-1010 Introduction to Business. 3
ECN-1030 Principles of Macroeconomics. 3
ECN-1040 Principles of Microeconomics 3
Required General Education Courses . . . . 34–35 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, any foreign language or
        English literature course
Mathematics* 9
    MAT-1350, MAT-2160 and MAT-2210
Science* 7–8
    Two courses, one of which must carry
      laboratory credit
Social Sciences* 3
Information Technology* 3
    INT-1010
Electives . . . . 9 Credits
    Any credit courses except PED
Total Required for A.S. Degree . . . . 60–61 Credits

CPA Preparation
Certificate
Program Code: ACCT.CPA.CT

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 (BMT-1600) 3
U.S. Business Law (BUS-1220 or BUS-1240) 3
Marketing (BMK-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

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

Program Concentration . . . . **24 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-1510 History of African-Americans I 3
HST-1530 History of African-Americans II 3
HST-2470 African History 3
Required General Education Courses . . . . **34–35 Credits**
English Composition I and II* 6
Humanities* 6
   Choose one course from each group:
   Group 1: One Speech course from approved general
          education list
   Group 2: One Art, Music, Theater, Philosophy,
          Literature or Foreign Language course
          from approved general education list
Mathematics* 3
   MAT-1120 or higher
Science* 7–8
   Two courses, one of which must carry laboratory credit
Social Sciences* 6
   Choose one course from each group:
   Group 1: One History course from approved general
          education list
   Group 2: One Anthropology, Economics, Geography,
          Political Science, Psychology, Sociology,
          or Women's Studies course from approved
          general education list
Information Technology* 3
   INT-1010
One additional course from either the Social Science
   or Humanities approved general education list 3

Electives . . . . **3 Credits**
   Any credit courses except PED
Total Required for A.A. Degree . . . . **61–62 Credits**

Art

Art Option

of General Studies Associate of Arts Degree (A.A.)
Program Code: ARTS.AA

The Art Option prepares students to transfer into a bachelor's degree program in fine or digital/graphic arts. The program introduces students to the theories, history and practices associated with the visual arts through its foundation courses and stresses critical thinking and a commitment to the highest ethical and professional standards. The program allows students to concentrate in the areas of traditional studio media and/or digital/graphics media. A primary goal of the program is to develop students' understanding and appreciation of how art impacts and enriches their everyday lives. As a result, both art and non-art majors benefit from the professional art instruction and creative learning environment provided in the studio courses. Prior art experience is not necessary.

   Note: *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:

- Use the vocabulary of visual art and design correctly
- Create original two-dimensional or three-dimensional works of art using the Elements of Art and Principles of Design
- Apply traditional and/or digital materials, media, techniques, and equipment to the creation of art and design
- Create works of art using various conceptual and perceptual sources
- Identify art from different time periods and explain the significance of art within historical, cultural, social and economic contexts
- Evaluate works of art using Formal Analysis
- Transfer into a bachelor's degree program in Art at a 4-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 digital/graphic art
   is also 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-2720, ART-2730,
   ART-2740
   Digital/Graphic Art Emphasis:
   ART-1570, ART-1580, ART-1610, ART-1620, ART-1630,
   ART-2570, ART-2580, ART-2610, ART-2620, ART-2630,
   ART-2650, ART-2660, ART-2670, ART-2740, ART-2750,
   ART-2780
Required General Education Courses . . . . **34–35 Credits**
English Composition I and II* 6
Humanities* 6
   Choose one course from each group:
   Group 1: One Speech course from approved
          general education list
   Group 2: ART-2710
Mathematics* 3
   MAT-1120 or higher
Science* 7–8
   Two courses, one of which must carry laboratory credit
Social Sciences* 6
   Choose one course from each group:
   Group 1: One History course from approved
          general education list
   Group 2: One Anthropology, Economics, Geography,
          Political Science, Psychology, Sociology, or
          Women's Studies course from approved
          general education list
Information Technology* 3
   INT-1010
One additional course from either the Social Science
   or Humanities approved general education list 3
Total Required for A.A. Degree . . . . **61–62 Credits**

Programs of Study

✳ Satisfies general education requirement (see Chapter 4)
✳✳ Satisfies culminating experience requirement for the Associate of Applied Science (A.A.S.) degree

Visual Communication/Graphic Design
Associate of Applied Science Degree (A.A.S.)
Program Code: ARTS.GRAPHD.AAS

The Visual Communication (VisComm) AAS degree program prepares students in the production methods, digital media and traditional design related to the visual communications field. Students learn to apply a variety of media to a range of audiences. Students acquire professional skills to be competitive in the visual communications industries, to include design for print, screen, and motion graphics. Visual Communication/Graphic Design is a Workforce Development program, which prepares students for entry-level job positions. Non-degree-seeking students may upgrade and enrich their basic computer skill sets. Some of its courses transfer to four-year institutions. Students are encouraged to consult with an academic advisor to consider specific transfer goals.

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

- Use the vocabulary of the elements of art, principles of design, and visual communication terminology correctly
- Apply traditional and digital methods to student-created works of visual communication
- Identify the evolving practices and emerging technologies of the visual communication industry and demonstrate the stages of developing a visual product
- Evaluate client/project goals
- Demonstrate ethical standards within the standards of professional practice
- Assemble a portfolio suitable for workforce entry or professional advancement

Program Concentration .37 Credits
ART-2700 Art Survey I 3
   or ART-2710 Art Survey II
   or ART-2740 Contemporary Art
   or ART-2720 African-American Art
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 Graphic Design I 3
ART-1620 Digital Publication Design 3
ART-1640 Color Theory and Application 3
ART-2610 Graphic Design II 3
ART-2570 Lettering, Typography and Layout 3
ART-2620 Digital Illustration 3
ART-2650 Animation and Multimedia I
   or ART-2670 3-D Digital Modeling and Animation . . 3
Art Studio Elective 3
Required General Education Courses . . . . 21–22 Credits
English Composition I and II* 6
   (EGL-1340 recommended for Composition II)
Humanities* 6
   One Speech course from approved general education list
   ART-2730 Integrated Arts
Mathematics* 3
   MAT-1120 or higher
Science* 3–4
Social Sciences* 3

Elective . . . . .3 Credits
   Any credit course except PED
Total Required for A.A.S. Degree . . . . 61–62 Credits

Graphic Design
Certificate
Program Code: ARTS.GRAPHD.CT

Students who complete the Graphic Design Certificate will have the ability to produce print and screen-based graphics for commercial purposes using traditional and digitaltools. Students will be able to assemble a portfolio suitable for workforce entry or professional advancement. Students who complete the Illustration Certificate will be able to:

- Apply traditional and digital methods to student-created illustrations, with a basic understanding of the language, terms and history of art and design
- Demonstrate the stages of developing a visual product
- Assemble a portfolio of graphic design suitable for workforce entry or professional advancement

EGL-1010 Composition I 3
ART-2700 Art Survey I 3
   or ART-2710 Art Survey II
   or ART-2740 Contemporary Art
   or ART-2720 African-American Art
ART-1510 Basic Design 3
ART-1530 Drawing I 3
ART-1570 Introduction to Computer Graphics 3
ART-1610 Graphic Design I 3
ART-1620 Digital Publication Design 3
ART-2610 Graphic Design II 3
   or ART-2620 Digital Illustration
ART-2570 Lettering, Typography and Layout 3
ART-2650 Animation and Multimedia I 3
   or ART-2670 3-D Digital Modeling and Animation
ART-1580 Portfolio Development for Visual Art 1
Total Required for Certificate . . . . .31 Credits

Illustration
Certificate
Program Code: ARTS.ILLUS.CT

Students who complete the Illustration Certificate will have the ability to produce original illustrations using traditional and digital tools, which are applicable to technical, editorial and information graphics; advertising; or visual narrative. Students will be able to assemble a portfolio suitable for workforce entry or professional advancement. Students who complete the Illustration Certificate will be able to:

- Apply traditional and digital methods to student-created illustrations, with a basic understanding of the language, terms and history of art and design
- Demonstrate the stages of developing an illustration, to include the final stages of file management of developed work
- Assemble individual works and a portfolio of illustrations suitable for workforce entry, or professional advancement, or public display and presentation

EGL-1010 Composition I 3
ART-2700 Art Survey I 3
   or ART-2710 Art Survey II
   or ART-2740 Contemporary Art
   or ART-2720 African-American Art
ART-1510 Basic Design 3
ART-1530 Drawing I 3
ART-1540 Painting I 3
   or ART-1590 Watercolor I
   or Art Studio Elective
ART-1570 Introduction to Computer Graphics 3
ART-1610 Graphic Design I 3
   or ART-2620 Digital Illustration
ART-1630 Commercial Illustration I 3
ART-2630 Commercial Illustration II 3
   or ART-2640 Computer Painting
   or ART-2530 Drawing II
ART-2580 Digital Photography I 3
   or ART-2660 Digital Imaging
ART-1580 Portfolio Development for Visual Art 1
Total Required for Certificate . . . . 31 Credits

Animation and Screen-Based Design
Certificate
Program Code: ARTS.ANIM.CT

Students who complete the Animation and Screen-Based Design Certificate will be able to create 3D modeling, animation, interactive multimedia projects, and digital video for output to the screen and Web, using animation concepts and methods. Students will be able to assemble a portfolio suitable for workforce entry or professional advancement.

Graduates of the certiciate program will be able to:

- Use correctly the vocabulary of visual communication, animation, and multimedia, with a basic understanding of the language, terms, and history of art and design

- Apply traditional and digital methods to student-created still and time-based compositions using a variety of digital methods

- Demonstrate the stages of developing an animation

- Assemble a portfolio of animation suitable for workforce entry or professional advancement
EGL-1010 Composition I 3
ART-2700 Art Survey I 3
   or ART-2710 Art Survey II
   or ART-2740 Contemporary Art
   or ART-2720 African-American Art
ART-1510 Basic Design 3
ART-1530 Drawing I 3
ART-1570 Introduction to Computer Graphics 3
ART-1610 Graphic Design I 3
INT-1800 Internet and Web Technology 3
ART-2650 Animation and Multimedia I 3
ART-2670 3-D Digital Modeling and Animation 3
ART-2730 Integrated Arts 3
   or Art Studio Elective
ART-1580 Portfolio Development for Visual Art 1
Total Required for Certificate . . . . 31 Credits

Arts and Sciences

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 advisor 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

Arts and Sciences
Associate of Arts Degree (A.A.)
Program Code: ARSC.AA

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

✳ Satisfies general education requirement (see Chapter 4)
✳✳ Satisfies culminating experience requirement for the Associate of Applied Science (A.A.S.) degree

Arts and Sciences continues from previous page

Mathematics* 3
  MAT-1120 or higher
Science* 7–8
  Two courses, one of which must carry laboratory credit
Social Sciences* 9
  Choose from each group:
  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.
Information Technology* 3
  INT-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.
Total Required for A.A. Degree . . . . **61–62 Credits**

Biology

Biology Option
of General Studies Associate of Arts Degree (A.A.)
Program Code: BIOL.AA

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

Program Concentration . . . . **26 Credits**
BIO-2010 Microbiology 4
Choose one course from the following 4
  BIO-2030 Genetics
  BIO-2050 Human Anatomy and Physiology I
  BIO-2090 Cell Biology
  MAT-2420 Calculus II for Science and Engineering
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

Required General Education Courses . . . . **36 Credits**
English Composition I and II* 6
Humanities* 6
  Choose one course from each group:
  Group 1: One Speech course from approved general
        education list
  Group 2: One Art, Music, Theater, Philosophy,
        Literature or Foreign Language course from
        approved general education list
Mathematics* 4
  MAT-2410 Calculus I for Science and Engineering
Science* 8
  BIO-1130 Principles of Biology: Evolution, Ecology
    and Behavior
  BIO-1140 Principles of Biology: Cellular and
    Molecular Biology
Social Sciences* 6
  Choose from each group:
  Group 1: One History course from the general
        education list
  Group 2: One course from the Social Sciences
        general education list other than
        a History course.
One additional course from either Social Sciences
  or Humanities from the approved
  General Education list 3
Information Technology* 3
  INT-1010
Total Required for A.A. Degree . . . . **62 Credits**

Business Administration

The Business Administration A.S. degree program provides the first half of a bachelor's degree in business and related disciplines. It includes an interdisciplinary and holistic approach to developing skills and knowledge in decision making, problem solving, and leadership. The curriculum establishes a foundation in business, accounting, economics, statistics, communications, and management theory. This program provides excellent transferability to four-year institutions. Students should consult an advisor 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 business principles to solving business problems
- Understand and apply accounting methods
- Effectively evaluate and synthesize business information
- Explain business processes and analyze business issues
- Apply mathematical concepts and methods in quantitative and qualitative reasoning.
- Evaluate ethical principles and apply them in business and personal decision making.

Business Administration

Associate of Science Degree (A.S.)
Program Code: BUAD.AS

Program Concentration. . . . .**17 Credits**
    ACC-1010 Principles of Accounting I 4
    ACC-1020 Principles of Accounting II. 4
    BMT-1010 Introduction to Business. 3
    ECN-1030 Principles of Macroeconomics. 3
    ECN-1040 Principles of Microeconomics 3
Required General Education Courses . . . . **34–35 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 of which must carry laboratory credit
    Social Sciences* 3
    Information Technology* 3
        INT-1010
Electives . . . .**9 Credits**
Total Required for A.S. Degree . . . . **60–61 Credits**

Business Management

The Business Management A.A.S. degree curriculum provides the skills and knowledge necessary for a successful career in business and management. As part of the program, students can choose from a wide range of business courses and a variety of certificates that interests them. Students who complete the Business Management A.A.S. degree are prepared for careers in for-profit and not-for-profit organizations, and the public sector. For more information, call 301-322-0080.

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

- Plan and communicate a shared vision for the organization that will drive strategy, assist with decision making, and position the organization in the business environment.

- Employ critical thinking to evaluate qualitative and quantitative data and effectively communicate across all layers of the organization.

- Develop, communicate, implement, and follow policies and procedures that inform and guide operations to reduce cost and organizational risk and promoted ethical practices.

- Manage people, time, and resources by utilizing effective employment practices, encouraging team building, and mentoring junior members of the staff.

- Design and execute personal and employee development systems to enhance job performance and leadership skills.

Business Management

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

Program Concentration. . . . . **24–25 Credits**
    BMT-1010 Introduction to Business. 3
    BMT-1600 Principles of Management 3
    BMT-1620 Financial Planning and Investments. 3
    BMT-2610 Human Resource Management 3
    BMT-2630 International Management. 3
    ACC-1010 Principles of Accounting I 3–4
        or ACC-1030 Accounting for Managers
    BUS-1220 Business Law I. 3
    BMT-2680 Entrepreneurship**
        or BMT-2400 Strategic Management** 3
Program Concentration Electives. . . . . **12 Credits**
    See Areas of Concentration
       following this degree listing to select courses
Required General Education Course . . . . . **24–25 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 advisor
          prior to taking any math course.
    Science*. 3–4
    Social Sciences* 3
        ECN-1030
    Information Technology* 3
        INT-1010
Total Required for A.A.S. Degree . . . . **60–62 Credits**

Areas of Concentration

Following are suggested groups of courses designed as areas of concentration. Students are free to select any combination of these courses or other management or marketing courses that suit their business interests.

Following the Areas of Concentration are specialized Letters of Recognition (LOR) and Certificates. Credits earned for a LOR may be applied to a certificate in same speciality area. The credits earned for a Certificate may be applied to the Business Management A.A.S. degree.

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

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

Programs of Study

✳ Satisfies general education requirement (see Chapter 4)
✳✳ Satisfies culminating experience requirement for the Associate of Applied Science (A.A.S.) degree

Business Management continues from previous page

Health Care Management
BMT-1960 Public Service Management
BMT-2882 Health Care Management
HIM-1530 Medical Terminology
SOC-2400 Introduction to Public Health
　and Health Care Policy

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

International Management
BMT-2400 Strategic Management
BMT-2630 International Management
BMT-2960 Emotional Intelligence in the
　Workplace

Management
BMK-2510 Introduction to Marketing
BMT-1570 Small Business Management
BMT-1650 Customer Service
BMT-1800 Microcomputer Applications
　for the Business Manager
BMT-2520 Principles of Negotiations
BMT-2580 Compensation and Benefits
　Management
BMT-2590 Employee Training and Development
BMT-2650 Purchasing, Contracting and Materials
BMT-2660 Conflict Management
BMT-2670 Sports Management
BMT-2700 Stress Management in the Workplace
BMT-2720 Managing Workplace Diversity
BMT-2750 Leadership Development
BMT-2880 Disaster Recovery
　and Risk Management
BMT-2910-2930 Cooperative Education

Marketing
BMK-2510 Introduction to Marketing
BMK-2600 Sports Marketing
BMK-2630 International Marketing
BMK-2710 Salesmanship
BMK-2730 Retail Business Management
BMK-2770 Advertising

Public Sector Management
BMT-1900 Introduction to Public Administration
BMT-1960 Public Service Management
BMT-2400 Strategic Management

Purchasing and Contracting
BMT-2500 Introduction to Federal Contracting
BMT-2510 Introduction to Source Selection
BMT-2520 Principles of Negotiations
BMT-2530 Procurement Law
BMT-2540 Contract Administration
BMT-2550 Cost and Price Analysis

Residential Property Management
BMK-2510 Introduction to Marketing
BPM-1010 Introduction to Residential Property
　Management
BPM-1020 Maintenance for Residential Property
　Management
BRE-1030 Real Estate Principles and Practices
　for Salespersons
BRE-2030 Real Estate Finance and Investment

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

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

BMT-1010 Introduction to Business. 3
　or BMT-1900 Introduction to Public Administration
BMT-1420 Organizational Development. 3
BMT-1600 Principles of Management 3
BMT-2400 Strategic Management. 3
BMT-2700 Stress Management 3
BMT-2880 Disaster Recovery and Risk Management . 3
Total Required for Certificate . . . . 18 Credits

Disaster Recovery and Risk Management
Letter of Recognition
Program Code: BMGT.RISK.LOR

BMT-1010 Introduction to Business. 3
　or BMT-1900 Introduction to Public Administration
BMT-2700 Stress Management 3
BMT-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

> BMT-1010 Introduction to Business. 3
> BMT-1570 Small Business Management 3
> BMT-2400 Strategic Management. 3
> BMT-1650 Customer Service. 3
> ACC-1010 Principles of Accounting I 4
> Choose one course from the following. 3
>> BMK-2510 Introduction to Marketing
>> BMT-2400 Strategic Management
>> BMT-2520 Negotiations
>> 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

> BMT-1010 Introduction to Business. 3
> BMT-1570 Small Business Management 3
> BMT-2680 Entrepreneurship. 3
> **Total Required for Letter of Recognition . . . . . . 9 Credits**

Health Care Management

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

Health Care Management
Certificate
Program Code: BMGT.HLTHCARE.CT

> ACC-1030 Accounting for Managers 3
> BMT-1010 Introduction to Business. 3
>> *or* BMT-1960 Public Service Management
> BMT-2882 Health Care Management. 3
> HIM-1530 Medical Terminology 4
> SOC-2400 Introduction to Public Health
>> and Health Care Policy 3
> EGL-1010 Composition I 3
> **Total Required for Certificate . . . . 19 Credits**

Health Care Management
Letter of Recognition
Program Code: BMGT.HLTHCARE.LOR

> BMT-2882 Health Care Management. 3
> HIM-1530 Medical Terminology 4
> BMT-1010 Introduction to Business. 3
>> *or* BMT-1960 Public Service Management
> **Total Required for Letter of Recognition . . . . . 10 Credits**

Human Resource Management

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

Human Resource Management
Certificate
Program Code: BMGT.HR.CT

> BMT-1010 Introduction to Business. 3
> BMT-2580 Compensation
>> and Benefits Management 3
> BMT-2590 Employee Training and Development 3
> BMT-2610 Human Resource Management 3
> BMT-2720 Managing Workplace Diversity 3
>> *or* BMT-1650 Customer Service
> Choose one course from the following. 3
>> BMT-1600 Principles of Management
>> BMT-2660 Conflict Management
>> BMT-2700 Stress Management
>> BMT-2960 Emotional Intelligence in the Workplace
> **Total Required for Certificate . . . . 18 Credits**

Human Resource Management
Letter of Recognition
Program Code: BMGT.HR.LOR

> BMT-1010 Introduction to Business. 3
> BMT-2610 Human Resource Management 3
> BMT-2720 Managing Workplace Diversity 3
>> *or* BMT-1650 Customer Service
> **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

> BMT-1010 Introduction to Business. 3
> BMT-2400 Strategic Management. 3
> BMT-2630 International Management. 3
> BMT-2960 Emotional Intelligence in the Workplace. . 3
> BMK-2630 International Marketing. 3
> Choose one course from the following. 3
>> ACC-1000 Fundamentals of Accounting
>> ECN-1030 Principles of Macroeconomics
>> 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**

Programs of Study

✳ Satisfies general education requirement (see Chapter 4)
✳✳ Satisfies culminating experience requirement for the Associate of Applied Science (A.A.S.) degree

International Management
Letter of Recognition
Program Code: BMGT.INTL.LOR

BMT-1010 Introduction to Business. 3
BMT-2400 Strategic Management. 3
BMT-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

Program Concentration. . . . . 18–19 Credits
BMT-1010 Introduction to Business. 3
BMT-1900 Introduction to Public Administration . . . 3
BMT-1960 Public Service Management. 3
BMT-2400 Strategic Management. 3
ACC-1030 Accounting for Managers 3–4
   or ACC-1010 Principles of Accounting I
Choose one course from the following. 3
   BMT-1420   ECN-1030   EGL-1320
   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

BMT-1010 Introduction to Business. 3
BMT-1900 Introduction to Public Administration . . . 3
BMT-1960 Public Service Management. 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

BMT-2500 Introduction to Federal Contracting 3
BMT-2510 Introduction to Source Selection. 3
BMT-2520 Principles of Negotiation 3
BMT-2530 Procurement Law. 3
BMT-2540 Contract Administration 3
BMT-2550 Cost and Price Analysis 3
Choose two courses from the following. 6
   BMT-1010   BMT-1650   BMT-2610
   BMT-2650   BMT-2660   INT-1010
   EGL-1320
Total Required for Certificate . . . . 24 Credits

Purchasing and Contracting
Letter of Recognition
Program Code: BMGT.PURCON.LOR

BMT-2500 Introduction to Federal Contracting 3
BMT-2510 Introduction to Source Selection. 3
BMT-2520 Principles of Negotiation 3
Total Required for Letter of Recognition . . . . . . 9 Credits

Real Estate

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

Real Estate
Letter of Recognition
Program Code: BMGT.RLEST.LOR

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

Program Concentration . . . . 39–40 Credits
BMT-1010 Introduction to Business. 3
BMT-1600 Principles of Management 3
BMT-1620 Financial Planning and Investments. 3
BMT-1650 Customer Service. 3
BMT-2610 Human Resource Management 3
BMT-2720 Managing Workplace Diversity 3
BMK-2510 Introduction to Marketing. 3
ACC-1030 Accounting for Managers 3–4
   or ACC-1010 Principles of Accounting I
BUS-1220 Business Law I. 3
BUS-1240 Business Law II 3
BPM-1010 Introduction to Residential Property
   Management. 3
BPM-1020 Maintenance for Residential Property
   Management. 3
BPM-2910-2930 Cooperative Education** 3
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
Information Technology*. 3
   INT-1010
Total Required for A.A.S. Degree . . . . 60–62 Credits

Residential Property Management

Certificate
Program Code: BMGT.RPM.CT

BMT-1010 Introduction to Business. 3
BMT-1600 Principles of Management 3
BUS-1220 Business Law I. 3
BPM-1010 Introduction to Residential Property
   Management. 3
BPM-1020 Maintenance for Residential Property
   Management. 3
BPM-2910-2930 Cooperative Education 3
EGL-1010 Composition I. 3
Total Required for Certificate . . . . 21 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

Program Concentration . . . . 25 Credits
ACC-1010 Principles of Accounting I 4
BUS-1220 Business Law I. 3
BMT-1550 Elements of Supervision 3
BMT-1570 Small Business Management 3
BMK-2510 Introduction to Marketing. 3
BMK-2630 International Marketing. 3
Supporting courses 6
   Choose from the following:

ACC-1030-1050	BMK-2710	BMK-2730
BMK-2770	BMT-1010	BMT-1500
BMT-1600	BMT-1620	BMT-1650
BMT-2500-2550	BMT-2580-2590	BMT-2610
BMT-2650-2660	BMT-2700	BMT-2720
BMT-2750	BMT-2910-2930	BPM-1010-1020
BRE-1030	BRE-2030	BRE-2910-2930
BUS-1240	CAP-1310	INT-1010
HSM-1510	HSM-1550-1560	HSM-1620-1630
HSM-1700-1760	HSM-1800-1890	HSM-2530
HSM-2630	HSM-2910-2930	PHL-1400
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 or real estate.
Total Required for Certificate . . . . 31 Credits

Sports Management

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

Sports Management
Certificate
Program Code: BMGT.SPORT.MGT.CT

BMT-1010 Introduction to Business. 3
BMT-1600 Principles of Management 3
BMT-1650 Customer Service. 3
BMT-2630 International Management. 3
BMT-2670 Sports Management. 3
BMK-2600 Sports Marketing. 3
Total Required for Certificate . . . . 18 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

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

Supervisory Management
Letter of Recognition
Program Code: BMGT.SUPVS.LOR

BMT-1010 Introduction to Management. 3
BMT-1550 Elements of Supervision 3
BMT-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

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

Program Concentration . . . . 26–27 Credits
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
MAT-2420 Calculus II for Science and Engineering . . 4
BIO-1140 Principles of Biology: Cellular and
   Molecular Biology 4
Choose two courses from the following. 7–8
   MAT-2210, 2430, 2450 or 2460
   BIO-1130, 2010, 2090 or 2250
   Any INT course (besides INT-1010)
   FOS-2500
   CHM-2050
Required General Education Courses . . . . 35 Credits
English Composition I and II*. 6
Humanities* 6
   Choose one course from each group:
   Group 1: One Speech course from
         approved general education list
   Group 2: One Art, Music, Theater, Philosophy,
         Literature or Foreign Language course
         from approved general education list
Mathematics* 4
   MAT-2410 Calculus I for Science and Engineering
Science*. 7
   CHM-1010 General Chemistry I
   CHM-1020 General Chemistry II
Social Sciences* 6
   Group 1: One History course from
         approved general education list
   Group 2: One Anthropology, Economics, Geography,
         Political Science, Psychology, Sociology, or
         Women's Studies course from approved
         general education list
One additional course from either the Social Sciences
   or Humanities approved general education list. . . . 3
Information Technology* 3
   INT-1010

Total Required for A.A. Degree . . . . 61–62 Credits

See page 91–92 for Secondary Education-Chemistry (A.A.T.)

Communication

In addition to the Communications Programs listed below, see Media Production on page 76.

Communication/Public Relations —Journalism Option

of General Studies Associate of Arts Degree (A.A.)
Program Code: COMM.PR.AA

This program of study is recommended for students planning to pursue a bachelor's degree in journalism or public relations. Students are encouraged to consult with an academic advisor for recommended courses to take and specific transfer requirements.

Graduates of the Communication/Public Relations—Journalism Option of the General Studies A.A. degree program will be prepared for transfer to a four-year college or university to pursue a bachelor's degree in Public Relations—Journalism.

Graduates of the Communications/Public Relations—Journalism Option will be able to:

- Apply communication theory
- Develop and execute basic public relations plans
- Communicate with diverse audiences
- Execute varied communication techniques
- Explain how public relations supports organizations and individuals

Program Concentration . . . . 21 Credits
SPH-1110 Public Speaking 3
SPH-1130 Interviewing 3
SPH-1230 Intercultural Communication 3
PRJ-1210 Public Relations Techniques 3
PRJ-2210 Introduction to Communication Theory . . . 3
PRJ-2200 News Writing and Reporting
    for Public Relations 3
TRF-1310 Introduction to Mass Communication 3

Required General Education Courses . . . . 34–35 Credits
English Composition I and II* 6
Humanities* 6
    Choose one course from each group:
    Group 1: One Speech course from approved general
         education list (SPH-1010 recommended)
    Group 2: One Art, Music, Theater, Philosophy,
         Literature or Foreign Language course
         from approved general education list
Mathematics* 3
    MAT-1120 or higher (MAT-1350 recommended)
Science* 7–8
    Two courses, one of which must carry laboratory credit
Social Sciences* 6
    Choose one course from each group:
    Group 1: One History course from approved general
         education list
    Group 2: One Anthropology, Economics, Geography,
         Political Science, Psychology, Sociology, or
         Women's Studies course from approved general
         education list (PSY-1010 and SOC-1010
         recommended)

One additional course from either the Social Sciences
    or Humanities approved general education list 3
Information Technology* 3
    INT-1010
Electives . . . . 6 Credits
    Any credit courses except PED
Total Required for A.A. Degree . . . . 61–62 Credits

Communication/Speech Option

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

The Communication/Speech Option is recommended for students planning to pursue a bachelor's degree in Communication/Speech. This program of study provides the foundation for upper-level classes at four-year institutions. Students should consider the program requirements of their desired transfer institution when choosing elective courses. Some four-year institutions may require foreign language courses. Graduates of the Communication/Speech Option of the General Studies A.A. degree program will be able to:

- Speak and listen effectively using correct Standard American English.
- Listen carefully by postponing judgment and demonstrating openness to understanding.
- Demonstrate knowledge of history, process, and effects of human communication through speech and related courses.
- Analyze audiences to make appropriate public speaking and interpersonal communication decisions.
- Know and demonstrate ethical communication behavior.
- Demonstrate ability to work effectively in teams and groups.
- Demonstrate some familiarity with the many forms and uses of communication in day-to-day interactions.

Program Concentration . . . . 21 Credits
SPH-1050 Group Communication and Leadership . . . 3
SPH-1070 Voice and Diction 3
SPH-1090 Interpersonal Communication 3
SPH-1110 Public Speaking 3
SPH-1130 Interviewing 3
PRJ-1210 Public Relations Techniques 3
SPH-1230 Intercultural Communication 3

Required General Education Courses . . . . 34–35 Credits
English Composition I and II* 6
Humanities* 6
    Choose one course from each group:
    Group 1: SPH-1010
    Group 2: One Art, Music, Theater, Philosophy,
         Literature or Foreign Language course
         from approved general education list
Mathematics* 3
    MAT-1120 or higher
Science* 7-8
    Two courses, one of which must carry laboratory credit
Social Sciences* 6
    Choose one course from each group:
    Group 1: One History course from approved general
         education list

Programs of Study

✴ Satisfies general education requirement (see Chapter 4)
✴✴ Satisfies culminating experience requirement for the Associate of Applied Science (A.A.S.) degree

Communication continues from previous page

Group 2: One Anthropology, Economics, Geography, Political Science, Psychology, Sociology, or Women's Studies course from approved general education list

Information Technology* 3
   INT-1010

One additional course from either the Social Sciences or Humanities approved general education list 3

Electives . . . . **6 Credits**
   Any credit courses except PED

Total Required for A.A. Degree . . . . **61–62 Credits**

Communication/Writing Option
of General Studies Associate of Arts Degree (A.A.)
Program Code: COMM.WRIT.AA

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 website 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 advisors 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 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.

Program Concentration . . . . **27 Credits**
   SPH-1010 Introduction to Speech Communication . . 3
   SPH-1130 Interviewing. 3
   EGL-1040 Media Writing 3
   EGL-1340 Composition II: Writing About
      Technical Topics. 3
   EGL-1360 Principles of Editing 3
Electives **12**
   Two courses must be 2000-level literature courses and the remaining two may be any credit courses except PED-1030; EGL-2150 or 2160 are recommended
Required General Education Courses . . . . **34–35 Credits**
   EGL-1010 Composition I: Expository Writing* 3
   EGL-1320 Composition II: Writing for Business* 3

Humanities* 6
   Choose one course from each group:
   Group 1: SPH-1050, SPH-1090, SPH-1110
   Group 2: ART-1010, MUS-1010, PHL-1010,
      PHL-1090, THE-1010
Mathematics* 3
   MAT-1120 or higher
Science* 7–8
   Two courses, one of which must carry laboratory credit
Social Sciences* 6
   Choose one course from each group:
   Group 1: One History course from approved general
      education list
   Group 2: One Anthropology, Economics, Geography,
      Political Science, Psychology, Sociology,
      or Women's Studies course from approved
      general education list
One additional course from either the Social Sciences
   or Humanities approved general education list 3
Information Technology* 3
   INT-1010
Total Required for A.A. Degree . . . . **61–62 Credits**

Mass Communication Option
of General Studies Associate of Arts Degree (A.A.)
Program Code: COMM.MASS.AA

The Mass Communication Option prepares students for career positions in film, television, video, radio, and other digital and mass media industries. Most students who complete this program transfer to four-year colleges and universities to earn a bachelor's degree in one of a wide range of communications and media programs. Students should be acquainted with the program requirements of their desired transfer institution when making course selections. Students should consult with academic advisors and mass communication faculty for transfer opportunities.

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

- Think critically about how mass media influence society.

- Communicate effectively using visual, written, spoken, and non-verbal methods.

- Understand how the various fields in mass communication are structured and function.

- Have an understanding of how technologies associated with mass communication are used.

Program Concentration . . . . **27 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
   Choose one course from the following. 3
      SPH-1130 Interviewing
      SPH-1230 Intercultural Communication

Required General Education Courses . . . . 34–35 Credits

English Composition I and II*. 6

Humanities* 6

  Choose one course from each group:

  Group 1: One Speech course from approved general
    education list

  Group 2: One Art, Music, Theater, Philosophy,
    Literature or Foreign Language course
    from approved general education list

Mathematics* 3

  MAT-1120 or higher

Science*. 7–8

  Two courses, one of which must carry laboratory credit

Social Sciences* 6

  Choose one course from each group:

  Group 1: One History course from approved
    general education list

  Group 2: One Anthropology, Economics, Geography,
    Political Science, Psychology, Sociology,
    or Women's Studies course from
    approved general education list

Information Technology* 3

  INT-1010

One additional course from either the Social Sciences or
  Humanities approved general education list 3

Total Required for A.A. Degree . . . . 61–62 Credits

Computer-Aided Drafting

The Computer-Aided Drafting certificate program provides students with the background required to obtain entry-level employment in the computer-aided drafting (CAD) field. Students will learn to create complex mechanical and architectural drawings using industry-standard AutoCAD software. All courses within this program can be used in the Engineering Technology A.A.S. degree. For more information about the Computer-Aided Drafting program, call 301-322-0751.

Graduates of the Computer-Aided Drafting 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

INT-1010 Introduction to Information Technology . . 3
ENT-1600 Introduction to CAD with AutoCAD 3
ENT-1640 Three-Dimensional CAD with AutoCAD . 3

Technical Elective 3
  Any INT, ENT, ART or other course
  approved by the program coordinator
ENT-2660 Customizing AutoCAD. 3
ENT-2680 CAD Portfolio Development 3
ART-1510, ART-1530 or ART-1570 3
Total Required for Certificate . . . . .21 Credits

Computer Engineering Technology

The Computer Engineering Technology programs prepare students for immediate employment as computer and network technicians. Students receive a general background in electronics, software, computer networks and data communication in addition to specialized training in the assembly, configuration, diagnosis and repair of IBM-class personal computers. By proper choice of electives, mathematics and science courses, A.A.S. graduates may transfer into the B.S. in Computer Engineering Technology program at Capitol College. The certificate programs, with fewer credit requirements, lead into the A.A.S. program without loss of credit. Some students may wish to take courses within this program to prepeare for industry certifications, such as the CompTIA A+, Network+, Security+, and the CISCO CCNA. For the CompTIA A+ certification, take INT-1550. For the A+ certification, take INT-1540 and INT-2540. For the Network+ certification, take INT-1550. For the Security+ certification, take INT-1620. For the CCNA Certification, take INT-1450, 1460, 2450, and 2460. 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:

- Use operating systems such as Windows and Linux that are currently used on personal computers
- 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++
- Analyze and troubleshoot computer hardware and software by understanding system organization, data representation, memory management and interrupts.
- Upgrade and repair personal computers
- Design, build and manage local area networks; understand basic telecommunications systems and protocols
- Design, build and test basic analog and digital electronic circuits that can be used as part of a computer system or interface to a computer system
- Use critical thinking techniques and the student's general technical body of knowledge to research a problem and provide a creative, well-documented solution for a computer- or network-related problem in which the student has no specific background.
- Produce a comprehensive written report and oral presentation describing a research project

Programs of Study

Computer Engineering Technology
Associate of Applied Science Degree (A.A.S.)
Program Code: COMP.ENGR.AAS

Program Concentration . . . . **46–47 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
INT-1540 Computer Hardware I: A+ Preparation 3
ENT-1850 Circuit Evaluation and Repair 2
ENT-2810 CPU Architecture 4
ENT-2540 Computer Hardware II: A+Preparation . . . 4
ENT-2900 Systems Analysis Project** 3
INT-1550 Intro. to Networks: Network+ Preparation . 3
INT-1700 Understanding Operating Systems 3
Technical electives 7–8
  Choose from the following:
  INT-1450, INT-1460, INT-2450, INT-2460, INT-2530,
  INT-2560, INT-1560, INT-1620, INT-1630, INT-2300,
  ENT-2960, ENT-2970, ENT-2980
  Note: *Students who wish to achieve CCNA certification
  should take INT-1450 and INT-1460 as technical electives
  and substitute INT-2450 and 2460 for INT-1700
  and ENT-1780*
Required General Education Courses . . . . . .22 Credits
English Composition I and II* 6
Humanities* 3
  SPH-1010
Mathematics* 3
  MAT-1340 or higher
Science* 4
  PHY-1570
Social Sciences* 3
Information Technology 3
  INT-1010 or higher INT course*
Total Required for A.A.S. Degree . . . . **68–69 Credits**

A+ Preparation
Certificate
Program Code: COMP.APLUS.CT

Students who complete this program should be able to repair and upgrade personal computers. They also should be prepared to take the CompTIA A+ certification examination in personal computer hardware and operating systems. All courses in this program can be used in the Computer Engineering Technology A.A.S. degree and the Information Technology A.A.S. degree. Graduates of the A+ Preparation certificate program will be able to:

- Use operating systems such as Windows and Linux that are currently used in personal computers
- Upgrade and repair personal computers
  INT-1010 Introduction to Information Technology . . 3
  INT-1540 Computer Hardware I: A+ Preparation 3
  INT-2540 Computer Hardware II: A+ Preparation . . . 4
  INT-1700 Understanding Operating Systems 3

Total Required for Certificate . . . . .13 Credits

Cisco CCNA Preparation
Certificate
Program Code: COMP.CISCO.CT

This program prepares students to take the Cisco CCNA (Cisco Certified Network Associate) and ComptTIA Network+ examination. All courses within the program can be used as part of the Computer Engineering Technology A.A.S. degree, the Information Security A.A.S. degree, and the Information Technology A.A.S. degree. Students who successfully complete this program will be able to:

- Design, configure, and troubleshoot local area networks using Cisco routers and switches
- Design, configure, and troubleshoot wide area networks using Cisco routers and switches
- Use network and telecommunications systems and protocols
  INT-1450 CCNA 1: Network Fundamentals 4
  INT-1460 CCNA 2: Routing Protocols 4
  INT-2450 CCNA 3: LAN Switching Wireless 4
  INT-2460 CCNA 4: Accessing the WAN 4
Total Required for Certificate . . . . .16 Credits

Computer Service Technology
Certificate
Program Code: COMP.SERV.CT

This program prepares students for computer support careers. It also prepares students for the CompTIA A+ computer support certification, the CompTIA Network + certification, and the CompTIA Security+ certification. All courses in this program can be used in the Computer Engineering Technology A.A.S. degree and the Information Technology A.A.S. degree.

Graduates of this certificate program will be able to:

- Use operating systems word processors, spreadsheets, and Web browsers to solve technical problems and present the solutions
- Upgrade and repair personal computers
- Design, build, and manage local area networks; understand basic telecommunications systems and protocols
- Apply information security methods to protect information and programs stored on a computer
  INT-1540 Computer Hardware I: A+ Preparation 3
  INT-1550 Introduction to Networks:
    Network+ Preparation 3
  INT-2540 Computer Hardware II: A+ Preparation . . . 3
  INT-2560 Advanced PC Configuration 4
  INT-1010 or higher INT course 3
  INT-1620 Computer Security: Security+ Preparation . 3
  INT-1700 Understanding Operating Systems 3
  Technical electives 5–6
    Choose from the following:
    INT-1450, INT-1460, INT-2450, INT-2460, INT-2530,
    INT-1560, INT-1630, INT-2300, INT-2720, ENT-1880,
    ENT-2960, ENT-2970, ENT-2980

Total Required for Certificate . . . . **28–29 Credits**

Information Technology

In addition to the Information Technology Systems degree and certificate programs listed below, see the Information Security programs on pages 73–74.

The Information Technology A.A.S. degree enables students to study systematic approaches to problem solving within the environment of computer hardware and software systems. In the course of this study, students develop the practice of clear thinking and logical reasoning while learning to analyze, design and program utilizing information processing tools, application packages and software languages. The available courses cover a wide array of the computing discipline, including programming languages, systems analysis and design, operating systems, networking, Web technology, technical support, computer graphics and applications software. In addition to the A.A.S. degree, there are seven certificates which may be earned and applied toward the degree. They are:

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

Returning students should carefully check course numbers and titles when registering because they may have changed from previous catalogs. Credit may not be received twice for the same course. Students should review the suggested course groupings and discuss their selections with an advisor, the department chair or department coordinator before making a decision. Students are reminded that they also may use Cooperative Education, INT-2910-2930, for a maximum of three elective credits in their program requirements.

Note: *Cooperative Education may not count toward the 6 credits of 2000-level INT courses required by the program.*

Graduates with Associate of Applied Science degrees in Information Technology will be able to:

- Demonstrate understanding of fundamental information technology concepts
- Demonstrate proficiency in the use of essential computer applications such as word processing, spreadsheets, database management, and presentations
- Conceptualize, design and diagram possible solutions to logical problems, focusing on those problems which are amenable to a computer-based solution
- Analyze, design and develop a computer information system in a real-world scenario
- Communicate effectively and professionally in the information technology environment

For more information about the Information Technology A.A.S. degree program or certificates, call 301-322-0752 or check http://academic.pgcc.edu/IET

Information Technology
Associate of Applied Science Degree (A.A.S.)
Program Code: COMP.INFO.TECH.AAS

Program Concentration . . . . 10 Credits
    INT-1330 Integrated Software Applications 3
    INT-1111 Programming Logic and Design 3
    INT-2840 Systems Analysis and Project Management** 4
        Note: *It is recommended that students take INT-2840 after completing most of their program requirements. See course description for specific requirements*

Program Requirements . . . . 26 Credits
At least 26 credits from a combination of INT and selected ART (computer graphics), BMT, and FOS courses. Course suggestions, based on the student's specific interests, follow this degree listing.

    The approved courses are:

- All INT courses not already listed in Program Concentration.
- ART-1570, ART-1620, ART-2620, ART-2650, ART-2660, ART-2670
- BMT-1650, BMT-2860, BMT-2880
- FOS-2600, FOS-2610

    Note: *At least 6 of the 26 credits of program requirements must be in 2000-level INT courses (exclusive of INT-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 . . . . 21–22 Credits
English Composition I and II* 6
Humanities* 3
    SPH-1010
Mathematics* 3
    MAT-1120 or higher
Science* 3–4
Social Sciences* 3
Information Technology
    INT1010* 3
Electives . . . . 3–5 Credits
Any credit course except PED 3
Emerging Technologies (optional) 0–1
    INT-1250
Keyboarding (optional) 0-1
    INT-1250
Total Required for A.A.S. Degree . . . . 60–63 Credits

Suggestions for selecting courses to meet the Program Requirements of the Information Technology 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 information technology. 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 Information Technology A.A.S. degree. As an example, a student interested in Computer Networks may initially elect to follow the certificate

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✳ Satisfies general education requirement (see Chapter 4)
✳✳ Satisfies culminating experience requirement for the Associate of Applied Science (A.A.S.) degree

Information Technology continues from previous page

program for Network Systems Administrator and then continue on to the Information Technology A.A.S. degree by choosing additional courses from the Networking and Operating Systems, Information Security and/or the Cisco Router Technology sections listed below. These additional courses, along with INT courses already taken for the certificate, would count as part of the 26 credits of Program Requirements to be applied to the associate degree.

    Potential Options for Program Requirements

        Cisco Networking Technology

            INT-1450 CCNA 1: Network Fundamentals
            INT-1460 CCNA 2: Routing Protocols
            INT-2450 CCNA 3: LAN Switching and Wireless
            INT-2460 CCNA 4: Accessing the WAN

        Computer Graphics

            ART-1510 Basic Design
            ART-1570 Introduction to Computer Graphics
            ART-1620 Digital Publication Design
            ART-2620 Digital Illustration
            ART-2650 Animation and Multimedia I
            ART-2660 Digital Imaging
            ART-2670 3-D Digital Modeling and Animation

        Computer Hardware

            INT-1540 Computer Hardware I: A+ Preparation
            INT-2540: Comuter Hardware II: A+ Preparation
            INT-2560: Advanced PC Configuration and Repair

        Computer Programming Languages

            INT-2030 Programming in Visual Basic
            INT-2130 Programming in C++
            INT-2200 Programming in Java

        Computer Science

            INT-1210 Computer Science I
            INT-1220 Computer Science II

        Database Management Systems

            INT-1150 Introduction to Database
               Management Systems
            INT-2081 Introduction to Oracle
            INT-2082 Advanced Oracle and PL/SQL

        Information Security

            INT-1620 Computer Security: Security+ Preparation
            INT-1630 Tactical Perimeter Defense
            INT-1660 Strategic Infrastructure Security
            INT-2690 CISSP Preparation

        Networking and Operating Systems

            INT-1400 Introduction to Networks:
               Network+ Preparation
            INT-1700 Understanding Operating Systems
            INT-1760 Introduction to New Mainframe:
               z/OS Basics
            INT-2300 Windows Desktop Client
            INT-2310 Windows Server Administration
            INT-2312 Windows Active Directory
            INT-2314 Windows Network Infrastructure
            INT-2316 Microsoft Exchange
               Design and Deployment
            INT-2318 Microsoft Exchange
               Design and Deployment
            INT-2720 UNIX/Linux Operating System
            INT-2760 UNIX/Linux System Administration

        Technical Support

            BMT-1650 Customer Service
            INT-1370 Introduction to Help Desk
               Tools and Procedures
            INT-1700 Understanding Operating Systems
            INT-1540 Computer Hardware I: A+ Preparation
            INT-2540 Computer Hardware II: A+ Preparation

        Web Technology

            INT-1800 Internet and Web Technology
            INT-1850 Client-Side Web Development
            INT-1860 Server-Side Web Development

        Word Processing

            INT-1250 Operating the Keyboard
            INT-1290 Beginning Microsoft Word
            INT-1390 Intermediate Microsoft Word

        Other CIS Courses

            INT-1901 Emerging Technologies I
            INT-2910, 2920, 2930 Cooperative Education
            INT-2980H Honors Colloquium
               in Information Technology

Computer Graphics

Certificate
Program Code: COMP.GRAPH.CT

This certificate provides an introduction to computer graphics and how that is applied in a Web development environment. Students wishing to pursue the A.A.S. degree may apply these credits to the Information Technology degree. Students completing the Computer Graphics certificate will be able to:

- Demonstrate understanding of fundamental information technology concepts
- Apply Web technology concepts and tools to design and maintain a professional website
- Articulate visual communication concepts in written, verbal, and visual form

INT-1010 Introduction to Information Technology . . 3
INT-1800 Internet and Web Technology 3
INT-1850 Client_Side Web Development 3
ART-1510 Basic Design 3
ART-1570 Introduction to Computer Graphics 3
Choose one course from the following. 3
    ART-1620 Digital Publication Design
    ART-2650 Animation and Multimedia I
    ART-2660 Digital Imaging

Total Required for Certificate . . . . 18 Credits

Computer Programming

Certificate
Program Code: COMP.PROG.CT

This certificate provides an introduction to programming concepts, programming languages and databases. Students wishing to pursue the A.A.S. degree may apply these credits to the Information Technology degree. Students completing the Computer Programming certificate will be able to:

- Demonstrate understanding of fundamental information technology concepts

- Conceptualize, design and diagram possible solutions to logical problems, focusing on those problems which are amenable to a computer-based solution
- Demonstrate proficiency in the use of database management software

INT-1010 Introduction to Information Technology . . . 3
INT-1111 Programming Logic and Design. 3
INT-2081 Introduction to Oracle 4
Choose two courses from the following. 8
    INT-2030 Programming in VisualBasic
    INT-2130 Programming in C++
    INT-2200 Programming in Java
    INT-2720 UNIX/Linux Operating System
Total Required for Certificate . . . . 18 Credits

Database Systems
Certificate
Program Code: COMP.DBAS.CT

This certificate provides an introduction to programming concepts, database management systems, and database query languages. Students wishing to pursue the A.A.S. degree may apply these credits to the Information Technology degree. Students completing the Database Systems certificate will be able to:

- Demonstrate understanding of fundamental information technology concepts
- Conceptualize, design and diagram possible solutions to logical problems, focusing on those problems which are amenable to a computer-based solution
- Demonstrate proficiency in the use of database management software

INT-1010 Introduction to Information Technology . . 3
INT-1111 Programming Logic and Design 3
INT-1150 Introduction to Database
      Management Systems 3
INT-2081 Introduction to Oracle 4
INT-2082 Advanced Oracle and PL/SQL. 4
Total Required for Certificate . . . . 17 Credits

Network Systems Administrator
Certificate
Program Code: COMP.NETADM.CT

This certificate program includes courses to prepare students for entering the field of network systems administration. Students wishing to pursue the A.A.S. degree may apply these credits to the Information Technology degree, which may include additional courses for Microsoft Certification exams. Students completing the Network Systems Administration certificate will be able to:

- Demonstrate understanding of fundamental information technology concepts
- Conceptualize, design and diagram possible solutions to logical problems, focusing on those problems which are amenable to a computer-based solution
- Perform basic network and operating system administration, configuration, and system security tasks

INT-1010 Introduction to Information Technology . . 3
INT-1111 Programming Logic and Design 3
INT-1550 Introduction to Networks:
    Network + Preparation 3
INT-1700 Understanding Operating Systems 3
INT-2300 Windows Desktop Client 3
INT-2310 Windows Server Administration 3
Choose one course from the following. 3–4
    INT-1620 Computer Security: Security+ Preparation
    INT-2312 Windows Active Directory
    INT-2314 Widows Network
    INT-2760 UNIX/Linux System Administration
Total Required for Certificate . . . . 21–22 Credits

Technical Support Specialist
Certificate
Program Code: COMP.TECHSUP.CT

This certificate program includes courses to prepare students for Microsoft Office Specialist (MOS) certifications, as well as A+ certification. Students wishing to pursue the A.A.S. degree may apply these credits to the Information Technology degree. Students completing the Technical Support Specialist certificate will be able to:

- Demonstrate understanding of fundamental information technology concepts
- Demonstrate proficiency in the use of essential computer applications such as word processing, spreadsheets, database management, presentations, and desktop publishing
- Carry out preventative hardware and software maintenance
- Troubleshoot and corret computer hardware and software problems
- Assemble, reconfigure and upgrade personal computers

INT-1010 Introduction to Information Technology . . 3
INT-1330 Integrated Software Applications 3
BMT-1650 Customer Service. 3
INT-1370 Introduction to Help Desk Tools
    and Procedures. 3
INT-1700 Understanding Operating Systems 3
INT-1540 Computer Hardware I: A+ Preparation . . . 3
INT-2540 Computer Hardware II: A+ Preparation . . . 4
Total Required for Certificate . . . . 22 Credits

Technology Core Concepts
Certificate
Program Code: COMP.TECH.CORE.CT

This certificate provides students with a selection of courses that cover fundamental information technology concepts. Students wishing to pursue the A.A.S. degree may apply these credits to the Information Technology degree. Students completing the Technology Core Concepts certificate will be able to:

- Demonstrate understanding of fundamental information technology concepts
- Demonstrate proficiency in the use of essential computer applications such as word processing, database management, and presentations.

✳ Satisfies general education requirement (see Chapter 4)
✳✳ Satisfies culminating experience requirement for the Associate of Applied Science (A.A.S.) degree

Technology Core Concepts continues from previous page

- Conceptualize, design and diagram possible solutions to logical problems, focusing on those problems which are amenable to a computer-based solution

INT-1010 Introduction to Information Technology . . 3
INT-1111 Programming Logic and Design 3
INT-1330 Integrated Software Applications 3
INT-1700 Understanding Operating Systems 3
Choose two of the following courses based
    on specialty pursuit 6–8

    INT-1150 Introduction to Database
          Management Systems
    INT-1550 Introduction to Networks:
          Network + Preparation
    INT-1370 Introduction to Help Desk Tools
          and Procedures
    INT-1620 Computer Security:
          Security+ Preparation
    INT-1800 Introduction to Internet
          and Web Technology
    INT-2081 Introduction to Oracle

Total Required for Certificate . . . . 18–20 Credits

Web Technology
Certificate
Program Code: COMP.WEB.CT

This certificate is designed for the student who wishes to enter the field of Internet and World Wide Web-based environments. Students wishing to pursue the A.A.S. degree may apply these credits to the Information Technology degree. Students completing the Web Technology certificate will be able to:

- Demonstrate understanding of fundamental information technology concepts
- Apply Web technology concepts and tools to design and maintain a professional website.
- Integrate productivity tools such as word processors, spreadsheets, and databases into Web content
- Conceptualize, design and diagram possible solutions to logical problems, focusing on those problems which are amenable to a computer-based solution

INT-1010 Introduction to Information Technology . . 3
INT-1111 Programming Logic and Design 3
INT-1800 Internet and Web Technology 3
INT-1850 Client-Side Web Development 3
INT-1860 Server-Side Web Development 3
INT-1901 Emerging Technologies I 1
Choose one course from the following 4
    INT-2200 Programming in Java
    INT-2720 UNIX/Linux Operating System

Total Required for Certificate . . . . 20 Credits

Computer Science

In addition to the Computer Science programs listed below, see the Information Technology programs on pages 49–52 and Information Security programs on pages 73–74.

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

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

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

- Analyze user requirements to do problem solving
- Design algorithms to solve complex mathematical or scientific problems
- Select algorithms based on a comparison of their time and space complexity requirements
- Implement those algorithms in a high-level programming language, such as Java
- Utilize object-oriented methodology to write efficient code

Program Concentration . . . . 23 Credits
INT-1111 Programming Logic and Design 3
INT-1210 Computer Science I 4
INT-1220 Computer Science II 4
Choose one of the following:
    INT-2200 or INT-2720 4
    MAT-2420 8
      MAT-2430, MAT-2450, or MAT-2460
General Education Courses . . . . 32-33 Credits
English Composition I and II* 6
Humanities* 9
    SPH-1010
    Two courses, other than Speech, selected
    from approved Humanities general education list
Mathematics* 4
    MAT-2410
Science* 7-8
    Two courses, one of which must carry laboratory credit
Social Sciences* 6
    Two courses from different social sciences disciplines
Electives . . . . 5-6 Credits
    Any credit courses

Total Required for the A.S. Degree . . . . .60-62 Credit

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

This program of study 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. Students should meet with an advisor and

should check the University of Maryland's Limited Enrollment Program website (www.lep.umd.edu) prior to applying to be sure all current requirements for transfer enrollment have been met.

Graduates of the Information Science Option of 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

Program Concentration . . . . 22-26 Credits
INT-1111 Programming Logic and Design 3
INT-2130 Programming in C++ 4
INT-2840 Systems Analysis and Project Management. 4
> **Note:** *It is recommended that students take INT-2840 after completing most of their program requirements. See course description for specific requirements.*

INT, MGT, ACC electives 7
Students should meet with an academic advisor to ensure transferability of electives.
Mathematics Sequence 4-8
If general education math is 1350
Take MAT-2160 and
a) MAT-1140, or MAT-1190, or MAT-2210 or
b) MAT-1360, MAT-2140
If general education math is 2410
Take MAT-2450
Required General Education Courses . . . . 31–33 Credits
English Composition I and II* 6
Humanities* 6
SPH-1010
Plus: One course, other than Speech, selected from approved Humanities general education list.
Mathematics* 3-4
Complete one of the following
MAT-1350,
MAT-2410,
(See remainder of math course sequence in Program Concentration above)
Science* 7-8
Two courses one of which must carry laboratory credit
Social Sciences * 6
Two courses from different social sciences disciplines
Information Technology* 3
INT-1010
Electives . . . . 1-9 Credits*
Any credit courses
*Total elective credits will vary depending on math sequence followed
Total Required for A.S. Degree . . . . .60 Credits

Construction Management

The Construction Management program acquaints students with management/business operations and knowledge of the practices and procedures related to construction technologies. Technical coursework will acquaint students with various building materials, codes and regulations, types of fabrication and methods of construction. Technical problem solving will be stressed. Business and management coursework will teach basic business structures and concepts as well as contemporary management practices. Avenues for employment include general contracting, specialty contracting, construction supervision, equipment and material suppliers, construction services and/or regulatory agencies. Graduates of the program are prepared to earn a bachelor's degree in Construction Management programs at four-year institutions such as the University of Maryland, Eastern Shore.

All credits earned in the certificate and letter of recognition programs can be applied to the A.A.S. program. 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

Program Concentration . . . . 24 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
CSM-2900** Construction Enterprise Project 3
Program Specialization . . . . 15 Credits
Choose from the following courses:
CSM-1410 Construction Math
CSM-1500 Construction Surveying
CSM-1510 Residential Construction Management
CSM-1600 Construction Safety
CSM-1850 Construction Quality Control
CSM-1860 Construction Codes
CSM-2310 Construction Entrepreneurship
CSM-2450 Construction Management II
CSM-2610 Mech. & Elec. Systems in Construction

Programs of Study

∗ Satisfies general education requirement (see Chapter 4)
∗∗ Satisfies culminating experience requirement for the Associate of Applied Science (A.A.S.) degree

Construction Management continues from previous page

    CSM-2850 Leadership in Construction
    CSM-2910-2930 Cooperative Education
    ENT-1600 Introduction to CAD with AutoCAD
    Approved MAT elective
    ENT-1680 Revit Architecture with BIM
Required General Education Courses . . . . 21–22 Credits
English Composition I and II*. 6
Humanities* 3
    Any Speech course from the approved general education list
Mathematics* 3
    MAT-1120 or higher
Science*. 3–4
Social Sciences* 3
Information Technology*. 3
    INT-1010
Total Required for A.A.S. Degree . . . . 60–61 Credits

Construction Management
Certificate
Program Code: CNST.CT

    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
Total Required for Certificate . . . . 21 Credits

Construction Management
Letter of Recognition—Program Code: CNST.LOR
    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

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Criminal Justice

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 degree when they enroll at the college. For more information about the Criminal Justice programs, call 301-322-0553.

Criminal Justice

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

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
CJT-2800 Professional Ethics in Criminal Justice 3
CJT-2900 Captstone Seminar in Criminal Justice ** . . 3
Program Electives 3
    Choose three credits from the following electives:
    Cooperative Education/Internship
        CJT-2910-2930
    Correctional Services
        COR-1510, COR-1530, COR-2510, COR-2530
    Criminal Justice
        CJT-1540, CJT-1620, CJT-1700, CJT-1730,
        CJT-1740, CJT-2560
    Forensic Science
        FOS-2500, FOS-2600, FOS-2610
    Other
        CAP-1310, INT-1620, INT-1700, BMT-2860,
        PAR-1510-2610, PSY-2120, 2130, SPN-1010

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

English Composition I and II*..................... 6

Humanities* 6

    SPH-1010 and any general education philosophy course

Mathematics* 3

    MAT-1120 or higher

Science*.. 3–4

Social Sciences* 9

    PSY-1010

    SOC-1010

    SOC-2010 or SOC-2030 or POS-1020

Information Technology*.......................... 3

    INT-1010

Total Required for A.A.S. Degree .... 60–61 Credits

Criminal Justice Transfer Option

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

Program Concentration.....................27 Credits

CJT-1510 Introduction to Criminal Justice 3

CJT-1530 Law Enforcement and the Community 3

CJT-2800 Professional Ethics in Criminal Justice 3

Choose three courses from the following. 9

    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

PSY-1010 General Psychology..................... 3

Electives 6

Choose two courses from the following:

    SOC-2010 Social Problems

    POS-1020 State and Local Government

    PSY-2130 Forensic Psychology

Required General Education Courses .... 34–35 Credits

English Composition I and II*..................... 6

Humanities* 6

    Choose one course from each group:

    Group 1: Any Speech course from approved
             General Education List

    Group 2: Art, Music, Theater, Philosophy, Literature
             or Foreign Language course from approved
             General Education List

Mathematics* 3

    MAT-1120 or higher

Science*.. 7–8

    Two courses, one of which must carry laboratory credit

Social Sciences* 6

    Choose one course from each group:

    Group 1: History course from Approved
             General Education List

    Group 2: SOC-1010 or SOC-2030

Select one additional course from either the Social
    Science or Humanities approved General
    Education List............................... 3

Information Technology*.......................... 3

    INT-1010

Total Required for A.A. Degree .... 60–62 Credits

Criminal Justice Technology

Certificate
Program Code: CRJU.CT

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

Correctional Services

Correctional Services involve the operation of jails and detention facilities, probation and intermediate sanctions, prisons and parole and prisoner reentry into society. The Correctional Services Option provides students with a strong criminal justice curriculum, combined with coursework and practical applications that emphasize current correctional practices and approaches. Students are prepared for careers as correctional case managers, correctional officers, counselors working with juveniles and prerelease/offender transition. Prince George's Community College has a partnership with the Prince George's County Department of Corrections. Graduates who complete their training at the county's Correctional Training Academy may receive up to nine college credits toward their associate degree when they enroll at the college.

Graduates 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

Programs of Study

Correctional Services Option
of Criminal Justice Associate of Applied Science Degree (A.A.S.)
Program Code: CORR.AAS

Program Concentration . . . . 30 Credits

COR-1510 Introduction to Corrections 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
CJT-2560 Terrorism 3
COR-2510 Community-based Corrections 3
CJT-2900 Capstone Seminar in Criminal Justice** . . . 3

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

English Composition I and II* 6
Humanities* 6
    SPH-1010 and any philosophy course
    from the approved General Education list
Mathematics* 3
    MAT-1120 or higher
Science* 3–4
Social Sciences* 9
    PSY-1010
    SOC-1010
    SOC-2010 or SOC-2030
Information Technology* 3
    INT-1010

Total Required for A.A.S. Degree . . . . 60–61 Credits

Cybercrime

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 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 a Cybercrime Investigation Opion A.A.S. degree also may decide to pursue a bachelor's degree in Criminal Justice at a four-year college or university.

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
- 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

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

Program Concentration . . . . 30 Credits

CJT-1510 Introduction to Criminal Justice 3
CJT-2510 Criminal Law 3
CJT-2530 Criminal Investigation 3
FOS-2500 Forensic Science 3
BMT-2860 Cyber Law 3
INT-1700 Understanding Operating Systems 3
INT-1620 Computer Security: Security+ Preparation . 3
FOS-2600 Computer Forensics I 3
FOS-2610 Computer Forensics II 3
CJT-2900 Capstone Seminar in Criminal Justice** . . . 3

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

English Composition I and II* 6
Humanities* 6
    SPH-1010
    Any PHL on the approved General Education list
Mathematics* 3
    MAT-1120 or higher
Science* 3–4
Social Sciences* 9
    PSY-1010
    SOC-1010
    POS-1020 or SOC-2010 or SOC-2030
Information Technology* 3
    INT-1010

Total required for A.A.S. Degree . . . . 60–61 Credits

Cybercrime Investigation
Certificate
Program Code: CRJU.CYBER.CT

INT-1010 Introduction to Information Technology . . 3
INT-1700 Understanding Operating Systems 3
INT-1620 Computer Security: Security+ Preparation . 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
BMT-2860 Cyber Law 3

Total Required for Certificate . . . . 27 Credits

Police Science

Police Science is a partnership between Prince George's Community College and the Prince George's Municipal Police Academy, located on the Largo campus. The Police Science Option degree program prepares 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 30 general education credits and 30 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.

Police Science Option

of Criminal Justice Associate of Applied Science Degree (A.A.S.)
For Police Academy recruits only.
Program Code: CRJU.ACAD.AAS

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
Information Technology*. 3
INT-1010

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

Culinary Arts

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

Graduates of the Culinary Arts A.A.S. 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

Program Concentration .40 Credits
CUL-1100 Introduction to Culinary Arts 3
HSM-1550 Food Service Manager Training
and Certification in 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-1580 Using Technology in
the Hospitality Industry 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 Humanities course from
the approved general education list
Mathematics* 3
MAT-1120 or higher
Science*. 3
NTR-1010 or NTR-1100
Social Sciences* 3
General Education Elective* 3
Any course from approved general education list

Total 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-1580 Using Technology
in the Hospitality Industry 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

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✴ Satisfies general education requirement (see Chapter 4)
✴✴ Satisfies culminating experience requirement for the Associate of Applied Science (A.A.S.) degree

Programs of Study

Dietetics

Dietetics Option

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

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
- Pursue a bachelor's degree at a four-year institution.

Program Concentration .28 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
BIO-2010 Microbiology 4
PSY-1010 General Psychology 3

Required General Education Courses . . . . .34 Credits
English Composition I and II* 6
Humanities* 6
    Choose one course from each group:
    Group 1: One Speech course from approved
                general education list
    Group 2: One Art, Music, Theater, Philosophy,
                Literature or Foreign Language course
                from approved general education list
Mathematics* 3
    MAT-1350
Science* 7
    BIO-1140 Principles of Biology:
        Cellular and Molecular Biology
    NTR-1100 Introduction to Food Science
Social Sciences* 6
    Choose one from each group:
    Group 1: One History course from approved
                general education list
    Group 2: SOC-1010 Introduction to Sociology
Information Technology* 3
    INT-1010
One additional course from either the Social Sciences
    or Humanities approved general education list 3

Total Required for A.A. Degree . . . . .62 Credits

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

EGL-1010 English Composition I 3
Speech 3
    SPH-1010 or 1030
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-1010 General Biology 4
BIO-2050 Human Anatomy and Physiology I 4
BIO-2060 Human Anatomy and Physiology II 4
Total Required for Certificate . . . . 33 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-1150 Personal and Community Health 3
    or PED-1030 Lifetime Fitness and Leisure 2

Early Childhood Education

Economics

Economics Option

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

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

Program Concentration . . . . **22–23 Credits**
ACC-1010 Principles of Accounting I 4
ECN-1030 Principles of Macroeconomics 3
ECN-1040 Principles of Microeconomics 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
BMT-1010 Introduction to Business 3
Required General Education Courses . . . . **34–36 Credits**
English Composition I and II* 6
Humanities* 6
   Choose one course from each group:
   Group 1: One Speech course from approved
              general education list
   Group 2: One Art, Music, Theater, Philosophy,
              Literature or Foreign Language course
              from approved general education list
Mathematics* 3–4
   MAT-1350 or MAT-1360
Science* 7–8
   Two courses, one of which must carry laboratory credit
Social Sciences* 6
   Choose one course from each group:
   Group 1: One History course from approved
              general education list
   Group 2: One Anthropology, Economics, Geography,
              Political Science, Psychology, Sociology,
              or Women's Studies course from approved
              general education list
   One additional course from either the Social Sciences
   or Humanities approved General Education list
   SOC-1010 recommended 3
Information Technology* 3
   INT-1010
Elective . . . . **6 Credits**
   Any credit course except PED
Total Required for A.A. Degree . . . . **62–64 Credits**

Education

See Teacher Education (pages 88–96).

Electronic Engineering Technology

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.

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

Programs of Study

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* Satisfies general education requirement (see Chapter 4)
** Satisfies culminating experience requirement for the Associate of Applied Science (A.A.S.) degree

Electronic Engineering Technology
Associate of Applied Science Degree (A.A.S.)
Program Code: ELEC.TECH.AAS

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
Total Required for A.A.S. Degree . . . . 64–65 Credits

Electronic Service Technology Option
of Electronic Engineering Technology Associate
of Applied Science Degree (A.A.S.)
Program Code: ELEC.SVCOPT.AAS

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
Mathematics* 3
   MAT-1340 or higher
Science* 8
   PHY-1570 and lab science elective (PHY-1010
   recommended)
Social Sciences* 3
Total Required for A.A.S. Degree . . . . 61–62 Credits

Electronic Analysis and Repair
Certificate
Program Code: ELEC.ANREP.CT

Students who complete this program should have the ability to ana-
lyze 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

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Emergency Medical Technician

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 com-
pletion 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, labora-
tory 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 spe-
cialty 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, gradu-
ates 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-0104 (formerly MAT-1040).

Certified EMT-Intermediate Graduates 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 profes-
  sional 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

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 f
    or 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 pre-hospital 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

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 Sciences* 3
    PSY-1010
Information Technology* 3
    INT-1010

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

Emergency Medical Technician-Paramedic
Certificate
Program Code: EMTP.CT.PETIT

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

Total Required for Certificate . . . . 45 Credits

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✳ Satisfies general education requirement (see Chapter 4)
✳✳ Satisfies culminating experience requirement for the Associate of Applied Science (A.A.S.) degree

Engineering

The college offers three engineering degree programs: an A.S. in Engineering, an A.S.E. in Computer Engineering, and an A.S.E in Electrical Engineering. Students who graduate in one of the engineering programs are prepared to transfer as a college juniors to four-year institutions to obtain a bachelor's degree in one of the engineering disciplines.

A precalculus mathematics sequence is available for students who need review or additional preparation before starting engineering and calculus courses.

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

Engineering Graduates of the A.S. or A.S.E. degree programs will be able to:

- Read, write and speak English at a scientific level
- Reason abstractly and think critically
- Engage in qualitative and quantitative reasoning to interpret, analyze and solve problems
- Use appropriate methods of quantitative reasoning to understand, interpret and manipulate numerical data
- Understand and apply the scientific methods
- Locate, evaluate and effectively synthesize technical information
- Use computers and other technology at a professional level
- Apply ethical principles in professional and personal decision-making

Engineering A.S.

Engineering
Associate of Science Degree (A.S.)
Program Code: ENGR.AS

Engineers need to think logically, communicate effectively and be well-grounded in science and mathematics. The Engineering A.S. program provides the engineering, mathematics, science and general education courses that are taken by all engineering students in their freshman and sophomore years.

> **Program Concentration . . . . 48 Credits**
> EGR-1010 Introductory Engineering 3
> EGR-2200 Engineering Mechanics 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 General Chemistry II 3
> CHM-1030 General Chemistry II Lab 2

> Engineering electives. 6
>   EGR-2210, EGR-2220, EGR-2030
>   EGR-2050, EGR-2060
>   EGR-2440 or EGR-2450
> **Required General Education Courses . . . . 18 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
> Social Sciences* 6
> **Total Required for A.S. Degree . . . . 66 Credits**

Engineering Technology

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/Internet working 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 program at 301-322-0751.

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

- Use operating systems word processors, spreadsheets, and Web browsers to solve technical problems and present the solutions
- Solve technical problems by writing user-friendly, well-documented programs in a high-level programming language such as C++ or LabVIEW
- Upgrade and repair personal computers
- Design, build, and test basic analog and digital electronic circuits
- Design, build, and manage local area networks; understand basic telecommunications systems and protocols

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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-0061. For more information, see Chapters 2, 6, and 8.

- Use critical thinking techniques and the student's general technical body of knowledge to research a problem and provide a creative, well-documented solution for a technical problem in which the student has no specific background.

- Produce a comprehensive written report and oral presentation describing the project

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
INT-1540 Computer Hardware I: A+ Preparation 3
ENT-1850 Circuit Evaluation and Repair 2
INT-1550 Intoduction to Networks:
    Network + Preparation 3
INT-2530 Telecommunications 3
INT-2540 Computer Hardware II: A+ Preparation . . . 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 INT, ENT, MAT or science course approved by the department chair or coordinator. The concentrations are suggestions only; students do not have to follow a suggested program concentration in its entirety and may choose courses from among different concentrations.
Computer Engineering Technology
INT-1560 Personal Computer Configuration
    and Assembly 1
INT-2560 Advanced PC Configuration
    and Repair 4
INT-1700 Understanding Operating Systems 3
INT-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
INT-1450 CCNA 1: Network Fundamentals 4
INT-1460 CCNA 2: Routing Protocols. 4
INT-2450 CCNA 3 LAN Switching and Wireless . . 4
INT-2460 CCNA 4: Accessing the WAN 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 approved general education list
Mathematics* 3
    MAT-1340 or higher
Science* 8
    PHY-1570
    PHY-1010 or PSC-1010/1020
Social Sciences* 3
Total Required for A.A.S. Degree . . . . 62 -67 Credits

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English

English Option

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

The English Option is recommended for students planning to pursue a bachelor's degree in English. The American, British and world literature survey courses and electives in this option provide the foundation for the upper-level literature classes students will take when they transfer to a four-year college or university. To build an understanding of the cultural context for the works of literature, the option also includes history 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

- Pursue a bachelor's degree in English at a four-year institution

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✳ Satisfies general education requirement (see Chapter 4)
✳✳ Satisfies culminating experience requirement for the Associate of Applied Science (A.A.S.) degree

English continues from previous page

Program Concentration . . . . 27 Credits

EGL-2270 Applied Grammar. 3

Choose three courses from the following
literature surveys 9

EGL-2010 British Literature from the Anglo-
Saxon Period Through the 18th Century

EGL-2030 British Literature of the 19th
and 20th Centuries

EGL-2050 American Literature from the
Beginnings to the Late 19th Century

EGL-2070 American Literature from the Late
19th Century to the Present

EGL-2130 African-American Literature
Pre-1800 to 1920

EGL-2140 African-American Literature
1920 to the present

Choose one course from the following. 3

EGL-2090 World Literature from Ancient Times
Through the Middle Ages

EGL-2110 World Literature from the Renaissance
to the Present

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

Electives 6

Any credit courses except PED-1030 (Recommended:
2000-level EGL literature or creative writing courses)

Required General Education Courses . . . . 34–35 Credits

English Composition I and II*. 6

Humanities* 6

Choose one course from each group:

Group 1: One Speech course from approved
general education list

Group 2: One Art, Music, Theater, Philosophy,
Literature or Foreign Language course
from approved general education list

Mathematics* 3

MAT-1120 or higher

Science*. 7–8

Two courses, one of which must carry laboratory credit

Social Sciences* 6

Choose one course from each group:

Group 1: One History course from approved
general education list

Group 2: One Anthropology, Economics, Geography,
Political Science, Psychology, Sociology,
or Women's Studies course from approved
general education list

One additional course from either the Social Sciences
or Humanities approved general education list. . . . 3

Information Technology*. 3

INT-1010

Total Required for A.A. Degree . . . . 61–62 Credits

Environmental Studies

The Environmental Studies Program is recommended for students planning to pursue a bachelor's degree in environmental studies, environmental science, environmental policy, or related fields. The Environmental Studies Program requires fundamental biology, chemistry, and mathematics courses integral to the study of the environment, with additional course options in areas of economics, health, and policy. Students in this program are encouraged to consider the program requirements of their desired transfer institution as they make their course selections.

Environmental Studies

Associate of Science Degree (A.S.)
Program Code: ENVR.STUD.AS

Graduates of the Environmental Studies A.S. Degree program will be able to:

- Describe key environmental principles in the discipline of biology, including the areas of ecology, evolutionary biology, cell biology, and molecular biology.
- Describe key principles in the disciplines of chemistry, geography, and economics.
- Demonstrate scientific laboratory skills.
- Demonstrate written and oral communication skills.
- Apply the scientific method and basic experimental design to interpret information and draw conclusions.
- Apply principles of mathematics to problems in environmental studies.
- Evaluate relationships among the various disciplines in the program.
- Evaluate the impacts of policy decisions on the environment.
- Identify positions on contemporary societal issues in environmental studies, including sustainability.

Program Concentration . . . . 24 Credits

BIO-1110 Environmental Biology. 3

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

BIO-2330 Fundamentals of Soil Science 4

CHM-1020 General Chemistry II 3

CHM-1030 General Chemistry II Lab 2

CHM-2010 Organic Chemistry I 4

GEO-1020 Physical Geography Laboratory. 1

BIO-2300 Introduction to Environmental Health 3
or POS-1400 Introduction to Environmental Policy

Program Concentration Electives 4

Choose one of the following:

BIO-2010 Microbiology

PHY-1010 Introductory Physics I

MAT-2420 Calculus II for Science and Engineering

Required General Education Courses . . . . 32–33 Credits

English Composition I 3

English Composition II. 3

EGL-1020 recommended

Humanities 6
  Choose one course from each group:
  Group 1: any Speech course from the
    General Education List
  Group 2: any Humanities course except Speech from
    the General Education List (ART-1010, MUS
    1010, or THE-1010 recommended for
    UMCP transfers)
Mathematics 3–4
  MAT-1350 or higher
  (MAT-2160 or MAT-2410 recommended
   for UMCP transfer)
Science 8
  BIO-1130 Principles of Biology: Evolution,
   Ecology, and Behavior
  CHM-1010 General Chemistry I
Social Sciences 6
  ECN-1040 Principles of Microeconomics
  GEO-1010 Physical Geography
Information Technology 3
  INT-1010

Total Required for the A.S. Degree . . . . 60-61 Credits

Environmental Studies

Certificate
Program Code: ENVR.STUD.CT

This certificate program provides a core set of skills and knowledge that may lead to or advance careers in fields involving sustainable technologies and resources. Such fields include natural resources conservation and management, soil and watershed science, ecological technology design, and environmental health. The certificate program includes fundamental biology, chemistry, and mathematics courses integral to the study of the environment.

Program Concentration . . . . 25-26 credits
  BIO-1110 Environmental Biology 3
  BIO-1130 Principles of Biology: Evolution,
   Ecology and Behavior 4
  BIO-1140 Principles of Biology: Cellular
   and Molecular Biology 4
  BIO-2330 Fundamentals of Soil Science 4
  CHM-1010 General Chemistry I 4
  MAT-1350 College Algebra (or any higher-level
   MAT course) 3–4
  BIO-2300 Introduction to Environmental Health 3
  or POS-1400 Introduction to Environmental Policy

Electives 3–4
  Choose one of the following:
  ECN-1040 Principles of Microeconomics
  PHY-1010 Introductory Physics
  BIO-2010 Microbiology
  GEO-1010 Physical Geography with
   GEO-1020 Physical Geography Laboratory

Total required for the Certificate . . . . 28-30 Credits

Fire Science

Fire Science

Associate of Applied Science Degree (A.A.S.)
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 fire fighting operations and hazardous materials first response as part of a fire fighting 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

✳ Satisfies general education requirement (see Chapter 4)
✳✳ Satisfies culminating experience requirement for the Associate of Applied Science (A.A.S.) degree

Fire Science continues from previous page

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
BMT-1010 Introduction to Business
    or BMT-1900 Introduction to Public Administration 3
BMT-1960 Public Service Management
    or FSC-2930 Work-Based Experience 3
Required General Education Courses . . . . **21–22 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
Information Technology*. 3
    INT-1010
Electives . . . .**9 Credits**
    Any credit courses except PED
Total Required for A.A. Degree . . . . **60–61 Credits**

Food Science

Food Science Option
of General Studies Associate of Arts Degree (A.A.)
Program Code: FOOD.SCI.AA

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. . . . .**28 Credits**
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

BIO-2010 Microbiology 4
MAT-2160 Applied Calculus I. 3
Required General Education Courses . . . .**34 Credits**
English Composition I and II*. 6
Humanities* 6
    Choose one course from each group:
    Group 1: One Speech course from approved
             general education list
    Group 2: One Art, Music, Theater, Philosophy,
             Literature or Foreign Language course
             from approved general education list
Mathematics* 3
    MAT-1350 College Algebra
Science*. 7
    NTR-1010 Introductory Nutrition*
    BIO-1140 Principles of Biology:
    Cellular and Molecular Biology
Social Sciences* 6
    Choose one course from each group:
    Group 1: One History course from approved
             general education list
    Group 2: One Anthropology, Economics, Geography,
             Political Science, Psychology, Sociology,
             or Women's Studies course from approved
             general education list
One additional course from either the Social Sciences
    or Humanities approved general education list. . . . 3
Information Technology*. 3
    INT-1010
Total Required for A.A. Degree . . . .**62 Credits**
Note: *General Education courses should be chosen to address UMCP's CORE requirements.*

Forensic Science

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 advisor 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
- 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

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 course from the following:
  PSY-2130 Forensic Psychology
  FOS-2510 Forensic Aspects of Death Investigation
  FOS-2520 Forensic Aspects of Drug Identification
      and Abuse
  FOS-2530 Fire and Arson Investigation
      (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
  Information Technology* 3
    INT-1010

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

General Studies

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. An associate degree in 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.

This program transfers to four-year colleges and 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 advisor about transfer requirements. For more information about the General Studies program, call 301-322-0151.

Graduates of the General Studies 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

General Studies

Associate of Arts Degree (A.A.)
Program Code: GENL.STUDIES.AA

Program Concentration . . . . 26–27 Credits
  Select courses appropriate for planned transfer program.
      Limit: 2 PED credits.
Required General Education Courses . . . . 34–35 Credits
  English Composition I and II* 6

∗ Satisfies general education requirement (see Chapter 4)
∗∗ Satisfies culminating experience requirement for the Associate of Applied Science (A.A.S.) degree

General Studies continues from previous page

Humanities* 6
    Choose one course from each group:
    Group 1: One Speech course from approved
              general education list
    Group 2: One Art, Music, Theater, Philosophy,
              Literature or Foreign Language course
              from approved general education list
Mathematics* 3
    MAT-1120 or higher
Science* 7–8
    Two courses, one of which must carry laboratory credit
Social Sciences* 6
    Choose one course from each group:
    Group 1: One History course from approved
              general education list
    Group 2: One Anthropology, Economics, Geography,
              Political Science, Psychology, Sociology,
              or Women's Studies course from approved
              general education list
Information Technology* 3
    INT-1010
One additional course from either the Social Sciences
    or Humanities approved general education list 3

Total Required for A.A. Degree . . . . **60–62 Credits**

Transfer Studies

Certificate
Program Code: GENL.TRAN.CT

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.

Required General Education Courses . . . . **27–28 Credits**
English Composition I 3
    EGL-1010
English Composition II. 3
    EGL-1020 recommended
Humanities 6
    Choose two courses from approved
    general education list
Social Sciences 9
    Choose three courses from approved
    general education list
Mathematics 3
    MAT-1120 or higher
Science. 3-4
Elective . . . . **3 Credits**
    Any credit course except PED
Total Required for Certificate . . . . **30–31 Credits**

Health Education

Health Education Option

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

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
- Pursue a bachelor's degree at a four-year college or universities that offer Health Education as a teaching option or other health-related program

Program Concentration . . . . **26 Credits**
HLE-1150 Personal and Community Health. 3
HLE-2000 Application of Concepts
    for Fitness and Wellness 3
HLE-2130 First Aid-Responding to Emergencies
    /CPR FPR 3
HLE-2210 Human Sexuality 3
NTR-1010 Introductory Nutrition 3
Choose one course from the following. 3
    HLE-2010 Health Issues in a Culturally Diverse Society
    HLE-2150 Introduction to Child Health
    HLE-2250 Health Issues for Women
BIO-2050 Anatomy and Physiology I 4
BIO-2060 Anatomy and Physiology II 4
Required General Education Courses . . . . **34–35 Credits**
English Composition I and II* 6
Humanities* 6
    Choose one course from each group:
    Group 1: One Speech course from the approved
              general education list
    Group 2: One Art, Music, Theater, Philosophy,
              Literature or Foreign Language course
              from the approved general education list
Mathematics* 3
    MAT-1120 or higher
Science* 7–8
    CHM-1010 General Chemistry I
    and one of the following:
    BIO-1010 General Biology
    BIO-1040 Principles of Biology:
        Cellular and Molecular Biology
Social Sciences* 6
    Choose one course from each group:
    Group 1: One History course from approved
              general education list
    Group 2: One Anthropology, Economics, Geography,
              Political Science, Psychology, Sociology, or
              Women's Studies course from approved general
              education list
One additional course from either the Social Sciences
    or Humanities approved general education list 3
Information Technology* 3
    INT-1010
Total Required for A.A. Degree . . . . **60–61 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-0061. For more information, see Chapters 2, 6, and 8.

Health Science Clinical Information

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

Multidisciplinary Health Education

Multidisciplinary Health Education courses 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. See Chapter 6 for Multidisciplinary Health Education (MHE) course descriptions

Health Information Management

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

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 disease processes to the classification of diagnoses and procedures to meet statistical and reimbursement requirements

- Analyze clinical information needed for decision support, research and performance improvement

- Use technology, including hardware and software, to ensure data collection, storage, retrieval and reporting of information; protect data integrity, security, and confidentiality of patient health records.

- Demonstrate effective oral and written communication skills

- Maintain behaviors consistent with the professional Code of Ethics of the 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-CM4 HIM-1600 Principles
     and Applications of CPT. 2

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

Health Information Management continues from previous page

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
BMT-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 (Students transferring
BIO-2050 to Prince George's Community College from
another insitutiton are exempted from the BIO-1010
requirement)
Social Sciences* 3
PSY-1010
Information Technology* 3
INT-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

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
INT-1010. 3
Total Required for Certificate . . . . .39 Credits
If not previously completed, BIO-2060 must be taken
concurrently with HIM-1500.

Hospitality Services Management

Hospitality Services Management

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

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

Graduates of the program will be able to:

- Communicate effectively both verbally and in writing

- Use appropriate technologies including Microsoft Office, industry specific software, and social media for marketing

- Describe industry standards of performance, career progressions, and quality guest service

- Discuss the essential role of interpersonal skills in the hospitality industry, including leadership, professionalism, ethics including the work ethic, networking, and cross-cultural awareness.

Program Concentration. . . . . .31 Credits

HSM-1510 Introduction to Hospitality Industry 3
HSM-1550 Food Service Manager Training
and Certification in Sanitation 1
HSM-1580 Using Technology
in the Hospitality Industry 3
HSM-1621 Hotel Operations Management. 3
or HSM-1630 Food Service Operations
HSM-1990 Leadership and Interpersonal Dynamics
in the Hospitality Industry 3
HSM-2050 Human Resource Management for
Hosptitality and Tourism 3
HSM-2071 Managing Staff and Service in Hospitality . . 3

HSM-2530 Hospitality Sales and Marketing 3
HSM-2550 Understanding Hospitality Law 3
ACC-1030 Accounting for Managers 3
HSM-2760 Hospitality Seminar
Electives . . . . .8–9 Credits
HSM-1520 Convention Management and Service 3
HSM-1560 Catering and Banquet Planning 3
HSM-1640 Special Event Planning 3
HSM-1740 Bed and Breakfasts 1
HSM-1750 Wines and Spirits. 1
HSM-1810 Introduction to Travel and Tourism 3
HSM-2020 Food and Beverage
    Purchasing and Cost Control. 3
HSM-2040 Bar and Beverage Management. 3
HSM-2640 Security and Loss Prevention Management 3
Required General Education Courses . . . . 21–22 Credits
English Composition I* 3
English Composition II* 3
    EGL-1320 recommended
Humanities* 3
Mathematics* 3
    MAT-1120 or higher
Science* 3
Social Sciences* 3
General Education Elective* 3–4
    Any course from approved general education list
Total Required for A.A.S. Degree . . . . 60–62 Credits

Hospitality Services Management
Certificate
Program Code: HOSP.SERV.CT

Program Concentration .25 Credits
HSM-1510 Introduction to Hospitality Industry 3
HSM-1550 Food Service Manager Training and
    Certification in Sanitation 1
HSM-1580 Using Technology
    in the Hospitality Industry 3
HSM-1621 Hotel Operations Management. 3
    or HSM-1630 Food Service Operations
HSM-1990 Leadership and Interpersonal
    Dynamics in the Hospitality Industry 3
HSM-2050 Human Resource Management
    for Hospitality and Tourism 3
HSM-2071 Managing Staff
    and Service in Hospitality. 3
HSM-2530 Hospitality Sales & Marketing 3
HSM-2550 Understanding Hospitality Law 3
Electives . . . . .5–6 Credits
HSM-1520 Convention Management and Service 3
HSM-1560 Catering and Banquet Planning 3
HSM-1640 Special Event Planning 3
HSM-1740 Bed and Breakfasts 1
HSM-1750 Wines and Spirits. 1
HSM-1810 Introduction to Travel and Tourism 3
HSM-2020 Food and Beverage
    Purchasing and Cost Control. 3
HSM-2040 Bar and Beverage Management. 3
HSM-2640 Security and Loss Prevention Management 3
Total Required for Certificate . . . . .30-31 Credits

Food Service Management
Letter of Recognition
Program Code: FOOD.SERV.LOR

HSM-1550 Food Service Manager Training
    and Certification in Sanitation 1
HSM-1560 Catering and Banquet Planning 3
HSM-1630 Food Service Operations 3
HSM-2020 Food and Beverage
    Purchasing and Cost Control. 3
Total Required for Letter of Recognition . . . . .10 Credits

Lodging Management
Letter of Recognition
Program Code: HOSP.LODGE.MGT.LOR

HSM-1621 Hotel Operations Management. 3
HSM-1520 Convention Management and Service 3
    or HSM-2530 Hospitality Sales and Marketing
HSM-2640 Security and Loss
    Prevention Management. 3
Total Required for Letter of Recognition . . . . . 9 Credits

Meeting and Event Management

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

Upon successful completion of the Meeting and Event Management degree, a graduate will be able to:

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

Meeting and Event Management
Associate of Applied Science Degree (A.A.S.)
(Pending MHEC Approval)
Program Code: HOSP.MTG.EVENT.AAS

Program Concentration .39 Credits
HSM-1510 Introduction to the Hospitality Industry . . 3
HSM-1520 Fundamentals of Meeting, Convention
    and Event Management 3
HSM-1580 Using Technology
    in the Hospitality Industry 3
HSM-1621 Hotel Operations. 3
HSM-1640 Special Event Management 3
HSM-1680 Event Sponsorship. 1
HSM-1810 Introduction to Travel and Tourism 3

Meeting and Event Managementt continues from previous page

HSM-2050 Human Resource Management
for Hospitality and Tourism. 3
HSM-2071 Managin Staff and Service
in the Hospitality Industry 3
HSM-2530 Hospitality Sales and Marketing 3
HSM-2550 Hospitality Law 3
HSM-2700 Sustainability in Hospitality 3
HSM-2760 Hospitality Seminar 3
HSM-1650 Planning for Association Events 1
or HSM-1660 Planning for SMERF Events
HSM-1670 Trade Shows and Expositions
or HSM1860 Weddings and Social Events 1
Required General Education Courses . . . . . . 21-2 Credits
English Composition I 3
English Composition II. 3
(EGL-1320 Writing for Business recommended)
Humanities* 3
(Foreign Language or Public Speaking recommended)
Mathematics* 3
MAT-1120 or higher (MAT-1140 recommended)
Science*. 3-4
Social Sciences* 3
Information Technology* 3
INT-1010
Total Required for A.A.S. Degree . . . . 60-1 Credits

Meeting and Event Management
Certificate
Program Code: HOSP.MTG.EVENT.CT

HSM-1510 Introduction to the Hospitality Industry . . 3
HSM-1520 Fundamentals of Meeting, Convention
and Event Management 3
HSM-1580 Using Technology
in the Hospitality Industry 3
HSM-1621 Hotel Operations. 3
HSM-1640 Special Event Management 3
HSM-1650 Planning for Association Events 1
HSM-1680 Event Sponsorship. 1
HSM-1810 Introduction to Travel and Tourism 3
HSM-2530 Hospitality Sales and Marketing 3
HSM-2550 Hospitality Law 3
HSM-2700 Sustainability in Hospitality 3
HSM-2760 Hospitality Seminar 3
Choose one from:
HSM-1670 Trade Shows and Expositions 1
or HSM1860 Weddings and Social Events
Total Required for Letter of Recognition. . 33 Credits

Meeting and Event Management
Letter of Recognition
Program Code: HOSP.MGT.MGT.LOR

HSM-1520 Convention Management and Service 3
HSM-1560 Catering and Banquet Planning 3
HSM-1640 Special Event Planning 3
Total Required for Letter of Recognition. . . 9 Credits

Human Services

The Human Services program provides students with training in both theory and practice required to work in the broad and growing field of human services, which includes assisting professionals in social work, mental health, counseling, rehabilitation, nursing and gerontology. Two structured internships give students direct experience in applied work settings. After completing this program, students will be qualified to work as paraprofessionals helping people with developmental disabilities, mental illness, chemical dependency, physical limitations, and other challenges. Students also may choose to continue their education by entering bachelor's degree programs in human services or social work.

Human Services
Associate of Applied Science Degree (A.A.S.)
Program Code: HUMN.SERV.AAS

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

- Demonstrate knowledge of the major concepts, theoretical perspectives, empirical findings and historical trends in human services.

- Interact professionally with people from diverse backgrounds.

- Apply human services principles to personal, social and organizational issues.

- Use appropriate computer technology to complete relevant projects and assignments.

- Demonstrate social responsibility, civic engagement, and advocacy through participation in community and human service organizations and activities.

- Describe the process of screening, examining, evaluating, and diagnosing individuals with impairments, functional limitations, and disabilities related to movement, physical dysfunction and health and explain the importance and function of each step in the process.

- Describe ethical standards outlined by the National Organization for Human Services and the Council for Standards in Human Service Education and apply them to hypothetical situations.

Program Concentration. 40 Credits
HUS-1010 Introduction to Human Services 3
HUS-1020 Professional Ethics in Human Services. . . . 1
HUS-2010 Counseling, Assessment & Behavior
Modification Techniques 3
HUS-2020 Group and Family Counseling Skills. 3
HUS-2200 Developmental Disabilities. 3
HUS-2300 Chemical Dependency Counseling. 3
HUS-2400 Therapeutic Recreation. 3
HUS-2810 Human Services Internship I 3
HUS-2820 Human Services Internship II 3
PSY-2070 Human Growth and Development 3
PSY-2080 Abnormal Psychology. 3
PSY-2120 Drugs and Behavior. 3
SOC-1010 Introduction to Sociology 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-0061. For more information, see Chapters 2, 6, and 8.

Social Science Electives Choose One 3
PSY-1150 Death and Dying
PSY-2030 Child Psychology
PSY-2040 Adolescent Psychology
PSY-2010 Personality and Adjustment
PSY-2090 The Psychology of Aging
PSY-2100 Psychology of Women
PSY-2110 Psychology of African Americans
PSY-2190 Social Psychology
SOC-1020 Marriage and Family
SOC-2010 Social Problems
SOC-2040 Introduction to Social Work
SOC-2090 The Sociology of Minorities

Required General Education Courses . . . . 22 Credits
EGL-1010 and 1020 English Composition I and II*. . . 6
Humanities*
SPH-1090 Interpersonal Communication 3
Mathematics*
MAT-1140 or MAT-1160 Statistics 3
Science*
BIO-1010 General Biology 4
Social Sciences*
PSY-1010 General Psychology 3
Information Technology*
INT-1010 or higher INT course   3
Total Required for AAS Degree. 62

Information Security

In addition to the Information Security programs listed below, see the Information Technology programs on pages 49–52 and the Computer Science programs on pages 52–53.
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 Standards for Information Systems Security (INFOSEC) Professionals, NSTISSI Nos. 4011 (through 2012) and 4013E (through 2014). In addition, the college has been designated by the National Security Agency (NSA) and the Department of Homeland Security (DHS) as a National Center of Academic Excellence in Information Systems Security Education (through 2015).

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

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 net-

work. Students completing this degree program will be able to use the curriculum fundamentals learned to prepare for the A+, CCNA, Netwok+, Security+, and SCNP industry certification exams.

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 Information and Engineering Technology 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 analyze network problems and traffic flow
- Identify and remove network security vulnerabilities and threats
- Monitor and enforce an organizational security policy including contingency plans
- Install, configure and manage Windows and UNIX/Linux network operating systems
- Install, configure and monitor a firewall

Program Concentration . . . . 38-39 Credits
INT-1700 Understanding Operating Systems 3
INT-1620 Computer Security: Security+ Preparation . 3
INT-1630 Tactical Perimeter Defense. 3
INT-1660 Strategic Infrastructure Security 3
INT-2310 Windows Server Administration 3
INT-1450 CCNA 1: Network Fundamentals : 4
INT-1460 CCNA 2: Routing Protocols. 4
INT-2450 CCNA 3: LAN Switching and Wireless 4
INT-2460 CCNA 4: Accessing the WAN 4
INT-2840 Systems Analysis and Project Management. . 4
Note: *It is recommended that students take INT-2840 after completing their program requirements. See course description for specific requirements.*
Choose one course from the following. 3–4
BMT-1900 Introduction to Public Administration
BMT-2860 Cyber Law
BMT-2880 Emergency Management
INT-1680 Ethical Hacking and Network Defense
INT-2300 Windows Client Desktop
INT-2760 UNIX/Linux System Administration
INT-2690 CISSP Preparation
FOS-2600 Computer Forensics I
FOS-2610 Computer Forensics II

Required General Education Courses . . . . 21–22 Credits
English Composition I and II*. 6
Humanities* 3
Mathematics* 3
MAT-1120 or higher
Science*. 3–4
Social Sciences* 3
INT-1010 Introduction to Information Technology . . 3

Elective . . . . 3 credits
Any credit course except PED

Total Required for the A.A.S. Degree. . . . . 62–64 Credits

✱ Satisfies general education requirement (see Chapter 4)
✱✱ Satisfies culminating experience requirement for the Associate of Applied Science (A.A.S.) degree

Information Security

Certificate
Program Code: COMP.SECUR.CT

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, which also may be applied to the Information Security A.A.S. degree program. Students completing the Information Security certificate will be able to:

- Identify and remove network security vulnerabilities and threats

- Monitor the security infrastructure to analyze network problems and traffic flow

- Create and enforce an organizational security policy including contigency plans

  INT-1010 Introduction to Information Technology . . 3
  INT-1700 Understanding Operating Systems 3
  INT-1620 Computer Security: Security+ Preparation . 3
  INT-1630 Tactical Perimeter Defense. 3
  INT-1660 Strategic Infrastructure Security 3
  Choose one course from the following. 3–4
      FOS-2600 Computer Forensics I
      ENT-2190 Wireless LANs
      INT-2690 CISSP Preparation
      INT-2760 UNIX/Linux System Administration
  Total Required for Certificate . . . . 18–19 Credits

Information Security Management

Certificate
Program Code: COMP.SECUR.MGT.CT

This certificate will help meet the needs of technical and security staff for both managing and implementing information security projects. Coursework may include basic computer operations, operating systems, security, cyber law, disaster recovery, project management and systems analysis. Students may apply these credits to the Information Security A.A.S. degree.

Students are encouraged to complete the Information Security Certificate, the Information Security Management Certificate, and the Cisco CCNA Preparation Certificate. All three certificates may be applied to the Information Security A.A.S. degree program. Support for this certificate program was obtained via the Maryland Higher Education Commission BRAC initiative. Students completing the Information Security Management certificate will be able to:

- Demonstrate understanding of fundamental information technology concepts

- Analyze, design, and develop a computer information system in a real-world scenario

- Create and enforce an organizational security policy including contigency plans

  INT-1010 Introduction to Information Technology . . 3
  INT-1700 Understanding Operating Systems 3
  INT-1620 Computer Security: Security+ Preparation . 3
      Choose one course from the following 3
  BMT-2860 Cyber Law
  BMT-1900 Introduction to Public Administration

BMT-2880 Emergency Management
INT-2840 Systems Analysis and Project Management   4
Total Required for Certificate . . . . .16 Credits

International Studies

International Studies Option
of General Studies Associate of Arts Degree (A.A.)
Program Code: INTL.AA

The International Studies Option, an interdisciplinary program, prepares students to pursue a bachelor's degree program in International Studies at a four-year institution, which 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

Program Concentration. .21 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
POS-2010 Political Ideologies 3
POS-2070 Introduction to International Politics 3
POS-2150 Introduction to Comparative
     Politics and Government 3
Required General Education Courses . . . . 34–35 Credits
English Composition I and II*. 6
Humanities* 6
     Choose one course from each group:
     Group 1: One Speech course from approved
                     general education list
     Group 2: One Art, Music, Theater, Philosophy,
                     Literature or Foreign Language course
                     from approved general education list
Mathematics* 3
     MAT-1120 or higher
Science*. 7–8
     Two courses, one of which must carry laboratory credit
Social Sciences* 6
     Choose one course from each group:
     Group 1: One History course from approved general
                     education list and not required in the
                     Program Concentration
     Group 2: One Anthropology, Economics, Geography,
                     Political Science, Psychology, Sociology, or
                     Women's Studies course from approved
                     general education list
Information Technology*. 3
     INT-1010
One additional course from either the Social Sciences
     or Humanities approved general education list. . . . 3

Electives . . . .**6 Credits**
   Any credit courses except PED; foreign
      language recommended
Total Required for A.A. Degree . . . . **61–62 Credits**

Marketing Management

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

Program Concentration. . . . . **36–37 Credits**
   BMK-2510 Introduction to Marketing. 3
   BMK-2630 International Marketing. 3
   BMK-2710 Salesmanship 3
   BMK-2730 Retail Business Management. 3
   BMK-2770 Advertising. 3
   ACC-1010 Principles of Accounting I 3–4
      or ACC-1030 Accounting for Managers
   BUS-1220 Business Law I 3

BMT-1010 Introduction to Business. 3
BMT-1620 Financial Planning and Investments. 3
BMT-2400 Strategic Management**. 3
Business-Related Electives 6
   Choose from the following
   ACC-1020-1040   BMT-1500   BMT-1550
   BMT-1570   BMT-1600   BMT-1800
   BMT-2500-2550   BMT-2580-2590 BMT-2610
   BMT-2630   BMT-2650-2660 BMT-2700
   BMT-2750   BMT-2910-2930 BRE-1030
   BUS-1240   CAP-1310   PHL-1400
Required General Education Courses . . . . **24–25 Credits**
English Composition I and II*. 6
Humanities* 3
   SPH-1010 or SPH-1110
Mathematics* 6
   MAT-1120 or higher
Science*. 3–4
Social Sciences* 3
Information Technology* 3
   INT-1010
Total Required for A.A.S. Degree . . . . **60–62 Credits**

Marketing Management
Certificate
Program Code: MKTG.CT

BMK-2510 Introduction to Marketing. 3
BMK-2630 International Marketing. 3
BMK-2710 Salesmanship 3
BMK-2730 Retail Business Management. 3
BMK-2770 Advertising. 3
BMT-1010 Introduction to Business. 3
BMT-1800 Microcomputer Applications
   for the Business Manager 3
Electives 9
   Choose from the following:
   ACC-1010   ACC-1030   BMT-1500
   BMT-1550   BMT-1570   BMT-1620
   BUS-1220   MAT-1120 or higher
Total Required for Certificate . . . .**30 Credits**

Mathematics

The strength of a degree in mathematics 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.)

✳ Satisfies general education requirement (see Chapter 4)
✳✳ Satisfies culminating experience requirement for the Associate of Applied Science (A.A.S.) degree

Mathematics continues from previous page

Mathematics Option

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

The Mathematics Option of the General Studies Associate of Arts degree prepares students to pursue for a bachelor's degree in mathematics or statistics at a four-year institution. The Mathematics Option of the General Studies Associate of Arts degree also is 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

Program Concentration . . . . **22 Credits**
    MAT-2210 Statistics 3
    MAT-2420 Calculus II* 4
    MAT-2430 Calculus III 4
    MAT-2450 Linear Algebra 4
    MAT-2460 Differential Equations 4
    MAT-2500 Mathematics of Discrete Structures 3

Required General Education Courses . . . . **35 Credits**
English Composition I and II* 6
Humanities* 6
    Choose one course from each group:
    Group 1: One Speech course from approved
             general education list
    Group 2: One Art, Music, Theater, Philosophy,
             Literature or Foreign Language course
             from approved general education list
Mathematics* 4
    MAT-2410 Calculus I
Science* 7
    PHY-1030 General Physics I*
    PHY-2030 General Physics II
Social Sciences* 6

Choose one course from each group:
Group 1: One History course from approved
          general education list
Group 2: One Anthropology, Economics, Geography,
          Political Science, Psychology, Sociology, or
          Women's Studies course from approved general
          education list
One additional course from either the Social Sciences
    or Humanities approved general education list 3
Information Technology* 3
    INT-1010
Elective **3–4**
    CHM-1010 recommended
    See Mathematics Department for other options.

Total Required for A.A. Degree . . . . **60 -61 Credits**

Media Production

Media Production

Certificate
Program Code: COMM.MEDIA.CT

The Media Production Certificate prepares students to utilize current technology to produce, shoot and edit video and multimedia productions. It is geared toward people who may need to gain production skills for their current position or to those pursuing a career change. Students will gain technical knowledge and training with a background in mass media history and trends. 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 Event and Conference
        Multimedia Production 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**

Music

Music Option

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

The Music Option program prepares students to transfer into a bachelor's degree program in music at a four-year college or university.

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

- Apply principles of music theory to the evaluation and interpretation of musical scores

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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-0061. For more information, see Chapters 2, 6, and 8.

- Describe the historical evolution of Western music as it relates to stylistic periods, performance practices, and representative composers and their works

- Utilize current technologies in performance, composition, notation, and distribution of music

- Demonstrate through performance technical proficiency and stylistic grasp at the sophomore level

- Work collaboratively to apply technical and stylistic knowledge and skills to an ensemble performance.

- Transfer into a bachelor's degree program in music at a 4-year institution

Program Concentration . . . . 32 Credits
 Ensemble 4
  Four semesters of either MUS-1030 or MUS-1110
 MUS-1150 Theory I 3
 MUS-1160 Theory II 3
 MUS-1210 Class Piano I 1
  or MUS-1230 Class Voice I
 MUS-1250 Sight Singing and Ear Training 1
 MUS-1500 Introduction to Music Technology* 3
  Note: *This course meets the general education*
  Information Technology requirement.
 Advanced Music Technology 3
 Choose one course from the following:
  MUS-1510 Digital Notation
  MUS-1520 Digital Audio
  MUS-1600 MIDI Sequencing I
 MUS-2150 Theory III 3
 MUS-2160 Theory IV 3
 Applied Music 4
  Two semesters in an instrument (or voice)
  from the following courses:
  MUS-1290 through MUS-1400
 Advanced Applied Music 4
  Two semesters in the same instrument (or voice)
  studied in Applied Music, from the following courses:
  MUS-2290 through MUS-2400

Required General Education Courses . . . . 31–32 Credits
 English Composition I and II* 6
 Humanities* 6
  Choose one course from each group:
  Group 1: One Speech course from approved
   general education list
  Group 2: MUS-1050
 Mathematics* 3
  MAT-1130 recommended
 Science* 7–8
  Two courses, one of which must carry laboratory credit
 Social Sciences* 6
  Choose one course from each group:
  Group 1: One History course from approved
   general education list
  Group 2: One Anthropology, Economics, Geography,
   Political Science, Psychology, Sociology, or
   Women's Studies course from approved general
   education list
 General Education Elective 3
  One additional course from either the Social Sciences
   or Humanities approved general education list

 Total Required for A.A. Degree . . . . 63-64 Credits

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

Nuclear Medicine Technology

The Nuclear Medicine Technology program prepares students to practice as professional, capable technologists in a variety of culturally diverse health care settings. Through a structured curriculum comprised of both academic and directed clinical experience, students progress from novice to proficient health care practitioners and graduate with the skills necessary to perform high-quality nuclear medicine procedures.

The Nuclear Medicine Technology program provides two options: a 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 health care 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 health care 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

Program Concentration . . . . 37 Credits
 HIM-1800 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

Nuclear Medicine Technology continues from previous page

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
SPH-1090
Mathematics* 6
MAT-1120 and MAT-1140
Science*. 12
BIO-2050 and BIO-2060; CHM-1010 or PSC-1150
Social Sciences* 3
PSY-1010
Information Technology* 3
INT-1010

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

Nuclear Medicine Technology
Certificate
Program Code: NUCL.CT.PETIT

Prerequisites for NUM Certificate Option . . . .21 Credits
BIO-2050 and 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
INT-1010 Introduction to Information Technology . . 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

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 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 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.

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
- Clinical Laboratory Experience—one credit hour = three clock hours

A grade of C or higher is required in all NUR courses. No NUR course may be repeated more than once. A cumulative grade point average of 2.0 is required for continuation in the nursing course sequence in both nursing programs.

Both Nursing programs are approved by the Maryland Board of Nursing and the RN program is accredited by the National League for Nursing Accrediting Commission, 3343 Peachtree Road, N.E., Atlanta, Georgia 30326; telephone 404-075-5000. Graduates of the Nursing (RN) and the LPN to RN Transition A.S. degree programs are prepared to:

- Prescribe nursing activities within an environment which reflects ethical and legal standards of nursing practice.
- Manage the patient care environment in a variety of settings with regard to factors affecting safety across the lifespan.
- Evaluate the patient's adaptation to developmental changes across the lifespan.
- Evaluate the patient's ability for self-care and initiate activities that promote optimal functioning.
- Develop a therapeutic plan for patients, families/significant others with psychosocial health alterations in a variety of settings.
- Evaluate the effects of culture, values and the environment, to develop a plan of care that facilitates coping of patients/family members/significant others.
- Evaluate therapeutic nursing interventions to reduce risks of patients' health alteration within a variety of settings.
- Collaborate with member of the health care team to modify the plan of care and promote optimal physiologic function for patients within a variety of settings.
- Document and analyze care related information using knowledge of compute hard and software to manage patient care.

Nursing (RN)

Associate of Science Degree (A.S.)
Program Code: NURS.RN.PETIT

Program Concentration . . . . 37 Credits
BIO-2010 Microbiology 4
NUR-1010 Introduction to Nursing 1
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-2031 Psychosocial Integrity† # 3
NUR-2032 Physiological Integrity III # 3
NUR-2040 Management of Care and
   Professional Issues† # 3

Required General Education Courses . . . . 33 Credits
English Composition I and II* 6
   EGL-1320 or 1340 recommended for Composition II
Humanities* 6
   Choose one course from each group:
   Group 1: SPH-1010, SPH-1050, SPH-1090, SPH-1110
   Group 2: One course, other than Speech, from the
   Humanities general education list
Mathematics* 3
   MAT-1120 or higher
   (MAT-1140 or 1350 recommended)
Science* 12
   BIO-1010 (Students who transfer in BIO-2050 without
   the prerequisite, BIO-1010, are not required to take the
   course or a replacement course)
   BIO-2050 and BIO-2060

Social Sciences* 6
   PSY-1010 and SOC-1010

Total Required for A.S. degree . . . . 70 Credits
Notes:
   † *Provides culminating experience for A.S. Degree.*
   # *NUR-2031, 2032, and 2040 must be taken concurrently.*

Nursing (LPN)

Certificate
Program Code: NURS.LPN.PETIT

Graduates of the Nursing (LPN) Certificate program 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 (PN) . . . 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 . . . . 21 Credits
EGL-1010 Composition I: Expository Writing 3
Humanities 3
Choose one course from the following:
   SPH-1010, SPH-1050, SPH-1090 or SPH-1110
Sciences 12
   BIO-1010 General Biology (Students who transfer in
   BIO-2050 without the prerequisite, BIO-1010, are not
   required to take the course or a replacement course)
   BIO-2050 Human Anatomy and Physiology I
   BIO-2060 Human Anatomy and Physiology II
Social Sciences 3
   PSY-1010 General Psychology
(Must be eligible for MAT-1120)

Total Required for Certificate . . . . 47 Credits
Note: † *Provides culminating experience for LPN Certificate*

LPN to RN Transition

Associate of Science Degree (A.S.)
Program Code: NURS.RN.PETIT

This course of study facilitates educational and career nursing mobility from the LPN level to the Nursing (RN) Associate of Science (A.S.) degree program. The LPN who holds a valid, active Maryland license and has completed all of the prerequisites for the RN program with a grade point average of 2.5 or higher may be granted advanced placement. Upon satisfactory completion of the transition course, NUR-1060, the student can progress to the

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✳ Satisfies general education requirement (see Chapter 4)
✳✳ Satisfies culminating experience requirement for the Associate of Applied Science (A.A.S.) degree

Nursing continues from previous page

second year of the Nursing (RN) A.S. degree program. The total number of credits required for graduation is 70.

Graduates of the LPN to RN transition will be able to:

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

Program Concentration . . . . 37 Credits
Credits awarded following the successful completion
    of NUR-1060 per the Maryland LPN to RN
    articulation model 10
BIO-2010 Microbiology 4
NUR-1060 LPN to RN Transition††. 6
NUR-2010 Nursing Care of Children and Families . . . 3
NUR-2020 Physiological Integrity II 5
NUR-2031 Psychosocial Integrity†#. 3
NUR-2032 Physiological Integrity III#. 3
NUR-2040 Management of Care
    and Professional Issues†# 3
Required General Education Courses . . . . 33 Credits
English Composition I and II*. 6
    EGL-1320 or 1340 recommended
    for Composition II
Humanities* 6
    Choose one course from each group:
    Group 1: SPH-1010, 1050, 1090 or 1110
    Group 2: One course, other than Speech, from the
    Humanities general education list
Mathematics* 3
    MAT-1120 or higher (MAT-1140
    or 1350 recommended)
Science*. 12
    BIO-1010 (Students who transfer in BIO-2050 without
    the prerequisite, BIO-1010, are not required to take the
    course or a replacement course)
    BIO-2050 and BIO-2060
Social Sciences* 6
    PSY-1010 and SOC-1010

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

Notes:
† Provides culminating experience for A.S. Degree.
†† Maryland license must be current at time of admission into the Transition Nursing Course, NUR-1060.
# NUR-2031, 2032, and 2040 must be taken concurrently.

EMT-Paramedic to RN Transition
Associate of Science Degree (A.S.)
Program Code: NURS.RN.PETIT

This course of study facilitates 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 . . . . 37 Credits
BIO-2010 Microbiology 4
Credits awarded following the successful completion
    of NUR-1070 (Offered summer only). 8
NUR-1070 EMT-Paramedic to RN Transition†† 8
NUR-2010 Nursing Care of Children and Families . . . 3
NUR-2020 Physiological Integrity II 5
NUR-2031 Psychosocial Integrity†*. 3
NUR-2032 Physiological Integrity III*. 3
NUR-2040 Management of Care
    and Professional Issues†* 3

Required General Education Courses . . . . 33 Credits
English Composition I and II*. 6
    EGL-1320 or 1340 recommended for Composition II
Humanities* 6
    Choose one course from each group:
    Group 1: SPH-1010, SPH-1050, SPH-1090
        or SPH-1110
    Group 2: One course, other than Speech,
        from the Humanities general education list
Mathematics. 3
    MAT-1120 or higher
    (MAT-1140 or MAT-1350 recommended)
Science*. 12
    BIO-1010 (Students who transfer in BIO-2050 without
    the prerequisite, BIO-1010, are not required to take the
    course or a replacement course)
    BIO-2050 and BIO-2060
Social Sciences* 6
    PSY-1010 and SOC-1010

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

Notes:
† *Provides culminating experience for A.S. Degree.*
†† *Maryland license must be current at time of admission into the Transition Nursing Course, NUR-1070.*
# *NUR-2031, 2032, and 2040 must be taken concurrently.*

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-0061. For more information, see Chapters 2, 6, and 8.

Ornamental Horticulture

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

HRT-1010 Principles of Ornamental Horticulture.... 4
HRT-1030 Principles of Landscape Contracting
   and Design 3
   or HRT-1050 Principles of Greenhouse Management
   or HRT-1080 Introduction to Turfgrass Management
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

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
- 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

Paralegal/Legal Assistant
Associate of Applied Science Degree (A.A.S.)
Program Code: PARA.AAS

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 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
Choose from the following. 3
   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 or higher
Science* 3
Social Sciences* 12
   PSY-1010 and SOC-1010
   POS-1010 or POS-1020
   SOC-2010 or SOC-2030
Information Technology* 3
   INT-1010

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

✳ Satisfies general education requirement (see Chapter 4)
✳✳ Satisfies culminating experience requirement for the Associate of Applied Science (A.A.S.) degree

Paralegal/Legal Assistant continues from previous page

Paralegal/Legal Assistant
Certificate
Program Code: PARA.CT

Program Concentration . . . . 24 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 3
PAR-2650 Civil Litigation. 3
CJT-2510 Criminal Law 3
Choose from the following. 3
    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
    PAR-2910-2930 Cooperative Education/Internship
    PSY-2010
    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 . . . . 30 Credits

Philosophy

Philosophy Option
of General Studies Associate of Arts Degree (A.A.)
Program Code: PHL.AA

This degree is for students planning to transfer to four-year institutions to earn bachelor's degrees in philosophy or in disciplines in which a major or minor in philosophy would be useful, such as liberal arts, law, allied health, community organizing, social sciences, and business.

    Graduates with an Associate of Arts degree in philosophy will be able to:

- Differentiate between philosophical and other kinds of questions
- Conduct clear logical analyses of problems and questions within philosophy
- Write coherent and comprehensive philosophical essays
- Understand the major traditions and trends of philosophical development
- Apply philosophical principles to contemporary issues

Program Concentration . . . . 27 Credits
PHL-1010 Introduction to Philosophy. 3
PHL-1090 Introduction to Logic. 3
PHL-1330 Ethics 3
PHL-1190 Philosophic Ideas in Imaginative Literature 3
    or PHL-1270 Thinking about Religion

Electives 15
Select courses appropriate for planned transfer program

Required General Education Courses . . . . 34–35 Credits
English Composition I and II*. 6
Humanities* 6
    Choose one course from each group:
    Group 1: One Speech course from the approved general education list
    Group 2: One Art, Music, Theater, Literature or Foreign Language course from the approved general education list
Mathematics* 3
    MAT-1120 or higher
Science*. 7–8
    Two courses, one of which must carry laboratory credit
Social Sciences* 6
    Choose one course from each group:
    Group 1: Any History course from approved general education list. HST-1310 recommended
    Group 2: One Anthropology, Economics, Geography, Political Science, Psychology, Sociology, or Women's Studies course from approved general education listGeneral Education Elective
One additional course from either the Social Sciences or Humanities approved general education list. . . . 3
    Information Technology* 3
    INT-1010

Total Required for A.A. Degree . . . . 61–62 Credits

Physical Education

Physical Education Option
of General Studies Associate of Arts Degree (A.A.)
Program Code: PHYS.EDUC.AA

The Physical Education Option program prepares students to pursue a bachelor's degree at four-year institutions that offer physical education as a teaching option or other fitness related programs.

    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-related 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

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-0061. For more information, see Chapters 2, 6, and 8.

Program Concentration . . . . **27 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
  HLE-2000 Application of Concepts
    for Fitness and Wellness 3
  BIO-2050 Anatomy and Physiology I 4
  BIO-2060 Anatomy and Physiology II 4

Required General Education Courses . . . . **34–35 Credits**
  English Composition I and II* 6
  Humanities* 6
    Choose one course from each group:
    Group 1: One Speech course from the approved
        general education list
    Group 2: One Art, Music, Theater, Philosophy,
        Literature or Foreign Language course
        from the approved general education list
  Mathematics* 3
    MAT-1120 or higher
  Science* 7–8
    CHM-1010 General Chemistry I*+
    Choose one course from the following:
        BIO-1010 General Biology
        BIO-1140 Principles of Biology:
            Cellular and Molecular Biology+
        NTR-1010 Introductory Nutrition
  Social Sciences* 6
    Choose one course from each group:
    Group 1: Any History course from approved
        general education list
    Group 2: One Anthropology, Economics, Geography,
        Political Science, Psychology, Sociology,
        or Women's Studies course from approved
        general education list
    General Education Elective
  One additional course from either the Social Sciences
    or Humanities approved general education list 3
  Information Technology* 3
    INT-1010

Total Required for A.A. Degree . . . . **61–62 Credits**
+Recommended for those transferring to UMCP

Pre-Law

Pre-Law Option
of General Studies Associate of Arts Degree (A.A.)
Program Code: PREP.LAW.AA

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 . . . . **24 Credits**
  PHL-1010 Introduction to Philosophy 3
  HST-1430 History of the United States II* 3
  POS-1020 State and Local Government 3
  Select five courses from the following 15
    CJT-1510 Introduction to Criminal Justice
    CJT-2510 Criminal Law
    FOS-2500 Forensic Science
    PAR-1510 Introduction to Law for the Paralegal
    PAR-1550 Techniques of Legal Research
    PHL-1150 Law and Values
    SPH-1110 Public Speaking

Required General Education Courses . . . . **34–35 Credits**
  English Composition I and II* 6
  Humanities* 6
    Choose one course from each group:
    Group 1: SPH-1010
    Group 2: One Art, Music, Theater, Philosophy,
        Literature or Foreign Language course
        from approved general education list
  Mathematics* 3
    MAT-1120 or higher
  Science* 7–8
    Two courses, one of which course must
    carry laboratory credit
  Social Sciences* 6
    Choose one course from each group:
    Group 1: HST-1410
    Group 2: One Anthropology, Economics, Geography,
        Political Science, Psychology, Sociology, or
        Women's Studies course from approved general
        education listGeneral Education Elective
        (POS-1010 strongly recommended)
  One additional course from either the Social Sciences
    or Humanities approved general education list
    (SOC-1010 strongly recommended) 3
  Information Technology* 3
    INT-1010

Elective . . . . **3 Credits**
  Any credit course except PED

Total Required for A.A. Degree . . . . **61–62 Credits**

✳ Satisfies general education requirement (see Chapter 4)
✳✳ Satisfies culminating experience requirement for the Associate of Applied Science (A.A.S.) degree

Pre-Medicine

Pre-Medicine Option
of General Studies Associate of Arts Degree (A.A.)
Program Code: PREP.MED.AA

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
- Pursue a bachelor's degree program at a four-year institution

Program Concentration . . . . 26 Credits
BIO-2010 Microbiology 4
Choose one course from the following. 4
    BIO-2030 Genetics
    BIO-2050 Human Anatomy and Physiology I
    BIO-2090 Cell Biology
    MAT-2420 Calculus II for Science and Engineering
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

Required General Education Courses . . . . 36 Credits
English Composition I and II* 6
Humanities* 6
    Choose one course from each group:
    Group 1: One Speech course from approved
        general education list
    Group 2: One Art, Music, Theater, Philosophy,
        Literature or Foreign Language course
        from approved general education list
Mathematics* 4
    MAT-2410 Calculus I for Science and Engineering
Science* 8
    BIO-1130 Principles of Biology: Evolution,
        Ecology, and Behavior
    BIO-1140 Principles of Biology: Cellular
        and Molecular Biology
Social Sciences* 6
    Choose one course from each group:
    Group 1: One History course from approved
        general education list
    Group 2: One Anthropology, Economics, Geography,
        Political Science, Psychology, Sociology, or
        Women's Studies course from approved general
        education listGeneral Education Elective
One additional course from either the Social Sciences

or Humanities approved general education list. . . . 3
Information Technology* 3
    INT-1010
Total 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

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
- Pursue a bachelor's degree program at a four-year institution

Program Concentration . . . . 25–26 Credits
BIO-2010 Microbiology 4
Choose one course from the following. 3–4
    BIO-1130 Principles of Biology: Evolution,
        Ecology, and Behavior*
    MAT-1140 Introduction to Statistics
    MAT-2210 Statistics
    PHY-1020 Introductory Physics II
    BIO-2050 Human Anatomy and Physiology I
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

Required General Education Courses . . . . 35 Credits
English Composition I and II* 6
Humanities* 6
    Choose one course from each group:
    Group 1: One Speech course from approved
        general education list
    Group 2: One Art, Music, Theater, Philosophy,
        Literature or Foreign Language course
        from approved general education list
Mathematics* 3
    MAT-2160 Applied Calculus I
Science. 8
    BIO-1140 Principles of Biology: Cellular and
        Molecular Biology*
    PHY-1010 Introductory Physics
Social Sciences* 6

Choose one course from each group:
Group 1: Any History course from approved
           general education list
Group 2: Any Anthropology, Economics, Geography,
           Political Science, Psychology or Sociology
           course from approved general education list
One additional course from either the Social Sciences
   or Humanities approved general education list. . . . 3
Information Technology*. 3
   INT-1010
Total Required for A.A. Degree . . . . **60–61 Credits**

Pre-Physical Therapy

Pre-Physical Therapy Option
of General Studies Associate of Arts Degree (A.A.)
Program Code: PREP.PT.AA

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

- 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

- Pursue a bachelor's degree program at a four-year institution

Program Concentration. . . . .**28 Credits**
   BIO-2050 Human Anatomy and Physiology I. 4
   BIO-2060 Human anatomy and Physiology II 4
   Choose one course from the following. 4
      BIO-1130 Principles of Biology: Evolution,
         Ecology and Behavior*
      BIO-2010 Microbiology
      BIO-2090 Cell Biology
   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
   MAT-2160 Applied Calculus I. 3

Required General Education Courses . . . .**35 Credits**
   English Composition I and II*. 6
   Humanities*. 6
      Choose one course from each group:
      Group 1: One Speech course from approved
                 general education list
      Group 2: One Art, Music, Theater, Philosophy,
                 literature or Foreign Language course
                 from approved general education list
   Mathematics*. 3
      MAT-1140 Introduction to Statistics
         or MAT-2210 Statistics

Science*. 8
   BIO-1140 Principles of Biology: Cellular
   and Molecular Biology*
   CHM-1010 General Chemistry I
Social Sciences*. 6
   Choose one course from each group:
   Group 1: Any History course from approved
              general education list
   Group 2: One Anthropology, Economics, Geography,
              Political Science, Psychology, Sociology, or
              Women's Studies course from approved general
              education listGeneral Education Elective
One additional course from either the Social Sciences
   or Humanities approved general education list. . . . 3
Information Technology*. 3
   INT-1010

Total Required for A.A. Degree . . . .**63 Credits**

Psychology

Psychology Option
of General Studies Associate of Arts Degree (A.A.)
Program Code: PSYCH.AA

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

- Pursue a bachelor's degree in psychology or a related field at a four-year institution.

Program Concentration. . . . .**24 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
   Any Health course. 3
   Any Psychology course not listed above. 3

Required General Education Courses . . . . **34–36 Credits**
   English Composition I and II*. 6

✳ Satisfies general education requirement (see Chapter 4)
✳✳ Satisfies culminating experience requirement for the Associate of Applied Science (A.A.S.) degree

Psychology continues from previous page

Humanities* 6
   Choose one course from each group:
   Group 1: Any Speech course from approved
           general education list
   Group 2: Any Art, Music, Theater, Philosophy,
           Literature or Foreign Language course
           from approved general education list
Mathematics* 3–4
   MAT-1190 or MAT-2160 or MAT-2410
Science* 7–8
   Two courses, one of which must carry laboratory
   credit (Recommended for UMCP: BIO-1130,
   BIO-1140, PHY-1010 or CHM-1010)
Social Sciences* 6
   Choose one course from each group:
   Group 1: One History course from approved
           general education list (HST-1410
           recommended)
   Group 2: One Anthropology, Economics, Geography,
           Political Science, Psychology, Sociology, or
           Women's Studies course from approved general
           education listGeneral Education Elective
           (SOC-1010 recommended)
One additional course from either the Social Sciences
   or Humanities approved general education list. . . . 3
Information Technology* 3
   INT-1010

Elective . . . .**3 Credits**
   Any credit course except PSY or PED

Total Required for A.A. Degree . . . . **61–63 Credits**

Public Relations and Journalism

See Communication, page 45.

Radiography

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 (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 orally 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

Radiography program goals.

- Graduates will be clinically competent.
- Graduates will apply critical thinking skills
- Graduates will demonstrate professional growth and development
- Graduates will communicate effectively

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

- Properly position patients
- Select correct exposure factors
- Apply radiation protection principals
- Modify positioning based upon patient condition
- Critique radiographic images
- Explain the importance of continued professional development
- Demonstrate professional behavior
- Demonstrate effective oral communication skills
- Demonstrate effective written communication skills

Program Concentration . . . .**45 Credits**
   HIM-1800 Introduction to Medical
      Terms for Health Professionals 1
   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 . . . . .23 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

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

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Residential Property Management

See Business Management page 43.

Respiratory Therapy

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.

Respiratory Therapy
Associate of Applied Science Degree (A.A.S.)
Program Code: RESP.AAS.PETIT

The Respiratory Therapy graduate will be able to:

- Work in a variety of health care settings
- Assess and treat patients with acute and chronic respiratory diseases
- Assist in the treatment of trauma patients
- Provide life support to critically ill newborn, pediatric and adult patients
- 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

Program Concentration . . . . .39 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 and Pediatric Respiratory Care. . . 3
RST-2500 Pharmacology
    for Respiratory Therapy 3
RST-2530 Clinical Practice in Critical Care I 5
RST-2620 Trends in Respiratory Therapy 2
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 . . . . 70 Credits

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✳ Satisfies general education requirement (see Chapter 4)
✳✳ Satisfies culminating experience requirement for the Associate of Applied Science (A.A.S.) degree

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.

Sociology Option
of General Studies Associate of Arts Degree (A.A.)
Program Code: SOCI.AA

Graduates of the Sociology Option program will be able to:

- Demonstrate familiarity with the major concepts, theoretical perspectives, empirical findings and historical trends in society.
- Use the scientific method as a primary basis for engaging in critical thinking.
- Use appropriately the technical language of the science of sociology in oral and written communication.
- Use appropriately technology to complete relevant projects and assignments.
- Interact effectively and work productively with people from diverse backgrounds.
- Apply sociological principles and ethics to personal, social, organizational issues, and research.
- Pursue a bachelor's degree in sociology or a related field at a four-year institution.

Program Concentration . . . . .21 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
SOC-2090 Sociology of Minorities 3
SOC-2400 Introduction to Public Health
     and Health Care Policy 3

Required General Education Courses . . . . 34–35 Credits
English Composition I and II* 6
Humanities* 6
     Choose one course from each group:
     Group 1: Any Speech course from approved
          general education list
     Group 2: Any Art, Music, Theater, Philosophy,
          Literature or Foreign Language course
          from approved general education list
Mathematics* 3
     MAT-1140, 1160 or 1190 recommended
Science* 7–8
     Two courses, one of which must carry laboratory credit
Social Sciences* 6
     Choose one course from each group:
     Group 1: Any History course from approved
          general education list
     Group 2: One Anthropology, Economics, Geography,
          Political Science, Psychology, Sociology, or
          Women's Studies course from approved general
          education listGeneral Education Elective
One additional course from either the Social Sciences
     or Humanities approved general education list 3

Information Technology* 3
     INT-1010
Electives . . . . .6 Credits
     Any credit courses except PED
Total Required for A.A. Degree . . . . 61–62 Credits

Teacher Education

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

Early Childhood Education
Associate of Applied Science Degree (A.A.S.)
Program Code: TCHR.ECHILD.AAS

The Early Childhood Education A.A.S. degree program provides the educational background to teach preschool children in private early childhood centers and to direct early childhood centers. The program introduces students to child development theories, current early childhood education issues, the exceptional child, assessment skills, developmentally appropriate curricula and lessons, management, and literacy 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
- 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
TED-1100 Principles and Practices
     in Early Childhood Education 3
TED-1200 Child Growth and Development 3
TED-1300 Methods and Materials
     in Early Childhood Education 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-0061. For more information, see Chapters 2, 6, and 8.

TED-1400 Introduction to Multicultural Education . . 3
TED-2110 Infant and Toddler
    Curriculum and Teaching. 3
TED-2100 Processes and Acquisition of Reading
    or TED-2400 Language Arts in Early
    Childhood Education 3
TED-2200 Guiding Behavior in Educational Settings . 3
TED-2350 Early Childhood Special Education. 3
TED-2650 Child Care Center Administration
    and Management 3
TED-2750 Field Work in Early Childhood Education**
    or TED-2751 Field Work in Early Childhood
    Special Education** 3
Early Childhood Electives 9
    Choose three courses from the following:
    ART-2730   EGL-2230   GEO-1010
    HST-1410   PSC-1200   PSC-1210
    PSY-2030   PSY-2060
    NTR-1200 or HLE-2150

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
Information Technology* 3
    INT-1010

Total Required for A.A.S. Degree . . . . 63–65 Credits

Mastery in Early Childhood Education
Certificate
Program Code: TCHR.MASTERY.CT

This 27-credit childcare certificate is for students who desire to enhance their credentials for working in a child care center as a lead teacher, senior staff or assistant director. All courses transfer into the ECE A.A.S. degree and some courses are also applicable to the ECE A.A.T. degree program. For more information, call 301-583-5250.

TED-1100 Principles and Practices in Early
    Childhood Education 3
TED-1200 Child Growth and Development 3
TED-1300 Methods and Materials in Early
    Childhood Education 3
TED-1400 Introduction to Multicultural Education . . 3
TED-2100 Processes and Acquisition of Reading
    or TED-2400 Language Arts
        in Early Childhood Education 3
TED-2110 Infant and Toddler Curriculum
    and Teaching 3
TED-2200 Guiding Behavior in Educational Settings . 3
TED-2350 Early Childhood Special Education. 3

Choose one course from the following. 3
    ART-2730   INT-1010   EGL-1010
    EGL-2230   HLE-2150   PSY-1010
    PSY-2030   PSY-2060   SPH-1010
    SPH-1090   TED-2100#   TED-2400#
Note: *Select TED-2100 or TED-2400, only if not taken
    for requirements listed above*

Total Required for Certificate . . . . .27 Credits

Early Childhood Education
Letter of Recognition
Program Code: TCHR.ECHILD.LOR

This 9-credit letter of recognition is designed for students to continue their studies in the field of early childhood education, either for the A.A.S. in ECE degree or for employment of MD credentialing purposes. The courses listed below can be used for completion of the 90 hour certificate and/or the 120 hour coursework requirement for the CDA certificate. All courses transfer into the ECE A.A.S. degree program and some courses are also transferable to the A.A.T. in ECE degree program. For more information, call 301-583-5250.

TED-1100 Principles and Practices
    in Early Childhood Education 3
TED-1200 Child Growth and Development 3
TED-1300 Methods and Materials in Early
    Childhood Education 3

Proficiency in School Age Care and Management
Certificate
(Pending MHEC Aprroval)
Program Code: TCHR.SCHOOLAGE.CT

This 18 credit certificate is designed for students who desire to have the academic credentials to manage and/or teach in before and after care for school age children.. All courses transfer into the ECE AAS degree program and some courses are also transferable to the AAT in ECE degree program. For more information, call 301-583-5250.

Graduates of the Proficiency in School Age Care and Management certificate will be able to:

- Apply child development and learning theories when choosing developmentally appropriate practices for specific groups of children

- Write effective and developmentally appropriate lesson plans

- Differentiate lessons and activities for a variety of purposes and groups of children Demonstrate the skills needed to be an effective part of an educational team

- Demonstrate the skills necessary to direct a large group child care facility

- Demonstrate the skills needed to communicate effectively with families and the community

- Plan, implement, assess and evaluate student learning outcomes and behavioral objectives in a variety of instructional settings

- Apply multicultural principles and strategies to the planning, instruction, pedagogical and assessment processes in a classroom

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✲ Satisfies general education requirement (see Chapter 4)
✲✲ Satisfies culminating experience requirement for the Associate of Applied Science (A.A.S.) degree

Teacher Education continues from previous page

TED-1200: Child Growth and Development

TED-1300: Methods and Materials in
Early Childhood Education

TED-1400: Introduction to Multicultural Education

TED-2115: School Age Curriculum and Teaching

TED-2200: Guiding Behavior in Educational Settings

TED-2650: Child Care Administration and Management

Total Required for Certificate . . . .**18 Credits**

Proficiency in Infant and Toddler Development

Certificate
(Pending MHEC Aprroval)
Program Code: TCHR.INFANT.TOD.CT

This 18 credit certificate is designed for students who desire to have additional proficiency in the area of infant and toddler care and curriculum. All courses transfer into the ECE AAS degree program and some courses are also transferable to the AAT in ECE degree program. For more information, call 301-583-5250.

Graduates of the Proficiency in Infant and Toddler Development certificate will be able to:

- Apply child development and learning theories when choosing developmentally appropriate practices for specific groups of children

- Write effective and developmentally appropriate lesson plans

- Differentiate lessons and activities for a variety of purposes and groups of children Demonstrate the skills needed to be an effective part of an educational team

- Demonstrate the skills necessary to direct a large group child care facility

- Demonstrate the skills needed to communicate effectively with families and the community

- Plan, implement, assess and evaluate student learning outcomes and behavioral objectives in a variety of instructional settings

- Identify the components of a nutritional diet for infants and toddlers and its relationship to the cognitive and physical development of infants and toddlers

TED-1100: Principles and Practices
in Early Childhood Education

TED-1200: Child Growth and Development

TED-1300: Methods and Materials
in Early Childhood Education

TED-2110: Infant and Toddler Curriculum and Teaching

TED-2400: Language Arts in Early Childhood Education

HLE-2150: Introduction to Child Health

   or NTR-1200: Nutrition for Infants and Young Children
   or NTR-1010: Introductory Nutrition

Total Required for Certificate . . . .**18 Credits**

Early Childhood Special Education

Certificate
Program Code: TCHR.SPECED.CT

This 18-credit childcare certificate is 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.

TED-1200 Child Growth and Development 3

TED-1300 Methods and Materials in Early
   Childhood Education 3

TED-1400 Introduction to Multicultural Education . . 3

TED-2200 Guiding Behavior in Early
   Childhood Education 3

TED-2350 Early Childhood Special Education. 3

TED-2751 Field Work in Early Childhood
   Special Education. 3

Total Required for Certificate . . . .**18 Credits**

Early Childhood Education (Pre-K–3rd Grade)/Early Childhood Special Education

Associate of Arts in Teaching Degree (A.A.T.)
Program Code: TCHR.ECHILD.AAT

This is a recommended program of study for students planning to pursue a bachelor's degree with the goal of teaching early childhood education (pre-K to grade 3) or Early Childhood Special Education.

Graduates of the Early Childhood Education/Early Childhood Special Education 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

- Pursue a bachelor's degree at a four-year institution

Program Concentration . . . .**21 Credits**

TED-1100 Principles and Practices in Early
   Childhood Education 3

TED-1200 Child Growth and Development 3

TED-1300 Methods and Materials in Early
   Childhood Education 3

TED-1400 Introduction to Multicultural Education . . 3

TED-2100 Processes and Acquisition of Reading. 3

TED-2350 Early Childhood Special Education. 3

TED-2750 Field Work in Early Childhood
   Education** 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

Total 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

Elementary Education (Grades 1–6)/ Special Education (Grades 1–12) (A.A.T.)

Associate of Arts in Teaching Degree (A.A.T.)
Program Code: TCHR.ELEM.AAT

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, grades 1-12. For more information, call 301-583-5250.

Graduates of the Elementary Education/ Special Education 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

- Pursue a bachelor's degree at a four-year institution

Program Concentration . . . . 18 Credits

TED-1200 Child Growth and Development 3

TED-2000 Foundations of Education 3

TED-2001 Field Experience for Foundations
    of Education 1

TED-2300 Introduction to Special Education 3

TED-2301 Field Experience for Special Education 1

PSY-2060 Educational Psychology 3

TED-2061 Field Experience for
    Educational Psychology 1

TED-2100 Processes and Acquisition of Reading 3

Required General Education Courses . . . . 48 Credits

English* 6

    EGL-1010 Composition I

    EGL-1020 Composition II

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

Total 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.*

Secondary Education

Secondary Education—Chemistry (A.A.T.)

Associate of Arts in Teaching Degree (A.A.T.)
Program Code: TCHR.CHEM.AAT

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

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✴ Satisfies general education requirement (see Chapter 4)
✴✴ Satisfies culminating experience requirement for the Associate of Applied Science (A.A.S.) degree

Teacher Education continues from previous page

- Communicate effectively with families and the community
- Plan, implement, assess and evaluate student learning outcomes and behavioral objectives for a variety of purposes
- Use the major concepts and principles of their content area to create effective learning experiences for specific and groups of students in a variety of educational settings
- Pursue a bachelor's degree at a four-year institution

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
Choose one of the following physics or chemistry sequences based on your transfer plans and complete both courses shown 7–8

> Sequence 1: PHY-1030 General Physics I
> PHY-2030 General Physics II
> (Two semesters of calculus-based physics will transfer to all institutions offering chemistry and secondary teacher certification.)

> Sequence 2: PHY-1010 Introductory Physics I
> PHY-1020 Introductory Physics II
> (Two semesters of algebra-based physics will transfer to Towson University, Hood College, Washington Adventist University, Goucher College or Frostburg State University.)

Pre-Professional Courses . . . . .15 Credits
TED-2000 Foundations of Education 3
TED-2001 Field Experience for Foundations
of Education 1
TED-2300 Introduction to Special Education 3
TED-2301 Field Experience for Special Education 1
PSY-2060 Educational Psychology 3
TED-2061 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

Total Required for A.A.T. Degree . . . . 63–64 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.*

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
- Pursue a bachelor's degree at a four-year institution

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
TED-2000 Foundations of Education 3
TED-2001 Field Experience for Foundations
of Education 1
TED-2300 Introduction to Special Education 3
TED-2301 Field Experience for Special Education 1
PSY-2060 Educational Psychology 3

TED-2061 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
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 approved general
education list

   Total 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.*

Secondary Education—Mathematics (A.A.T.)
Associate of Arts in Teaching Degree (A.A.T.)
Program Code: TCHR.MATH.AAT

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

- Pursue a bachelor's degree at a four-year institution

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
Choose one of the following physics or chemistry
sequences based on your transfer plans and
complete both courses shown 7–8
   Sequence 1: PHY-1030 General Physics I
   PHY-2030 General Physics II

(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.)

   Sequence 2: PHY-1010 Introductory Physics I
   PHY-1020 Introductory Physics II
   (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.)

   Sequence 3: CHM-1010 General Chemistry I*
   CHM-1020 General Chemistry II*
Pre-Professional Courses .15 Credits
TED-2000 Foundations of Education. 3
TED-2001 Field Experience
for Foundations of Education 1
TED-2300 Introduction to Special Education. 3
TED-2301 Field Experience for Special Education. . . . 1
PSY-2060 Educational Psychology 3
TED-2061 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 from approved general education list
(PHL-1010 or PHL-1090 recommended)
Social Sciences* 9
PSY-1010 General Psychology
One history course from approved general education list
One non-history course from approved general
education list

   Total Required for the A.A.T. Degree . . . . 62–63 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*

Secondary Education—Physics (A.A.T.)
Associate of Arts in Teaching Degree (A.A.T.)
Program Code: TCHR.PHYSICS.AAT

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

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* Satisfies general education requirement (see Chapter 4)
** Satisfies culminating experience requirement for the Associate of Applied Science (A.A.S.) degree

Teacher Education continues from previous page

- 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 . . . . **31 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**
   TED-2000 Foundations of Education 3
   TED-2001 Field Experience
      for Foundations of Education 1
   TED-2300 Introduction to Special Education 3
   TED-2301 Field Experience for Special Education 1
   PSY-2060 Educational Psychology 3
   TED-2061 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 approved general education list
      One non-history course from approved general ed. list

   Total Required for A.A.T. Degree . . . . **67 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.*

Secondary Education—Spanish (A.A.T.)
Associate of Arts in Teaching Degree (A.A.T.)
Program Code: TCHR.SPAN.AAT

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
- Pursue a bachelor's degree at a four-year institution

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**
   TED-2000 Foundations of Education 3
   TED-2001 Field Experience
      for Foundations of Education 1
   TED-2300 Introduction to Special Education 3
   TED-2301 Field Experience for Special Education 1
   PSY-2060 Educational Psychology 3
   TED-2061 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 general education 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 approved general education list
      One non-history course from approved
      general education list

   Total 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.*

Professional Education Courses for Maryland Certification/Recertification
(only for individuals who already have a bachelor's degree)

These courses are for persons who already have a bachelor's degree and wish to become a certified teacher in Maryland. Teachers who

Programs of Study

are already certified also may complete these courses for recertification requirements. Four areas are required to become certified in Maryland for any certification area.

1. All certification areas require Maryland passing scores on one of the basic skills tests: Praxis I, SAT or ACT. Check with www.ets.org or www.marylandpublicschools.org for required Maryland Praxis I tests and scores, and scores for alternative basic skills tests. Check with www.ets.org for registration information for Praxis I. 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, prior to, concurrently with, or after submission of all college transcripts to Maryland State Department of Education (MSDE), Division of Certification for transcript evaluation. Students must contact MSDE by logging on to www.marylandpublicschools.org or by calling the MSDE Certification Assistance Line at 410-767-0412 to learn about the transcript evaluation process. The courses listed below will satisfy most, if not all, of the coursework requirements on the MSDE Evaluation Form for Certification. However, there may be additional Professional Development Education courses required for some certifications and/or for some students. Using the MSDE transcript evaluation and the charts below, students can determine what courses Prince George's Community College offers that meet the MSDE Professional Development course requirements.

3. Most certification areas require Maryland passing scores on the Praxis II: Subject Assessments. Check www.ets.org for required Maryland Praxis II tests and scores. Check www.ets.org for registration information for Praxis II. 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 (Pre-K–Grade 3)

PGCC Course Equivalent	MSDE Course Requirement
TED-1200: Child Growth and Development or PSY-2030: Child Psychology	Child Development
PSY-2060: Educational Psychology	Human Learning
TED-1300: Methods and Materials in ECE	Teaching Methodology
TED-2300: Intro to Special Education or TED-2350: Early Childhood Education Special Education	Inclusion of Special Needs Student Populations
TED-2830: Assessment of Students	Assessment of Students

PGCC Course Equivalent	MSDE Course Requirement
TED-2100: Processes and Acquisition of Reading TED-2800: Materials for Teaching Reading TED-2801: Instruction of Reading TED-2802: Assessment of Reading	Reading

Elementary (Grades 1–6) Certification

PGCC Course Equivalent	MSDE Course Requirement
TED-1200: Child Growth and Development or PSY-2030: Child Psychology	Child Development (3 Credits)
PSY-2060: Educational Psychology	Human Learning (3 Credits)
TED-2840: Elementary Methods	Teaching Methods (3 Credits)
TED-2300: Intro to Special Education	Inclusion of Special Needs Student Populations (3 Credits)
TED-2830: Assessment of Students	Assessment of Students (3 Credits)
TED-2100: Processes and Acquisition of Reading TED-2800: Materials for Teaching Reading TED-2801: Instruction of Reading TED-2802: Assessment of Reading	Reading (12 Credits)

Academic Subjects (N–12), Middle School (Grades 4–9) and Secondary (Grades 7–12) Certification

PGCC Course Equivalent	MSDE Course Requirement
PSY-2040: Adolescent Psychology	Adolescent Development (3 Credits)
PSY-2060: Educational Psychology	Human Learning (3 Credits)
TED-2850: Secondary Methods	Teaching Methods (3 Credits)
TED-2300: Intro to Special Education	Inclusion of Special Needs Student Populations (3 Credits)
TED-2830: Assessment of Students	Assessment of Students (3 Credits)
TED-2820: Teaching Reading in the Content Areas: Part I TED-2821: Teaching Reading in the Content Areas: Part II	Reading (6 Credits)

Teacher Education continues on next page

✳ Satisfies general education requirement (see Chapter 4)
✳✳ Satisfies culminating experience requirement for the Associate of Applied Science (A.A.S.) degree

Teacher Education *continues from previous page*

Generic Special Education Infant/Primary (Birth–Grade 3) Certification

PGCC Course Equivalent	MSDE Course Requirement
TED-2300: Intro to Special Education	Historical, Philosophical and Legal Foundations of Special Education (3 Credits)
PSY-2070: Human Growth and Development and TED-1200: Child Growth and Development or PSY-2030: Child Psychology	Human Growth and Development (6 Credits)
TED-2830: Assessment of Students TED-2950: Special Ed Assessment: Part I TED-2951: Special Ed Assessment: Part II	Assessment, Diagnosis and Prescriptive Techniques (9 Credits)
TED-2900: Special Ed Methods: Birth-12th Grade TED-2901: Special Ed Methods: Birth-6th Grade	Curriculum and Methodology of Instruction (6 Credits)
TED-2100: Processes and Acquisition of Reading TED-2800: Materials for Teaching Reading TED-2801: Instruction of Reading TED-2802: Assessment of Reading	Reading (12 Credits)
SPH-1090: Interpersonal Communication	Communication Skills (3 Credits)

Generic Special Education Elementary/ Middle School (Grades 1–8) Certification

PGCC Course Equivalent	MSDE Course Requirement
TED-2300: Intro to Special Education	Historical, Philosophical and Legal Foundations of Special Education (3 Credits)
PSY-2070: Human Growth and Development and TED-1200: Child Growth and Development or PSY-2030: Child Psychology	Human Growth and Development (6 Credits)
TED-2830: Assessment of Students TED-2950: Special Ed Assessment: Part I TED-2951: Special Ed Assessment: Part II	Assessment, Diagnosis and Prescriptive Techniques (9 Credits)

PGCC Course Equivalent	MSDE Course Requirement
TED-2900: Special Ed Methods: Birth-12th Grade TED-2901: Special Ed Methods: Birth-6th Grade	Curriculum and Methodology of Instruction (6 Credits)
TED-2100: Processes and Acquisition of Reading TED-2800: Materials for Teaching Reading TED-2801: Instruction of Reading TED-2802: Assessment of Reading	Reading (12 Credits)
SPH-1090: Interpersonal Communication	Communication Skills (3 Credits)

Generic Special Education Secondary/ Adult (Grades 6–12 and Adult) Certification

PGCC Course Equivalent	MSDE Course Requirement
TED-2300: Intro to Special Education	Historical, Philosophical and Legal Foundations of Special Education (3 Credits)
PSY-2070: Human Growth and Development and PSY-2040: Adolescent Psychology	Human Growth and Development (6 Credits)
TED-2830: Assessment of Students TED-2950: Special Ed Assessment: Part I TED-2951: Special Ed Assessment: Part II	Assessment, Diagnosis and Prescriptive Techniques (9 Credits)
TED-2900: Special Ed Methods: Birth-12th Grade TED-2902: Special Ed Methods: Grade 6 - Age 21	Curriculum and Methodology of Instruction (6 Credits)
TED-2820: Teaching Reading in the Content Areas: Part I	Essentials of the Reading Process (3 Credits)
TED-2821: Teaching Reading in the Content Areas: Part II	Teaching Students to Learn From Text (3 Credits)
SPH-1090: Interpersonal Communication	Communication Skills (3 Credits)

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-0061. For more information, see Chapters 2, 6, and 8.

Technical Studies

The Technical Studies A.A.S. degree program provides a means for students to earn an associate 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 Energy Institute at 301-322-0964.

Technical Studies
Associate of Applied Science Degree (A.A.S.)
Program Code: TECH.STUDY.AAS

Program Concentration . . . . 30 Credits
Specific courses will vary by option.
Program Electives . . . . 9 Credits
Choose any INT, 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
Information Technology* 3
   INT-1010
Total 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

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
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 INT, 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
Information Technology* 3
   INT-1010

Total Required for A.A.S. Degree . . . . 60–61 Credits

Electrical Construction Technology
Certificate
Program Code: TECH.ECT.CT

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

✳ Satisfies general education requirement (see Chapter 4)
✳✳ Satisfies culminating experience requirement for the Associate of Applied Science (A.A.S.) degree

Technical Studies continues from previous page

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
Information Technology* 3
    INT-1010

Total Required for Certificate . . . . 33 Credits

Theatre

Theatre Arts Option
of General Studies Associate of Arts Degree (A.A.)
Program Code: THTR.AA

Graduates of the Theatre Arts Option of the General Studies A.A. degree program will be prepared to pursue a bachelor's degree in theatre performance or theatre foundations at a four-year college or university.

Graduates of the Theatre Arts Option witll be able to:

- Identify the personnel and their fundamental functions central to the production of a theatre performance
- Produce written and oral assessments of the themes, styles, dramatic structure, metaphors, and production requirements within theatre scripts and performance material
- Apply a working knowledge of acting and performance skills required for the stage
- Demonstrate the ability to interpret and make use of theatre specific lexicon
- Identify an awareness of significant works of dramatic literature and performance
- Engage in the skills needed to work successfully in an atmosphere of collaboration
- Describe the key components of a performance space and their function

Program Concentration .26 Credits
Choose one of the following two tracks and complete the courses listed:
Theatre Foundations Track
THE-1110 Introduction to Stage Makeup 2
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
Choose three courses from the following. 9
    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-1110 Introduction to Stage Makeup 2
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
Any credit course except PED

Required General Education Courses . . . . 34–35 Credits
English Composition I and II*. 6
Humanities* 6
    Choose one course from each group:
    Group 1: One Speech course from approved
        general education list
    Group 2: One Art, Music, Theater, Philosophy,
        Literature or Foreign Language course
        from approved general education list
Mathematics* 3
    MAT-1120 or higher
Science*. 7–8
    Two courses, one of which must carry laboratory credit
Social Sciences* 6
    Choose one course from each group:
    Group 1: One History course from approved
        general education list
    Group 2: One Anthropology, Economics, Geography,
        Political Science, Psychology or Sociology
        course from approved general education list
Information Technology* 3
    INT-1010
One additional course from either the Social Sciences
    or Humanities approved general education list. . . . 3

Total Required for A.A. Degree . . . . 60–61 Credits

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Theatre and Entertainment Technology

Certificate
Program Code: THTR.CT

The Theatre and Entertainment Technology program is a cooperative venture between Prince George's Community College and the International Alliance of Theatrical Stage Employees (IATSE) in Washington, D.C. The college and IATSE have designed the Theatre and Entertainment Technology Certificate program for students interested in this field. The program has two goals. The first is to provide students with the specialized skills needed to attain employment in the entertainment technology field. The second goal is to upgrade and enrich the skills of existing IATSE members. For more information on the Theatre and Entertainment Technology program, call 301-322-0926.

THE-1030 Introduction to Stage Technology 1
THE-1040 Introduction to Event Staging 4
THE-1060 Theatrical Rigging 4
THE-1080 Lighting for the Stage. 4
THE-1100 Concert and Stage Sound Reinforcement. . 4
THE-2040 Event and Conference Multimedia
  Production 3
THE-2060 Theatre Computer Automation
  and Control. 3
THE-2080 Stage Scenery Construction 4
THE-2100 Concert and Stage Special Effects 3
THE-2120 Film and Studio Mechanics 3

Total Required for Certificate . . . . .33 Credits

Visual Communication/Graphic Design

See Art, page 35.

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.

Women's Studies Option

of General Studies Associate of Arts Degree (A.A.)
Program Code: WMST.STUDIES.AA

Graduates of the Women's Studies Option of the General Studies A.A. degree program will be able to:

- Analyze the social construction of gender roles
- Explain the ways that race, class, gender, and sexual orientation intersect with gender
- Identify the issues facing women across cultures
- Analyze the significance of gender in multiple areas of study, including literature, health, psychology, history, and sociology; and to explore their many career options
- Write researched papers using proper documentation

Program Concentration . . . . .18 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

Required General Education Courses . . . . 34–35 Credits
English Composition I and II*. 6
Humanities* 6
  Choose one course from each group:
  Group 1: One Speech course from approved
    general education list
  Group 2: One Art, Music, Theater, Philosophy,
    Literature or Foreign Language course
    from approved general education list
Mathematics* 3
Science*. 7–8
  Two courses; one of which must carry laboratory credit
Social Sciences* 6
  Group 1: One History course from approved
    general education list
  Group 2: Psychology 1010
Information Technology* 3
  INT-1010
One additional course from either the Social Science
  or Humanities approved general education list* . . . 3

Electives . . . . .9 Credits
Foreign language recommended
Any credit courses except PED

Total Required for A.A. Degree . . . . 61–62 Credits

Women's Studies

Lettor of Recognition
Program Code: WMST.LOR

The Letter of Recognition in Women's Studies is offered for students who desire evidence of concentrated study in the field of Women's Studies for career reasons, personal enrichment, or to prepare for a more advanced degree in Women's Studies or a related field

Program Concentration. . . . . .3 Credits
WMS-1010 Introduction to Women's Studies. 3

Program Electives (choose two) . . . . .6 Credits
HST-2100 The History of Women in America 3
EGL-2500 Women in Literature 3
HLE-2250 Health Issues for Women 3
SOC-1020 Marriage and the Family 3

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

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✳ Satisfies general education requirement (see Chapter 4)
✳✳ Satisfies culminating experience requirement for the Associate of Applied Science (A.A.S.) degree

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 academic program as shown in the last catalog in which the program appeared. No students are allowed to select these academic programs at this time.

Associate Degree Programs

American Studies Option of General Studies
Computer Information Systems options
Drafting Technology
Early Childhood Education Transfer Option of Teacher
    Education
Historical Fieldwork and Research Option
    of General Studies
Information Technology—All options
Investigative Forensics
Microcomputer Systems
Office Administration—All options
Space Engineering Technology—All options

Certificate Programs

Architectural Drafting
Computer Information Systems
Engineering Drafting
Forensic Science Technology
General Management
Microcomputer Applications Specialist
Microcomputer Systems
Office Technology—All options
Quality Assurance

Letters of Recognition

Developing a Professional Image

Currently enrolled students with questions about graduation requirements in any of these programs should consult with the department chair of the individual program.

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-0061. For more information, see Chapters 2, 6, and 8.

Course Descriptions

Course Numbering Information

0001–0999 Developmental courses intended for students who need further preparation before enrolling in college-level courses. These courses award Equivalent Hours(EHs) rather than academic credit hours and do not satisfy degree or certificate requirements.

1000–2999 College-level courses offered for credit and applicable to the Associate of Arts, Associate of Science, Associate of Science in Engineering, 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 ESL, DVE, DVM and DVR listings) will satisfy the prerequisite as well. Students should be certain to check for prerequisites in the course listings that follow. Except when specifically authorized by the department chairperson or dean, registration will not be permitted if prerequisites have not been fully satisfied.

Course Contact Hours

At the end of some course descriptions is a phrase such as "3 studio hours" or "3 class/2 lab hours." This indicates the actual time a student should expect to spend per week in a course, broken down by the type of contact—classroom/lecture, laboratory, studio or clinical. If there is no such indicator for a course, students may assume there will be one class hour per week for each credit awarded for completion of the course. (Courses which meet in an accelerated or nontraditional format rather than in the usual full-semester, 15-week format will meet more than the hours indicated per week in order to reach the same number of total contact hours for the semester.)

Accounting (ACC)

Business Studies 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-0071 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.

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

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 INT-1010.

ACC-1090 QuickBooks II. *1 Credit*
Students will learn to establish a chart of accounts, vendor, customer and inventory records, entering typical transactions and preparing standard financial reports for merchandising firms using QuickBooks software. Prerequisites: ACC-1000 or ACC-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. *Capstone Course:* In addition to completing the prerequisite course, students must complete a minimum of 47 credits prior to enrolling in this course. A minimum cumulative GPA of 2.00 or better is also required. (Classroom sections offered spring 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 INT-1010 (formerly 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 Prince George's Community College Volunteer Income Tax Assistance (VITA) Site during the spring tax season. This service learning course begins during the January Intersession and continues through the close of tax season. Prerequisite: Reading proficiency.

ACC-2250 Business Finance. *3 Credits*
Capital markets and the banking system, including financial analysis and planning, working-capital management, capital budgeting and long-term financing. Prerequisite: ACC-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, Geography and Anthropology 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 multi-cultural context. Prerequisite: Reading proficiency.

AFA-2010 Introduction to the African and Black Diaspora.
3 Credits
A comparative analysis of African and black communities around the globe, with emphasis on the United States South, the Caribbean, Central and South America. Attention will be given to the awakening sense of political interrelatedness that undergirds contemporary Pan-African movements, collaborative struggle against oppression and the renewal of traditional African culture and values in Diaspora. Prerequisite: Reading proficiency. (Offered fall semester only)

AFA-2890H Honors Colloquium in African-American Studies.
3 Credits
This honors colloquium will examine special topics in the field of African-American Studies and their relevance across disciplinary perspectives. The issues to be addressed in each colloquium will vary from semester to semester. These courses are designed for students in the Honors program, but are open to others with the approval of the honors coordinator or the instructor. Prerequisites: Reading proficiency and permission of the instructor or honors coordinator.

Anthropology (ANT)

History, Political Science, Geography and Anthropology Department
Marlboro Hall, Room 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. (Offered fall semester only)

ANT-2890H Honors Colloquium in Anthropology. *3 Credits*
This honors colloquium will examine special topics in the field of anthropology and its relevance across disciplinary perspectives. The issues to be addressed in each Colloquium will vary from semester to semester. These courses are designed for students in the Honors program, but are open to others with the approval of the Honors Coordinator or the instructor. Prerequisites: Reading proficiency and permission of the instructor or honors coordinator.

Arabic (ARB)

Language Studies Department
Bladen Hall, Room 309
301-322-0946

ARB-1000 Arabic for Beginners. *3 Credits*   H
Designed for students who are true beginners without any background knowledge of the Arabic language. The course focuses on the four skills of listening, speaking, reading and writing. 3 class/1 lab hour or equivalent.

ARB-1010 Elementary Arabic. *3 Credits*   H
Continues to focus on the four skills of listening, speaking, reading and writing. Students will be studying Modern Standard Arabic, which is close to classical Arabic. (It is the language used for reading and writing Arabic today.) Students will advance their knowledge of grammar, pronunciation, vocabulary and reading and writing of Arabic. 3 class/1 lab hour or equivalent. Prerequisite: ARB-1000 or permission of the instructor.

Course Descriptions

Art (ART)

Art, Music, and Philosophy Department
Marlboro Hall, Room 1034
301-322-0966

ART-1010 Introduction to Art. *3 Credits*   **H**
Introduces students to the visual arts. Through lecture, demonstration and hands-on activities, students develop an appreciation for art and an understanding of the elements and principles of design, artistic styles, specific art techniques, and major historical movements in art. Artistic ability or experience is not required. Prerequisite: Reading proficiency. (Honors version available.)

ART-1510 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 or employment opportunities. Students will prepare a portfolio in their area of specialization in a variety of formats. Prerequisites: ART-1510, ART-1530, completion of a 2000-level studio art course and a second 2000-level studio course completed or concurrent. **Culminating experience course:** In addition to completing prerequisite courses, students must also have completed a minimum of 46 credits before enrolling in this course. A minimum cumulative GPA of 2.00 or better is also required. 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*
A beginner's studio course designed to teach ceramics as a creative craft and art form. The student is encouraged to explore ceramics as a form of three-dimensional expression and to be actively engaged in the complex cycle of ceramic production; production of clay, construction of forms, decoration and firing. Students are expected to acquire knowledge of and to test various glazes. 6 studio hours

ART-1610 Graphic Design I. *3 Credits*
Provides a survey of the design principles and artistic concepts that produce quality commercial art. Students will acquire hands-on experience in taking a variety of projects from concept development to final output. Training will be provided in the various production skills and techniques used by graphic design professionals. Prerequisite: ART-1510 and ART-1570. 6 studio hours.

ART-1620 Digital Publication Design. *3 Credits*
Designed to acquaint the student with the fundamentals of publication and print media design. Hands-on training will be provided using a variety of digital media and hardware current to the graphic design profession. Students will gain experience in taking a print media project from concept to page layout and production. Prerequisite: ART-1570. 6 studio hours.

ART-1630 Commercial Illustration I. *3 Credits*
Investigates the various media, techniques and artistic concepts that produce quality commercial illustration. Prerequisite: ART-1530. 6 studio hours.

ART-1640 Color Theory and Application. *3 Credits*
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 Graphic Design II. *3 Credits*
Designed to provide students with advanced concepts utilized in the creation of advertising art, Web-based graphics, broadcast graphics, interactive multimedia, electronic publishing and print media. This course attempts to expand the survey of design principles and artistic concepts to a more global perspective. Prerequisite: ART-1610. 6 studio hours.

ART-2620 Digital Illustration. *3 Credits*
Provides a survey of computer-based methods of producing artwork used commercially. This includes extensive use of object-oriented and image processing software packages. Projects may include package design, editorial support illustration, logo/icon design, creative Web pages, statistical charts and graphs and technical illustration. Prerequisite: ART-1570. 6 studio hours.

ART-2630 Commercial Illustration II. *3 Credits*
Designed to expand a student's exploration of illustration techniques. Emphasis is on the creative approach to preparing imaginative, effective illustrations. Prerequisite: ART-1630. 6 studio hours.

ART-2640 Computer Painting. *3 Credits*
In-depth use and investigation of bit-mapped graphics (paint) programs. Prerequisite: ART-1570. 6 studio hours.

ART-2650 Animation and Multimedia I. *3 Credits*
Focuses on two-dimensional animation and multimedia, with an emphasis on creativity, originality and experimentation. Various software packages will be utilized to create animated sequences complete with sound and special effects. Prerequisite: ART-1570. Students also will be expected to have an aptitude for learning a variety of software packages. 6 studio hours.

ART-2660 Digital Imaging. *3 Credits*
Advanced techniques in computer graphics creation and image manipulation. Includes use of scanners, digital cameras and CD-ROM sources. Prerequisite: ART-1570. 6 studio hours.

ART-2670 3-D Digital Modeling and Animation. *3 Credits*
Focus is on three-dimensional modeling and animation techniques, with an emphasis on creativity, originality and experimentation. Various software packages will be used to create 3-D stills and animated sequences complete with sound and special effects. A survey of modeling techniques and examples from a variety of industries will be provided. Prerequisite: ART-1570. Students also will be expected to have an aptitude for learning a variety of software packages. 6 studio hours.

ART-2700 Art Survey I. *3 Credits*   H
A survey of art and architecture from prehistoric times through Gothic art. Works of painting, sculpture and architecture are analyzed both in terms of their style, iconography and technique and in terms of their significance within the historical, social, religious and economic context in which they were produced. Prerequisite: Reading proficiency.

Course Descriptions

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

ART-2710 Art Survey II. *3 Credits* H
Survey of art and architecture from the Renaissance to the 20th century. Works of painting, sculpture and architecture are analyzed both in terms of their style, iconography and technique and in terms of their significance within the historical, social, religious and economic context in which they were produced. Prerequisite: Reading proficiency.

ART-2720 African-American Art. *3 Credits* H
Beginning with the West and Central African cultures, this course traces the artistic exploration and achievements of African-American artists from the seventeenth-century artisans through the prolific period of the Harlem Renaissance to post modern and contemporary fine arts. The course examines the historical, economic, social, and cultural trends that have influenced African-American art. Students investigate the African-American artists' visual voice through the historical Black experience that propels it. The assignments within the course advance the development of college-level reading, writing, and critical thinking skills through the examination and interpretation of the crafts and fine arts presented throughout the course. Prerequisite: Reading proficiency.

ART-2730 Integrated Arts. *3 Credits* H
Introduces students to the areas of visual arts, dance, music, theater and film through an exploration of representative works in these disciplines. The student will experience a variety of artistic performances and exhibitions that will enhance self-expression and develop a better understanding of the human experience. The assignments within the course advance the development of college-level reading, writing, and critical thinking skills through the integration, analysis, and appreciation of the arts. The course meets part of the Maryland State integrative arts requirement for the Associate of Arts in Teaching degree. Prerequisite: Reading proficiency.

ART-2740 Contemporary Art. *3 Credits*
Introduction to art and architecture from the late 19th century to the present. Visual arts from traditional works to conceptual forms, installation, video and performance art are analyzed both in terms of style, technique and philosophy and their political, social and economic significance. The history and philosophy of the various movements and their relationship to contemporary thought and culture will be explored. Prerequisites: Reading proficiency.

ART-2750 Animation and Multimedia II. *3 Credits*
A continuation of ART-2650. Student will explore advanced vector drawing, computer animation techniques, Web interface design, interactivity and digital and video/audio production. Course exercises will include 2-D animations, screen-based graphics and digital video presentations. Prerequisite: ART-2650. 6 studio hours.

ART-2780 Digital Photography II. *3 Credits*
This course is a continuation of ART-2580, Digital Photography I. Students will explore complex techniques and contemporary concerns associated with advanced electronic imaging. The students will utilize digital cameras; film and flatbed scanners to digitize negatives, slides and photographs; manipulate images; and produce finished prints with laser and inkjet printers. Students must have access to a 35mm or digital camera for use in the course. Prerequisite: ART-2580.

ART-2890H Honors Colloquium in Art. *3 Credits*
This honors colloquium will examine special topics in the field of art and their relevance across disciplinary perspectives. The issues to be addressed in each colloquium will vary from semester to semester. These courses are designed for students in the Honors program, but are open to others with the approval of the honors coordinator or the instructor. Prerequisites: Reading proficiency and permission of instructor or honors coordinator.

ART-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
An introduction to biology for non-science majors with both lecture and laboratory components. Surveys ecology, chemistry of life, cell physiology, human organ systems, genetics, and molecular genetics. The ability to think critically and to draw conclusions based on evidence will be emphasized. Credit may not be earned for both BIO-1010 and BIO-1030 or BIO-1140 toward the same degree. Prerequisite: Reading proficiency. 3 class/3 lab hours. (Honors version available.)

BIO-1020 General Plant Biology. *4 Credits* Sc
University-parallel introductory plant biology course. Topics covered will include but are not limited to plant classification, structure, function and growth and development. Practical application of plant use in our daily life also will be presented. Prerequisite: Reading proficiency. 3 class/3 lab hours.

BIO-1080 Reproduction Biology. *4 Credits* Sc
An examination of biological principles and contemporary issues in reproductive biology. Demonstration of critical thinking, reasoning and writing skills is expected. Prerequisite: Reading proficiency. 3 class/3 lab hours.

BIO-1100 Forensic Biology. *4 Credits* Sc
An introduction to the principles and concepts of the biological aspects of forensic science. An examination of the role of the laboratory in criminal investigation and human identification using forensic pathology, serology, anthropology, molecular biology and other specializations. Prerequisite: Reading proficiency.

BIO-1110 Environmental Biology. *3 Credits* Sc
Survey of basic scientific principles needed to understand current environmental problems and evaluate alternatives for solving those problems. Prerequisite: Reading proficiency.
    Note: *Periodically, linked sections of BIO-1110 and BIO-1120 are offered, featuring local field trips and in the travel study format, featuring a trip to Florida or the Rocky Mountains. Any student who registers for a linked section of BIO-1110 also must register for the corresponding BIO-1120 section.*

BIO-1120 Environmental Biology Laboratory. *1 Credit* Sc
Supplements BIO-1110, providing laboratory and field experiences relevant to environmental issues. Prerequisite: BIO-1110 completed or concurrent. 3 lab hours.

BIO-1130 Principles of Biology: Evolution, Ecology and Behavior. *4 Credits*   **Sc**
Evolution, ecology and behavior, including Mendelian genetics, population genetics, natural selection, coevolutionary relationships, ethology and contemporary issues. Students may receive credit for only one of the following BIO-1130, BIO-1010. Prerequisite: Reading proficiency and completion of DVM-0071 or equivalent score on math placement test. 3 class/3 lab hours.

BIO-1140 Principles of Biology: Cellular and Molecular Biology. *4 Credits*   **Sc**
University-parallel biology sequence for science/health majors. Cellular and biochemical emphasis, including cell anatomy and physiology, energy processes and the molecular biology of gene expression. Students may not receive credit for both BIO-1010 and BIO-1140 toward the same degree.) Prerequisite: CHM-1010. (Honors version available.). 3 class/3 lab hours.

BIO-1210 Sustainability in Healthcare. *4 Credits*
A survey course in sustainability in the healthcare environment including communication, leadership, environmental sustainability, systems and processes and organizational knowledge. Of particular relevance to those interested in Environmental Services, Building Services, Waste Management, Hospital Facilities, or Dietary Services. Prerequisite: Instructor permission.

BIO-1250 Biology of Aging. *3 Credits*
Lecture/seminar course designed for major or non-major students. Examines the aging process on the molecular, cellular and organismic levels. Emphasizes alterations during the aging process in cells. Examination of various pathological disorders in relationship to aging is also emphasized. Students are required to read original articles and be prepared to discuss current topics in workshop settings. Prerequisites: Reading and English proficiency.

BIO-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. DVM 0071 completed or appropriate score on math placement test. 2 class/4 lab/1 recitation hours.

BIO-2030 Genetics. *4 Credits*
Genetics and heredity. Analysis of classical and molecular genetics, emphasizing contemporary issues. Prerequisite: BIO-1140. 3 class/2 recitation hours. (Offered spring only.)

BIO-2050 Human Anatomy and Physiology I. *4 Credits*   **Sc**
University-parallel sequence. Structure and function of human body systems with emphasis on cells, tissues, transport mechanisms and skeletal, muscular and nervous systems. Prerequisites: BIO-1010 or BIO-1140. DVM-0071 completed or appropriate score on math placement test. 3 class/3 lab/1 recitation hours.

BIO-2060 Human Anatomy and Physiology II. *4 Credits*   **Sc**
Continuation of Human Anatomy and Physiology sequence. Structure and function of circulatory, lymphatic/immune, respiratory, digestive, urinary, reproductive and endocrine systems. Laboratory includes vertebrate dissection. Prerequisite: BIO-2050. 3 class/1 recitation/3 lab hours.

BIO-2090 Cell Biology. *4 Credits*
An examination of the structure and function of cells with particular emphasis on metabolism, reproduction and the molecular aspects of cell communication and regulation. Credit may not be received for both FOS-2090 and BIO-2090. Prerequisites: BIO-1140 and CHM-1010. 3 class/3 lab hours.

BIO-2100 Marine Biology. *4 Credits*   **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-2300 Introduction to Environmental Health. *3 Credits*
An introduction to how humans affect and are affected by the quality of water, air, soil, and food resources. Provides an overview of pollution issues that impact human health; emphasizes types and sources of pollutants and their consequences with respect to human health. Also explores the impact of the growing human population on environmental quality and on health issues. Prerequisites: BIO 1130, BIO-1140, and MAT-0104 (formerly MAT 1040) with grades of C or better.

BIO-2330 Fundamentals of Soil Science. *4 Credits*
A lecture/laboratory course introducing the study and management of soils as ecosystem components and media for the growth of plants and other organisms. Includes soil morphology, composition, formation, and conservation; emphasizes the physical, chemical, and biological properties of soils as they relate to plant biology, nutrient cycles, the hydrologic cycle, engineering uses of soils, and environmental quality issues. Prerequisites: BIO-1130, BIO-1140, CHM-1010 and MAT-0104 with grades of C or better. 3 lecture/3 lab hours per week.

BIO-2500 Biological Principles of Forensic Science. *4 Credits*
An introduction to the principles governing the application of biology and biological statistics that are used to analyze evidence from crime scenes. Topics will include evidence examination and preserva-

Course Descriptions

BIO-2500 continues from previous page

tion; 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*

BIO-2990H Honors Seminar in Engineering and Science (Special Topics). *1 Credit*
Seminar course that introduces and studies emerging issues in science, engineering, technology, and mathematics. Topics vary by semester. Also offered as CHM-2990H and EGR-2990H. Prerequisites: A 3.00 GPA, completion of a minimum of 18 credits in courses offered by the division of Science, Technology, Engineering and Mathematics, and permission of the instructor or the honors program coordinator.

Business Law (BUS)

Public Safety and Law Department
Bladen Hall, Room 208
301-322-0553

BUS-1220 Business Law I. *3 Credits*
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.

Business Management (BMT)

Business Studies Department
Bladen Hall, Room 210
301-322-0080

BMT-1010 Introduction to Business. *3 Credits*
Basic characteristics of the business enterprise, its organization and role in a free society. Formerly offered as MGT-1010. Students may not receive credit for both MGT-1010 and BMT-1010. Prerequisite: Reading proficiency.

BMT-1420 Organizational Management. *3 Credits*
The rapidly changing business environment forces managers and entrepreneurs to adapt or exit the organiztion/market. Even if a

manager possesses strong strategic management skills, without the ability to manage change and exert the leadership necessary to implement change, the organization will fail. This course is designed to provide an understanding of the forces behind organizational development (OD), the managerial tools used to implement OD, and the managerial skills that will enable the manager to effectively introduce change into the organization. Formerly offered as MGT 1420. Students may not receive credit for both MGT 1420 and BMT 1420. Prerequisite: Reading proficiency.

BMT-1500 Developing a Professional Image. *1 Credit*
Techniques for developing a professional image. Attire, nuances of nonverbal communication and office etiquette. Formerly offered as MGT-1500. Students may not receive credit for both MGT-1500 and BMT-1500.

BMT-1550 Elements of Supervision. *3 Credits*
The supervisory function of the first-line supervisor. Emphasis on decision making and problem solving using case studies and role playing. Formerly offered as MGT-1550. Students may not receive credit for both MGT-1550 and BMT-1550. Prerequisite: Reading proficiency.

BMT-1570 Small Business Management. *3 Credits*
The basics of establishing and managing a small business. Developing a business plan, financing, managing employees and marketing. Formerly offered as MGT-1570. Students may not receive credit for both MGT-1570 and BMT-1570. Prerequisite: Reading proficiency.

BMT-1600 Principles of Management. *3 Credits*
The business organization, the functions of management and the role of the manager in the decision-making process. Formerly offered as MGT-1600. Students may not receive credit for both MGT-1600 and BMT-1600. Prerequisite: Reading proficiency.

BMT-1620 Financial Planning and Investments. *3 Credits*
Financial planning concepts, their application and the risk factor in the management of finances. Formerly offered as MGT-1620. Students may not receive credit for both MGT-1620 and BMT-1620. Prerequisite: Reading proficiency.

BMT-1650 Customer Service. *3 Credits*
Examines the dynamics of exceptional customer service. Develops skills necessary in dealing with customers effectively, using creative techniques to improve communication skills to achieve customer satisfaction. Formerly offered as MGT-1650. Students may not receive credit for both MGT-1650 and BMT-1650. Prerequisite: Reading proficiency.

BMT-1710 The Business Plan. *3 Credits*
Students develop professional business plans for the businesses they are interested in starting. The plans may be reviewed by business persons or bankers. Formerly offered as MGT-1710. Students may not receive credit for both MGT-1710 and BMT-1710. Prerequisite: Reading proficiency.

BMT-1800 Microcomputer Applications for the Business Manager. *3 Credits*
Introduction to computer business applications: word processing, spreadsheets, databases, graphics and communications. Formerly offered as MGT-1800. Students may not receive credit for both MGT-1800 and BMT-1800. Prerequisite: Reading proficiency.

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BMT-1900 Introduction to Public Administration. *3 Credits*
An overview of public administration and its principles, evolution and current issues. Examine the role of government and nonprofit organizations in society. Formerly offered as MGT-1900. Students may not receive credit for both MGT-1900 and BMT-1900.

BMT-1960 Public Service Management. *3 Credits*
Introduction to the public sector. Application of management principles to federal, state and local governments. Examines the role of management in government, public responsibility and trends in the public management sector. Formerly offered as MGT-1960. Students my not receive credit for both MGT-1960 and BMT-1960. Prerequisite: Reading proficiency.

BMT-1980 Business Startup Analysis. *1 Credit*
Provides an investigation into a business idea, creating and starting the venture, the marketing and organization plans of a business in a logical manner, and researching how companies organize, lead, and manage the opportunity of entrepreneurship. Prerequisite: Reading proficiency.

BMT-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. Formerly offered as MGT-1990. Students may not receive credit for both MGT-1990 and BMT-1990.(Also offered as ECN-1990. Students may not receive credit for both ECN-1990 and BMT-1990.) Prerequisite: ECN-1030 with B or higher and math proficiency.

BMT-2400 Strategic Management. *3 Credits*
The increasing complexity of the global market requires managers to possess strong conceptual, strategic and tactical skills. This course provides an introduction to the strategic management process: strategy formation, strategy implementation and strategy evaluation. Application of strategic management concepts to case studies and projects will be used to reinforce students' mastery of the strategic management process. Formerly offered as MGT-2400. Students may not receive credit for both MGT-2400 and BMT-2400. Prerequisite: BMT-1010 or equivalent. *Capstone Course:* In addition to the prerequisite courses, students must complete a minimum of 47 credits prior to enrolling in this course. A minimum cumulative GPA of 2.00 or better is also required.

BMT-2500 Introduction to Federal Contracting. *3 Credits*
Fundamental concepts and principles of the federal procurement system and use of the Federal Acquisition Regulation (FAR). Topics include the background of federal contracting, careers in contracting, types of contracting, competition, federal acquisition process, small purchase procedures, bids and proposals and the award/protest process. Formerly offered as MGT-2500. Students may not receive credit for both MGT-2500 and BMT-2500. Prerequisite: Reading proficiency.

BMT-2510 Introduction to Source Selection. *3 Credits*
Experiencing the source selection process, developing a source selection plan, proposal preparation and evaluation. Content of course includes best and final offer (BAFO), contract format, proposal design, request for proposals (RFP), invitation for bid (IFB), types of source selection, cooperative purchasing, performance base contracting, best value procurement and open solicitations. Formerly offered as MGT-2510. Students may not receive credit for both

MGT-2510 and BMT-2510. Prerequisite: Reading proficiency.

BMT-2520 Principles of Negotiations. *3 Credits*
Negotiation skills, strategies and tactics to effectively prepare, conduct and document a successful negotiated contract using the negotiation process. Formerly offered as MGT-2520. Students may not receive credit for both MGT-2520 and BMT-2520. Prerequisite: Reading proficiency.

BMT-2530 Procurement Law. *3 Credits*
The fundamental rules, regulations, policies and laws pertaining to procurement, changes in the law, remedies for bidders, procurement integrity and ethics. Formerly offered as MGT-2530. Students may not receive credit for both MGT-2530 and BMT-2530. Prerequisite: Reading proficiency.

BMT-2540 Contract Administration. *3 Credits*
Management of the contract from beginning to the end to comply with the guidelines of the government rules and standards of the contract. Role of the contract officer and the agreement to complete the terms of the contract. Formerly offered as MGT-2540. Students may not receive credit for both MGT-2540 and BMT-2540. Prerequisite: Reading proficiency.

BMT-2550 Cost and Price Analysis. *3 Credits*
Application of fundamental concepts and evaluation of contract price and cost principles. Formerly offered as MGT-2550. Students may not receive credit for both MGT-2550 and BMT-2550. Prerequisites: Reading and math proficiencies.

BMT-2580 Compensation and Benefits Management. *3 Credits*
Fundamental concepts of compensation management, theory of organizational reward systems and methods of compensating employees. Topics include compensation objectives, employee benefits options, internal and pay structures, incentive programs, performance appraisals, union and government roles in compensation and international pay systems. Formerly offered as MGT-2580. Students may not receive credit for both MGT-2580 and BMT-2580. Prerequisite: Reading proficiency.

BMT-2590 Employee Training and Development. *3 Credits*
Introduction to organizational training and development through the assessment of training needs in the workplace. Topics include designing and implementing training and development programs; methods of evaluating the effectiveness of these programs; and use of media and technology. Formerly offered as MGT-2590. Students may not receive credit for both MGT-2590 and BMT-2590. Prerequisite: Reading proficiency.

BMT-2610 Human Resource Management. *3 Credits*
Principles and practices of human resource management in the business organization. Formerly offered as MGT-2610. Students may not receive credit for both MGT-2610 and BMT-2610. Prerequisite: Reading proficiency.

BMT-2620 Human Resource Information Systems. *3 Credits*
An overview and analysis of various ways human resource professionals keep and monitor confidential information. examine the systems required, justifications of needs, system costs, and implementation. Outsourcing will be examined as a viable alternative to implementing technological infrastructures. Prerequisite: BMT-1010 and INT-1010 (formerly CIS-1010).

Course Descriptions

BMT-2630 International Management. *3 Credits*
This course provides future managers with the basic skills and knowledge necessary for transition into the world of international business. Formerly offered as MGT-2630. Students may not receive credit for both MGT-2630 and BMT-2630. Prerequisite: Reading proficiency.

BMT-2650 Purchasing, Contracting and Materials Management. *3 Credits*
Procurement and materials management, including specifications, source selection, pricing, contracting and inventory control. Formerly offered as MGT-2650. Students may not receive credit for both MGT-2650 and BMT-2650. Prerequisite: Reading proficiency.

BMT-2660 Conflict Management. *3 Credits*
Powerful techniques for dealing effectively and confidently with difficult situations. Building and strengthening more cooperative and productive working relationships. Formerly offered as MGT-2660. Students may not receive credit for both MGT-2660 and BMT-2660. Prerequisite: Reading proficiency.

BMT-2670 Sports Management. *3 Credits*
Focuses on the foundations of the sports management function, preparation of professionals to apply communication, leadership and managerial skills in a variety of career positions in the sports management field. Students will develop knowledge, skills, and application processes to become effective in various positions. Prerequisite: BMT-1010.

BMT-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. Formerly offered as MGT-2680. Students may not receive credit for both MGT-2680 and BMT-2680. *Capstone Course:* Students must complete a minimum of 47 credits prior to enrolling in this course. A minimum cumulative GPA of 2.00 or better is also required.

BMT-2700 Stress Management in the Workplace. *3 Credits*
Designed to provide a comprehensive approach to stress management. Through a combination of lectures, experiential learning and self assessment, students will have an opportunity to develop their own strategy for stress management. Formerly offered as MGT-2700. Students may not receive credit for both MGT-2700 and BMT-2700. Prerequisite: Reading proficiency.

BMT-2720 Managing Workplace Diversity. *3 Credits*
This course examines diversity in the workplace and the resulting challenges to corporate culture in developing an understanding of diversity. Formerly offered as MGT-2720. Students may not receive credit for both MGT-2720 and BMT-2720. Prerequisite: Reading proficiency; MGT-1600 recommended.

BMT-2750 Leadership Development. *3 Credits*   H
Development of practical, effective workplace leadership skills through study, observation and application. Integrates readings from humanities, experiential exercises, films and contemporary readings on leadership. (Credit may not be received for both SPH-2750 and BMT-2750.) Formerly offered as MGT-2750. Students may not receive credit for both MGT-2750 and BMT-2750. Prerequisites: Reading and oral proficiency. (Honors version available.)

BMT-2860 Cyber Law. *3 Credits*
Examines current and emerging cyber law issues that are critical to business, government and individuals. Students will examine jurisdiction; protection of intellectual property; contracts and licensing agreements; sales tax; raising equity capital online; privacy; obscenity in cyberspace; defamation; Internet and information security; computer crime; and ethics. The goal is to address these issues in a practical, business-oriented manner and to advance sophistication in the field. As this is a dynamic discipline, subject areas and course materials may vary, as needed, with future developments in the field. Formerly offered as MGT-2860. Students may not receive credit for both MGT-2860 and BMT-2860. Prerequisite: Reading proficiency. BUS-1220 recommended.

BMT-2880 Emergency Management. *3 Credits*
Provides individuals and organizations with tools to prepare for and recover from both natural and man-made disasters. Students will gain an understanding of risk and crisis management, the need for business continuity and information assurance planning, as well as addressing the leadership, human, organizational and public policy components of disasters. The final project will be a disaster recovery management plan. Formerly offered as MGT-2880. Students may not receive credit for both MGT-2880 and BMT-2880. Prerequisite: Reading proficiency.

BMT-2882 Health Care Management. *3 Credits*
Explores basic concepts of management theory as applied to health care. Students will examine the structure of the health care delivery system and management functions such as planning, organizing, directing and controlling. They also will approach health care from a systems and efficiency perspective. Emphasis also will be placed on the need for cost controls as a way of ensuring quality health care. Prerequisite: Reading proficiency.

BMT-2890H Honors Colloquium in Management. *3 Credits*
This honors colloquium will examine special topics in the field of management and their relevance across disciplinary perspectives. The issues to be addressed in each colloquium will vary from semester to semester. These courses are designed for students in the Honors program, but are open to others with the approval of the honors coordinator and the instructor. Formerly offered as MGT-2890H. Students may not receive credit for both MGT-2890H and BMT-2890H. Prerequisites: Reading proficiency and permission of instructor or honors coordinator.

BMT-2910–2930 Cooperative Education. *1–3 Credits*

BMT-2960 Emotional Intelligence in the Workplace. *3 Credits*
Superior performance requires both intellectual and emotional intelligence. This course provides a fundamental understanding of how emotional intelligence (EI) impacts communication, leadership and decision-making styles as well as how to better utilize EI in managing cross-functional teams and overall workforce productivity. Formerly offered as MGT-2960. Students may not receive credit for both MGT-2960 and BMT-2960. Prerequisite: Reading Proficiency.

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BMT-2990 Special Topics: Money and Banking II. *1 Credit*
Uses the concepts learned in BMT-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 BMT-2990.) Formerly offered as MGT-2990. Students may not receive credit for both MGT-2990 and BMT-2990. Prerequisite: BMT-1990.

Business Marketing (BMK)

Business Studies Department
Bladen Hall, Room 210
301-322-0080

BMK-2510 Introduction to Marketing. *3 Credits*
Principles and techniques of marketing goods and services, including advertising, sales promotion, retailing and wholesaling. Formerly offered as MKG-2510. Students may not receive credit for both MKG-2510 and BMK-2510. Prerequisite: Reading proficiency.

BMK-2600 Sports Marketing. *3 Credits*
Investigates basic foundations, marketing strategies and promotion techniques related to sports marketing. Students will explore the four domains of sports marketing, an introduction to sponsorship, licensing, endorsements, distribution, and emerging issues and careers in sports marketing. Prerequisite: BMT-1010.

BMK-2630 International Marketing. *3 Credits*
An understanding of the principles of marketing within the context of the international market. Formerly offered as MKG-2630. Students may not receive credit for both MKG-2630 and BMK-2630. Prerequisite: Reading proficiency.

BMK-2710 Salesmanship. *3 Credits*
Ideas and techniques used in selling and their relationship to specific products and services. Development and maintenance of a sales organization and its personnel. Formerly offered as MKG-2710. Students may not receive credit for both MKG-2710 and BMK-2710. Prerequisite: Reading proficiency.

BMK-2730 Retail Business Management. *3 Credits*
Overview of retail business, including types of businesses, their organization, retail buying, selling, advertising and merchandising. Formerly offered as MKG-2730. Students may not receive credit for both MKG-2730 and BMK-2730. Prerequisite: Reading proficiency.

BMK-2770 Advertising. *3 Credits*
Overview of the advertising world, including use of media, research and development of ideas, writing copy and producing radio and television commercials. Formerly offered as MKG-2770. Students may not receive credit for both MKG-2770 and BMK-2770. Prerequisite: Reading proficiency.

BMK-2910–2930 Cooperative Education. *1–3 Credits*

Business Property Management (BPM)

Business Studies Department
Bladen Hall, Room 210
301-322-0080

BPM-1010 Introduction to Residential Property Management.
3 Credits
This course is designed to prepare students to manage multi-family properties. The management of rental property (apartments) is emphasized, but common interest realty associations (CIRA) and other residential property (manufactured and senior housing and single family homes) are also covered. Course topics include: Forms and goals of ownership, leasing, human resource management, property operations, resident policies, marketing, budgeting and planning, legal and risk management and government regulations. Prepares students for entry-level positions as leasing consultants or assistant property managers, as well as for further professional training and certification. Formerly offered as RPM-1010. Students may not receive credit for both RPM-1010 and BPM-1010. Prerequisites: Reading, English and mathematics proficiency.

BPM-1020 Maintenance for Residential Property Management.
3 Credits
Designed to prepare students to develop and implement maintenance systems for residential properties. Course topics include: The property manager's role in maintenance; conducting inspections; developing and scheduling maintenance programs; budgeting for maintenance; staffing and contracting; energy management; customer service; government codes and regulations; and safety and security. Formerly offered as RPM-1020. Students may not receive credit for both RPM-1020 and BPM-1020. Prerequisite: BPM-1010.

BPM-2910–2930 Cooperative Education. *1–3 Credits*
Capstone Courses: Students must complete a minimum of 47 credits prior to enrolling in these courses. A minimum cumulative GPA of 2.00 or better is also required.

Business Real Estate (BRE)

Business Studies Department
Bladen Hall, Room 210
301-322-0080

All real estate courses are offered in both credit and noncredit modes. Noncredit CEUs in RES 329 may be converted to academic credit through examination. RES 368 and RES 369 can be converted to BRE-2030. Consult program coordinator for details.

BRE-1030 Real Estate Principles and Practices for Salespersons.
4 Credits
Satisfies the 60-hour educational requirement for real estate salesperson licensure. Introduces concepts of property type, various interests in real estate and how they are held, property description, agency, real estate mathematics, property valuation, finance, settlement computations, contract law, real estate finance, transfer of title and taxation.

Course Descriptions

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BRE-1030 continues from previous page

It also presents details of Maryland real estate license law and relevant sections of real property and other statutes that affect the delivery of real estate brokerage services dealing with agency, property disclosure, Fair Housing, real estate ethics and environmental concerns. Formerly offered as RLS-1030. Students may not earn credit for both RLS-1030 and BRE-1030. Prerequisite: Reading proficiency.

BRE-2030 Real Estate Finance and Investment. *3 Credits*
Decision-making analysis for real estate investment based on both the characteristics of the investment property and the availability and cost of funds appropriate for the project. Cash-flow forecasting, arranging financing, creative financing, tax implications and timing of disposal of property. Uses spreadsheets and financial calculators. Formerly offered as RLS-2030. Students may not earn credit for both RLS-2030 and BRE-2030. Prerequisites: Reading and arithmetic proficiency.

BRE-2910–2930 Cooperative Education. *1–3 Credits*

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-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-0104 or appropriate test score. 3 class/3 lab/1 rec hours.

CHM-1020 General Chemistry II. *3 Credits*   **Sc**
Continuation of university-parallel sequence. Systems in equilibrium, thermodynamics, electrochemistry, kinetics and nuclear chemistry. Prerequisite: CHM-1010.

CHM-1030 General Chemistry II Laboratory. *2 Credits*
Introduction to quantitative, qualitative and instrumental analysis with applications to a broad range of chemical systems. Prerequisite: CHM-1010; CHM-1020 completed or concurrent. 1 class/3 lab hours.

CHM-1120 Essentials of Organic and Biochemistry. *4 Credits*
A one-semester survey of organic chemistry. Introduction to organic nomenclature and reactions, characteristics of biochemical compounds with biological applications and basic laboratory procedures. Prerequisite: CHM-1010. 3 class/4 lab hours.

CHM-2010 Organic Chemistry I. *4 Credits*
University-parallel organic chemistry sequence. Classes of organic compounds and their reactions, stereochemistry and reaction mechanisms and basic laboratory techniques for synthesis and analysis. Prerequisite: CHM-1020. 3 class/4 lab hours.

CHM-2020 Organic Chemistry II. *3 Credits*
Continuation of CHM-2010 with emphasis on reaction mechanisms, synthesis and spectroscopy of organic compounds. Prerequisite: CHM-2010.

CHM-2040 Organic Chemistry II Laboratory. *2 Credits*
Experiments in organic synthesis and analysis of compounds from CHM-2020 with emphasis on microscale and instrumental techniques, including spectroscopy. Prerequisite: CHM-2020 completed or concurrent. 4 lab hours.

CHM-2050 Instrumental Analysis. *4 Credits*
The use of scientific instruments in forensic testing is the focus of this course. Lectures and laboratories cover instrumentation theory, data systems, method development and qualitative and quantitative analytical techniques. Techniques discussed with laboratory activities include gas chromatography (GC), infrared spectrometry (IR), ultraviolet-visible spectrometry (UV-Vis), high-performance liquid chromatography (HPLC) and gas chromatography-mass spectrometry (GC-MS). (Credit will not be given for both FOS-2050 and CHM-2050). Prerequisites: CHM-1020 and 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*

CHM-2990H Honors Seminar in Engineering and Science (Special Topics). *1 Credit*
Seminar course that introduces and studies emerging issues in science, engineering, technology, and mathematics. Topics vary by semester. Also offered as BIO-2990H and EGR-2990H. Prerequisites: A 3.00 GPA, completion of a minimum of 18 credits in courses offered by the division of Science, Technology, Engineering and Mathematics, and permission of the instructor or the honors program coordinator.

Chinese (CHN)

Language Studies Department
Bladen Hall, Room 309
301-322-0946

CHN-1000 Chinese for Beginners. *3 Credits*   **H**
Designed for students who are true beginners without any background knowledge of the Chinese language. This course will focus on the four skills of listening, speaking, reading and writing. Students will learn Mandarin pronunciation, grammar and Chinese characters. 3 class/1 lab hour or equivalent.

CHN-1010 Elementary Chinese. *3 Credits*   **H**
A continuation of CHN-1000 which will focus on the four skills of listening, speaking, reading and writing. Students will learn Mandarin pronunciation, grammar and Chinese characters. Prerequisite: CHN-1000. 3 class/1 lab hour or equivalent.

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)

Information and Engineering Technology Department
Center for Advanced Technology, Room 129
301-322-0752

The subject name (CIS) has changed. See "Information Technology (INT) found later in this chapter.

Construction Management (CSM)

Information and Engineering Technology Department
Center for Advanced Technology, Room 129
301-322-0752

CSM-1410 Construction Math. *3 Credits*
Specialized mathematics for the construction industry. Useful for success in core construction management courses and required for estimating. Includes dimensional conversions, basic computations of areas and volumes, comparison of estimations and exact calculations and cost calculations. (May also be taken as a noncredit course, CST-337 Construction Math.)

CSM-1450 Construction Management I. *3 Credits*
Construction contracting and the workings of the construction industry with an emphasis on responsibilities of middle management in a construction project. (May also be taken as a noncredit course, CST 335 Construction Management I.)

CSM-1460 Construction Methods and Materials. *3 Credits*
Introduction to the materials and techniques used in the construction of commercial wood, steel and concrete buildings. Covers sitework, structure, building exterior, finishes, mechanical systems, and electrical systems. (Credit may not be received for both CSM-1460 and ENT-161.) (May also be taken as a noncredit course, CST-382 Construction Methods and Materials.)

Course Descriptions

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

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*
Covers reading and interpreting construction drawings and specifications of residential and light commercial buildings. Emphasis is on the architectural, mechanical and site aspects of working drawings. Topics include plan and elevation views, symbols and notations, scaling and dimensional practices, structural information, detail drawings, plot plans, and reading drawings for trade information. (May also be taken as a noncredit course, CST 345 Construction Print Reading.)

CSM-1850 Construction Quality Control. *3 Credits*
General overview of the contractor's quality control (QC) as it pertains to each trade on the job. Includes documentation, support and the interaction between construction and QC. (May also be taken as a noncredit course, CST-309 Construction Quality Control.)

CSM-1860 Construction Codes. *3 Credits*
Overview, basis and structure of the International Building Code, with emphasis on commercial construction. Provides students with the ability to conduct a code compliance inspection.

CSM-2310 Construction Entrepreneurship. *3 Credits*
The initial considerations and decisions needed to successfully start a construction company, plus the business and regulatory requirements that must be met during the startup phase of a construction business. (May also be taken as a noncredit course, CST-389 Start Your Own Construction Company.)

CSM-2410 Communication and Computers in Construction. *3 Credits*
This course combines the everyday communications that are a vital part of the construction process with the use of computers as their main tool. The communication side covers the four main avenues (speaking, listening, reading, writing) with clarity and focus. The computer side covers spreadsheets, word processing, scheduling and money control.

CSM-2450 Construction Management II. *3 Credits*
Contracting requirements of the construction project. Requirements stated in contract documents incorporate the scope of work and terms and conditions between the client and constructor. Course emphasizes the importance of economics and legal ramifications of the project documents. Prerequisite: CSM-1450. (May also be taken as a noncredit course, CST-396 Construction Management II.)

CSM-2610 Building Mechanical and Electrical Systems. *3 Credits*
Overview of the systems in a commercial building—plumbing, HVAC, sprinkler, elevator, electrical (power, fire alarm, communications, and security) and their controls. Emphasis is on understanding system function and interconnection, rather than design. (May also be taken as a noncredit course, CST-415, Mechanical and Electrica Systems in Construction)

CSM-2850 Leadership in Construction. *3 Credits*
Principles of effective leadership as they apply to the construction industry, both in the field and in the office. Directed to all levels of responsibility from field foreman to upper management.

CSM-2900 Construction Enterprise Project. *3 Credits*
Working in teams, students will use the knowledge gained in previous courses to manage a multi-million-dollar construction project from start to finish. The teams will be presented with an initial design and create bids and schedules to run the job. Supervising faculty will present the teams with problems, disputes, and conflicts that must be dealt with to successfully complete a quality product on time and within budget. The teams also will produce written reports and oral presentations during the project. Prerequisites: CSM-1450, CSM-1460, CSM-1470, CSM-1480, and CSM-1830. *Capstone Course:* In addition to all prerequisites, students must complete a minimum of 46 credits of courses relevant to the major prior to enrolling in this course. A minimum cumulative GPA of 2.00 or better is also required.

CSM-2910-2930 Cooperative Education. *1-3 Credits*

Correctional Services (COR)

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. 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.

Computer Information Systems is now Information Technology

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-2800 Professional Ethics in Criminal Justice. *3 Credits*
Examines the decision-making process of those involved in the field of public safety, including law enforcement and corrections, as it relates to morals, values, integrity, discretion and authority. The course queries ethics relating to the fair and equal treatment of those involved in the criminal justice process to include criminal justice personnel, victims, and criminals. Topics relating to the history, definition, categories, and theories of ethics; lying and deception as it relates to the field of criminal justice; prejudice and discrimination in the field of criminal justice; and abuse of authority specific to the field of criminal justice will be examined. Prerequisite: Reading proficiency.

CJT-2900 Capstone Seminar in Criminal Justice. *3 Credits*
This course is the culmination of the criminal justice students' academic experience. It serves to synthesize the knowledge gained from courses taken within the criminal justice curriculum and better prepare

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CJT-2900 continues from previous page

the graduate to progress to upper-level studies in the discipline, or for entry-level career positions in the criminal justice field. Among other requirements, the student will develop and prepare an individual research project that will be presented to the class, as well as an external audience. The course also includes a comprehensive final examination based on the programs' learning outcomes. *Capstone Course:* In addition to completing prerequisite courses, students must also have completed a minimum of 45 credits and all required criminal justice (CJT) courses before enrolling in this course. A minimum GPA of 2.00 is also required. Prerequisites: CJT-1510, CJT-1520, CJT-1530, CJT-1540, CJT-1550, CJT-2510, CJT-2530, CJT-2540 and CJT-2800.

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-0009 Fundamental Language Skills. *0 Credits (4 EHs)*
Preparation for DVE-0011. This course helps students write various types of clear, concise sentences and coherent paragraphs. It emphasizes basic sentence structure and includes practice with subjects and verbs, fragments and run-on sentences and sequence of tenses. Four equivalent hours (EHs) awarded for successful completion. (Formerly DLS 0031. Students who have passed DLS 0031 should not take this course.)

DVE-0011 Developmental Composition. *0 Credits (4 EHs)*
Preparation for credit-level English. This course develops basic English skills and familiarizes students with the fundamental principles of written communication. It emphasizes writing clear, effective paragraphs and correcting weaknesses in sentence structure, grammar and usage. Four equivalent hours (EHs) awarded for successful completion.

Developmental Learning Support (DLS)

Learning Foundations Division
Marlboro Hall, Room 2118
301-322-0495

DLS-0011 Fundamental Arithmetic Skills. *0 Credits (2 EHs)*
Preparation for DVM-0031. Review of basic arithmetic operations on whole numbers, fractions and decimals, including number properties. Two equivalent hours (EHs) awarded for successful completion.

Developmental Math (DVM)

Developmental Mathematics Department
Marlboro Hall, Room 2118
301-322-0495

The Developmental Mathematics courses prepare students for programs that require MAT-0104 as a prerequisite. All students enrolling in their first DVM course must take PAS-1030 Math Confidence Building (1 Credit) or PAS-1010 Principles and Strategies of Successful Learning (3 Credits) during that same semester.

The Developmental Mathematics Sequence (DMS), which includes DVM-0031, DVM-0071 and MAT-0104, has been redesigned. The DMS is being introduced in the fall 2012 semester (in sections ending wth the letter "M"), with full implementation in the spring, 2013 semester. These newly formatted classes will be very different from traditional mathematics classes. They will be scheduled in modern computer classrooms featuring an individual computer-based study using a sequence of modules. Students must master the content of one module before moving to the next module. An instructor-tutor team will be assigned to each class and will provide students guidance and mini-lessons when needed and will include supplemental learning activities. This new design model offers students the opportunity to work and progress more rapidly through the developmental mathematics sequence, possibly reducing the time required to complete developmental coursework. The goal is for students to complete the DMS and to then be successful in credit-level mathematics courses neeed to earn a degree.

DVM-0021 Arithmetic and Algebra Review. *0 Credits (1 EH)*
This is not a regular class in the DVM sequence. This is a review course only. Includes all content of DVM-0031 and DVM-0071. The math placement exam must be taken on the last day of the course. This exam score will determine actual placement in the appropriate DVM or MAT class. One equivalent hour (EH) awarded for successful completion. 1 class/1 lab hour per week.

DVM-0031 Prealgebra. *0 Credits (4 EHs)*
Preparation for DVM-0071. Review of basic arithmetic operations; applications including ratio and proportion, percent, geometry, measurement and statistics; signed numbers and equations. Four equivalent hours (EHs) awarded for successful completion. Prerequisites: Reading proficiency or concurrent enrollment in DVR-0051 and satisfactory basic mathematics placement test score. 4 class/1 hour per week.

DVM-0071 Introductory Algebra. *0 Credits (4 EHs)*
Preparation for MAT-0104. Linear equations and inequalities, graphing, polynomials, algebraic fractions, radicals, quadratic equations and applications. Four credit-hour load equivalent. Four equivalent hours (EHs) awarded for successful completion. Prerequisite: Reading proficiency or concurrent enrollment in DVR-0061 and satisfactory placement test score or completion of DVM-0031 with grade of C or better is required. 4 class/1 lab hour per week.

DVM-0081 Elementary and Intermediate Algebra Review.
 0 Credits (1 EH)
This is not a regular class in the DVM sequence. This is a review course only. Includes all content from DVM-0071 and MAT-0104.

The math placement exam must be taken on the last day of the course. This exam score will determine actual placement in the appropriate DVM or MAT class. One equivalent hour (EH) awarded for successful completion. Prerequisite: Satisfactory placement score or successful completion of DVM-0031. 1 class/1 lab hour per week.

Developmental Reading (DVR)

Developmental English and Reading Department
Marlboro Hall, Room 2118
301-322-0495

Courses meet for 3 class hours and 2 open-lab hours per week or equivalent.

DVR-0051 Developmental Reading. *0 Credits (4 EHs)*
This course develops basic reading skills including vocabulary, comprehension and study skills. It emphasizes using phonics and structure to analyze unfamiliar words, acquiring general vocabulary through context clues and affixes and comprehending sentences and paragraphs through main ideas, details, inferences and fact and opinion. Four equivalent hours (EHs) awarded for successful completion. 3 class/2 lab hours.

DVR-0061 College Reading and Study Skills. *0 Credits (4 EHs)*
This course improves students' skills in vocabulary, comprehension and studying. Application of these skills will enable a student to read his/her college textbooks more effectively and efficiently. Topics include topic, main idea, details, writing patterns, critical reading and note taking. Four equivalent hours (EHs) awarded for successful completion. Successful completion meets the Reading proficiency required for enrollment in credit courses. 3 class/2 lab hours. Students enrolled in DVR-0061 must take PAS-1010 in the same semester.

DVR-0071 Accelerated College Reading and Study Skills.
0 Credits (2 EHs)
Preparation for credit courses requiring the reading prerequisite. A fast-paced course with emphasis on critical reading and thinking, summarizing, paraphrasing as well as the basic reading elements—main ideas, supporting details, inferences, and patterns of organization. Two equivalent hours (EHs) awarded for successful completion. Students must enroll in DVR-0061 if this course is failed. Prerequisite Reading Placement Test score of 70–78.

Early Childhood Education (ECE)

Teacher Education Department
Marlboro Hall, Room 2011
301-322-0780 or
301-583-5250

All ECE courses may now be found under a new subject heading, Teacher Education (TED) located later in this chapter.

Economics (ECN)

Business Studies 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 Macroeconomics. *3 Credits* SS
First semester of university-parallel sequence. Introduction to economic macroanalysis, emphasizing gross national product, national income, consumption, investment, taxation, government spending and monetary and fiscal policies. Prerequisites: Reading and mathematics proficiencies or DVM-0071 completed or concurrent.

ECN-1040 Principles of Microeconomics. *3 Credits* 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-0071 completed or concurrent.

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 BMT-1990. Students may not receive credit for both ECN-1990 and BMT-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 BMT-2990. Students may not receive credit for both ECN-2990 and BMT-2990.) Prerequisite: ECN-1990 or BMT-1990.

Electrical Construction Technology (ECT)

Construction and Energy Institute
301-322-0034

ECT course enrollment is restricted to participants in the IBEW Local 26 apprenticeship program, 301-429-2575.

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.*

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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)

Teacher Education Department
Marlboro Hall, Room 2011
301-322-0780 or
301-583-5250

All EDU courses may now be found under a new subject heading, Teacher Education (TED), to be found later in this chapter.

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-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.

Course Descriptions

EMT-1600 Cardiology and EKG Interpretation. *3 Credits*
An in-depth study of the pathophysiology, assessment and treatment of cardiac emergencies including basic and advanced EKG interpretation. Extensive use of laboratory and computer-assisted instruction will be emphasized. Prerequisites: 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. *3 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. *3 Credits*
Practice of comprehensive patient assessment and intervention in specialty facilities on advanced life support units. Includes a final written review examination, advanced practical skills review and mock practical exam. Final cumulative program course. Prerequisites: EMT-2520 and EMT-2530. EMT-2580* and EMT-2560 concurrent. ***Capstone Course:*** Students must have completed a minimum of 53 credits, including the prerequisite courses, prior to enrolling in this course. 16 clinical hours/week.

EMT-2560 Preparation for EMT-P Certification. *2 Credits*
Provides 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*
Introduces the student to the theory and practice of engineering. The course has four main parts, each part covering important aspects of engineering, giving the student a full picture of the career they are about to embark upon. The first part will help the student understand what an engineer is and what type of work they would be expected to perform in society. Included in this will be discussions of ethics and group dynamics. The second part will deal with higher level engineering concepts. This will be developed in an application area such as a research laboratory giving students exposure to professional practices common in all engineering disciplines. A number of professional papers will be reviewed leading to the creation of a hypothetical laboratory emphasizing the interaction common to all engineering disciplines. The third part

will cover fundamental aspects of engineering including drawing, modeling, problem solving, design, and laboratory experimentation. Basic computer skills will be developed using MATLAB, Fortran, C, or a similar high level computer language. Finally a team project will constitute the fourth part. The teams will be expected to develop a product using a number of engineering and software skills. Teamwork, along with communication skills (oral, written, and graphical), are exercised throughout the course. Prerequisite: Reading and English proficiency. EGR-1140 with grade of C or better. MAT-1360 or MAT-1370 with grade of C or better. MAT-2410 and EGL-1010 completed or concurrent. 2 class/3 lab hours.

EGR-1140 Computer Programming for Engineers and Scientists. *2 Credits*
This is a high-level introduction to computer tools and computer programming for the engineer and scientist. The goal is to develop within the student sufficient knowledge to perform analysis using common engineering and science programming languages. Topics will include algorithm analysis and solution, program structures, data structures, modular design and overviews of the computer hardware, various computer tools available to solve real world problems and object-oriented structure. A variety of languages will be introduced such as MATLAB, Fortran and C along with engineering specific languages such as Spice and VHDL. Prerequisite: MAT-1350 or higher with grade of C or better.

EGR-2030 Circuit Analysis. *3 Credits*
Introduces the advanced student to the theory of circuit analysis by studying concepts using complex analysis techniques that apply to the electrical engineering, general engineering, and advanced science student alike. Examines classical analysis techniques of AC/DC circuits using Kirchoff's laws, mesh and nodal methods, phasor notation, superposition, the application of Thevenin's and Norton's theorem, etc. Other topics will include transient analysis of first- and second-order circuits, frequency response, polyphase circuits, two-port networks, amplifiers, and digital logic. Different tools to aid in the solution of circuits will be performed such as Laplace transformations, transfer functions in the solution of transient analysis, and FFTs for signal analysis. Analysis using different computer simulation techniques will be introduced for a variety of circuits to serve as a primer for more advanced courses in the junior and senior year of college. Since circuit analysis is a general concept in engineering, this course will examine throughout circuit elements (resistors,capacitors, inductors, sources, etc.) and their underlying concepts extending circuit analysis to all the different scientific and engineering fields. Prerequisites: MAT-2430, EGR-1010, and PHY-1030 with grades of C or better. MAT 2460 completed or concurrent.

EGR-2050 Introductory Numerical Methods. *3 Credits*
Emphasis on case studies in a number of areas including mechanical, civil, environmental, electrical, aerospace, chemical and biological engineering in order to enhance understanding of a variety of numerical methods crucial to solving most high-level applications in engineering, physics, chemistry, and biology. Subjects to be studied include error analysis, roots of non-linear equations, systems of linear equations, eigenvalues and eigenvectors, optimization, curve fitting including splines. Fourier analysis, modeling, numerical differentiation and integration, and numerical solving of differential equations including, but not limited to, predictor-corrector methods and finite element analysis. Extensive surveys of a number of advanced subjects include digital filters, molecular dynamics, percolation, and Monte Carlo simulation methods. Some

new mathematical concepts will be introduced in the class. A number of software packages and languages important to engineering are surveyed with primary emphasis on mastering one high-level language such as MATLAB, C, or Fortran. Prerequisite: EGR-1010 and MAT-2420 with grades of C or better.

EGR-2060 Thermodynamics. *3 Credits*
Principles of macroscopic thermodynamics, focusing on mass transport and energy, heat and work, the properties of pure substances and mixtures, the first and second laws and reversible cycles. Prerequisites: MAT-2420 and PHY-2030.

EGR-2200 Engineering Mechanics. *3 Credits*
Principles of mechanics, including points, bodies and assemblies in static equilibrium, Areas examined will include trusses, frames, beams, cables, machines, point and distributed loading and moments of inertia, scalar and vector analysis. More advanced topics will include deformable bodies and stress, strain, torsion, shear, bending, and fracture. Introduction to kinetics, kinematics, and strength of materials. (Formerly EGR 1020. Students may not receive credit for both EGR 1020 and EGR 2200.) Prerequisites: MAT-2410 and EGR-1010 with grades of C or better, PHY-1030 and MAT-2420 completed or concurrent.

EGR-2210 Advanced Engineering Mechanics I. *3 Credits*
Kinematics and kinetics of particles, systems and bodies. Topics include work and energy, impulse and momentum, rigid body motion, and rotating bodies. More advanced topics will include the systems and the general theorems for systems of particles and the inertia tensor. (Formerly EGR 2010. Students may not receive credit for both EGR 2010 and EGR 2210.) Prerequisites: EGR-1010 and EGR-2200 with grades of C or better.

EGR-2220 Advanced Engineering Mechanics II. *3 Credits*
Topics in deformable bodies in axial, torsional, bending and combined loading. This course extends the introductory strength of materials to intermediate continuum mechanics. Other topics include statically indeterminate and temperature effect analysis; beam, column and pressure vessel configurations. More advanced topics include structural stability, analysis of one- and two-dimensional structures, inelastic material behavior and energy methods. (Formerly EGR 2020. Students may not receive credit for both EGR 2020 and EGR 2220.) Prerequisites: EGR-2200 with a grade of C or better.

EGR-2300 Materials Science for Engineers and Scientists. *3 Credits*
Introduces the foundations of the chemistry and physics of materials used in engineering applications. Develops the relationship between the atomic and molecular structure of materials and the macroscopic properties and performance of engineering material. In particular, includes thorough discussion of the chemical and physical properties of metals, ceramics, polymers, semiconductors, superconductors and nanomaterials. Prerequisites: EGR-1010 and CHM-1020.

EGR-2440 Digital Logic Design. *3 Credits*
Introduction to the theory and practice of logic (digital) circuits in order to foster an understanding of modern electrical circuits. Includes but is not limited to the following subjects: Number systems and base conversions; Boolean algebra, truth tables, logic

Course Descriptions

EGR-2440 continues from previous page

circuits, logic circuits synthesis and implementation, Karnaugh maps (and other strategies of minimization), sequential logic, flip-flops, registers, counters, processors (simple), programmable logic devices and characteristics of logic families. Some physical hardware is discussed including limitations. This course emphasizes the elements used to create logic circuits and the software (CAD/EDA) used to design and simulate logic circuits. Prerequisites: EGR-1010, MAT-2420 and PHY-1030 with grades of C or better. PHY 203 completed or concurrent.

EGR-2450 Electronic and Digital Circuit Laboratory. *2 Credits*
Introduction to basic circuit measurement techniques and laboratory equipment (DMM, analog and digital oscilloscope, power supply, function generator, Digitl Logic Analyzers) including the limitations and inaccuracies inherent in any measurement device. Design, construction and performance measurement of circuits containing passive elements, digital logic circuits, transformers, diodes and operational amplifiers. In addition, simulation tools to design circuits and to analyze performance will be used extending work performed in digital logic design and circuit analysis. Knowledge of both steady state response and transient response is required for a number of experiments. Extensive analysis will be demonstrated in both laboratory books and laboratory reports. Knowledge of statistical analysis as well as other methods of analysis will be required in this class. Prerequisites: EGR-2440 with grade of C or better. EGR-2030 completed or concurrent. 2 class/3 lab hours.

EGR-2910–2930 Cooperative Education. *1–3 Credits*

EGR-2990H Honors Seminar in Engineering and Science (Special Topics). *1 Credit*
Seminar course that introduces and studies emerging issues in science, engineering, technology, and mathematics. Topics vary by semester. Also offered as BIO-2990H and CHM-2990H. Prerequisites: A 3.00 GPA, completion of a minimum of 18 credits in courses offered by the division of Sciences, Technology, Engineering and Mathematics, and permission of the instructor or the honors program coordinator.

Engineering Technology (ENT)

Information and Engineering Technology Department
Center for Advanced Technology, Room 129
301-322-0751

ENT-1600 Introduction to CAD with AutoCAD. *3 Credits*
Techniques for creating, editing and dimensioning two-dimensional CAD drawings. Prerequisite: Drafting background helpful but not required. 2 class/3 lab hours.

ENT-1640 Three-Dimensional CAD with AutoCAD. *3 Credits*
Creation of three-dimensional AutoCAD drawings using wireframe models, surface models and solid models. Prerequisite: ENT-1600. 2 class/3 lab hours.

ENT-1680 Revit Architecture and BIM. *3 Credits*
Students will create integrated architectural project models and document their designs with linked two-dimensional drawings using Autodesk's Revit Architecture. Introduction to the concepts of Building Information Modeling (BIM) and the tools for parametric building design and documentation. Using Revit to produce the schematic design, construction documentation, and design visualization. No prerequisites, but architecture or drafting background helpful. 2 class/3 lab hours.

ENT-1710 Circuits and Measurement Techniques. *3 Credits*
Analysis of linear electronic circuits and systems. Includes network theorems and hands-on use of electronic test equipment. Prerequisites: MAT-0104 or MAT-1340, completed or concurrent. 1 class/1 recitation/5 lab hours (open-lab format).

ENT-1720 Circuit Analysis and Design. *3 Credits*
Analysis and design of reactive circuits, including use of phasor and j-operator techniques. Covers capacitors, inductors, transformers and filters and use of electronic instrumentation. Prerequisites: ENT-1710; MAT-0104 or MAT-1340 or higher, completed or concurrent. 1 class/1 recitation/5 lab hours (open-lab format).

ENT-1770 Introduction to Computing for Technology. *3 Credits*
Introduction to operating systems, such as Linux and Windows; introduction to a high-level programming language, such as Visual Basic; introduction to a graphical and data acquisition language, such as LabVIEW. Prerequisite: ENT-1710 completed or concurrent or permission of department chair. 2 class/3 lab hours.

ENT-1780 Analog Circuits. *4 Credits*
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*
See INT-1540 Computer Hardware I: A+ Preparation.

ENT-1850 Circuit Evaluation and Repair. *2 Credits*
Reverse engineering from circuit to schematic, troubleshooting techniques, test equipment and assembly techniques. Prerequisite: ENT-1710. 1 class/3 lab hours (open-lab format).

ENT-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
See INT-1560 Personal Computer Configuration and Assembly

ENT-1890 Network Hardware. *3 Credits*
See INT-1550 Introduction to Networks: Network+ Preparation

ENT-1900 Introduction to Space Technology. 3 Credits
Satellite technology, reliability and testing. Includes propulsion and launch systems, spacecraft structures, power systems, telemetry, tracking and command/control/ communication operations. Prerequisites: MAT-0104 or MAT-1340 or higher, completed or concurrent or permission of department chair.

ENT-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.
See INT-1450 CCNA 1: Network Fundamentals

ENT-1950 Router Technology II: Routing Protocols. *4 Credits*
See INT-1460 CCNA 2: Routing Protocols.

ENT-1960 Router Technology III: LAN Switching and Wireless.
4 Credits
See INT-2450 CCNA 3: LAN Switching and Wireless

ENT-1970 Router Technology IV: Wide Area Networks. *4 Credits*
See INT-2460 CCNA 4: Accessing the WAN

ENT-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*
Hands-on application of industry standards to hand soldering of components to connectors and both through-hole and surface-mount circuit boards. Includes relevant standards, safety and ESD requirements, and inspection techniques. Students who successfully complete the course are eligible for IPC J-STD 001 certification. Prerequisite: ENT-1710 or permission of department chair. 1 class/2 lab hours.

ENT-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*
See INT-2530 Telecommunications.

ENT-2840 Computer Repair. *4 Credits*
See INT-2540 Computer Hardware II: A+ Preparation

ENT-2860 Advanced PC Configuration and Repair. *4 Credits*
See INT-2560 Advanced PC Configuration and Repair

ENT-2900 Systems Analysis Project. *3 Credits*
Working individually or in teams, students will use standard design and troubleshooting methodologies to complete a major project in an area of their choosing. The project will include either design, fabrication, testing of a new system or troubleshooting and repair of an existing system, along with written reports and oral presentations. Prerequisite: ENT-1780 or ENT-1890 or ENT-2810 or ENT-2840. *Capstone Course:* Students must complete a minimum of 46 credits, including any prerequisite courses, prior to enrolling in this course. A minimum cumulative GPA of 2.00 or better is also required. 3 class/3 lab hours.

ENT-2960–2980 Cooperative Education. *1–3 Credits*

Course Descriptions

English (EGL)

English Department
Marlboro Hall, Room 3078
301-322-0561

EGL-0100 Introduction to Composition. *0 Credits (4 EH)*
Preparation for EGL-1010. Grammar and punctuation, sentence construction, paragraph development and short essay writing. Prerequisite: Reading and writing proficiency. May be taken concurrently with DVR-0061. (Formerly offered as EGL-1000. Students who have successfully completed EGL-1000 may not take EGL-0100.) Not open to students who have completed EGL-1010. 4 class hours.

EGL-0110 Introduction to Composition,
(Accelerated Learning Program). *0 Credits (3 EH)*
Worksop course for Accelerated Learning Program (ALP) students co-enrolled in EGL-1011, ALP Composition I. Includes grammar and punctuation, sentence construction, paragraph development and short essay writing. Does not fulfill English requirements for graduation or transfer. Not open to students who have completed EGL-0100 or EGL-1000 or who have attempted EGL-1010. Co-requisites: EGL-1011 required; DVR-0061 recommended.

EGL-1010 Composition I: Expository Writing. *3 Credits*   **E**
University-parallel freshman English. Fundamentals of effective prose writing, including required essays and a research paper. Prerequisite: Reading proficiency and writing proficiency or C grade or higher in EGL-1000 or ESL-2020 or a grade of D in EGL-1000 with acceptable writing sample. (Honors version available.)

EGL-1011 Composition I: Expository Writing
(Accelerated Learning Program). *3 Credits*   **E**
Special version of university-parallel freshman English. Fundamentals of effective prose writing, including required essays and a research paper. Course is offered to Accelerated Learning Program (ALP) students only. Corequisite: EGL-0110

EGL-1020 Composition II: Writing About Literature. *3 Credits* **E**
Second semester composition using literature as the subject for discussion and writing. Study various kinds of literature (e.g., drama, poetry, short story). EGL-1100, EGL-1320 or EGL-1340 also will fulfill the Composition II requirement. Prerequisite: EGL-1010 with a grade of C or higher. (Honors version available.)

EGL-1040 Media Writing. *3 Credits*
History of mass media; study and writing of news articles, editorials, columns, reviews, radio and TV scripts. Prerequisite: EGL-1010 (with a grade of C or higher or permission of instructor).

EGL-1100 Composition II: Writing About Issues and Ideas.
3 Credits   **E**
Second semester composition. Reading, analyzing and writing about contemporary issues, demonstrating clear reasoning and persuasive writing skills. EGL-1020, EGL-1320 or EGL-1340 also will fulfill the Composition II requirement. Prerequisite: EGL-1010 with a grade of C or higher. (Honors version available.)

EGL-1320 Composition II: Writing for Business. *3 Credits*   **E**
Second semester composition. Students develop and sharpen critical thinking and writing skills, applying them to materials from business and the professions with an emphasis on evidence-based analysis, evaluation, interpretation and persuasive presentation. EGL-1020, EGL-1100 or EGL-1340 also will fulfill the Composition II requirement. Prerequisite: EGL-1010 with a grade of C or higher.

EGL-1340 Composition II: Writing About Technical Topics.
3 Credits   **E**
Second semester composition. Includes preparation of various types of technical, business, government and scientific communications, including resumes; progress, examination and recommendation reports; proposals; and memoranda. EGL-1020, EGL-1100 or EGL-1320 also will fulfill the Composition II requirement. Prerequisite: EGL-1010 with a grade of C or higher.

EGL-1360 Principles of Editing. *3 Credits*
Practice in editing manuscripts and evaluating publication formats. Prerequisite: EGL-1010.

EGL-2010 British Literature from the Anglo-Saxon Period
Through the 18th Century. *3 Credits*   **H**
British literature to around 1800 and its historical and cultural background. Prerequisite: EGL-1020 or EGL-1100 or EGL-1320 or EGL-1340. (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 background. Prerequisite: EGL-1020 or EGL-1100 or EGL-1320 or EGL-1340. (Offered every other year.)

EGL-2070 American Literature from the Late 19th Century
to the Present. *3 Credits*   **H**
American literature from the Civil War to the present and its social and intellectual background. Prerequisite: EGL-1020 or EGL-1100 or EGL-1320 or EGL-1340.

EGL-2090 World Literature from Ancient Times
Through the Middle Ages. *3 Credits*   **H**
Study of world literary masterpieces from ancient times through the medieval period. Prerequisite: EGL-1020 or EGL-1100 or EGL-1320 or EGL-1340. (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 Pre-1800 to 1920.
3 Credits   H
Study of African-American folk tradition and literature from pre-1800s to 1920. Prerequisite: EGL-1020 or EGL-1100 or EGL-1320 or EGL-1340.

EGL-2140 African-American Literature
from 1920 to the Present. *3 Credits*   H
A study of African-American literature from the early 1900s to the present. Prerequisite: EGL-1020 or EGL-1100 or EGL-1320 or EGL-1340.

EGL-2150 Introduction to Creative Writing. *3 Credits*
Techniques of writing fiction, poetry and plays with critique of student work. Prerequisite: EGL-1010.

EGL-2160 Advanced Creative Writing. *3 Credits*
An intensive, genre-specific workshop which aims to further the philosophies, issues and possibilities of craft explored in its predecessor, EGL-2150. This course will encourage the serious creative writing student to pursue more sophisticated and complex expression in a selected genre (fiction, poetry or drama). Although the course will contain reading and analysis of contemporary authors, the focus will be on the creation of original work with constructive feedback from peers considered during the revision process. Prerequisites: EGL-1020 or EGL-1100 or EGL-1320 or EGL-1340; and EGL-2150 or permission of instructor.

EGL-2170 Major American Writers. *3 Credits*   H
Study of major American writers, selected each semester from among: Poe and Hawthorne, Fitzgerald and Hemingway, Thoreau and Twain, Hughes and Wright and Toni Morrison and Zora Neale Hurston. Prerequisite: EGL-1020 or EGL-1100 or EGL-1320 or EGL-1340. (Offered every other year.)

EGL-2210 The Shakespeare Plays. *3 Credits*   H
Introduction to the drama of Shakespeare using text and videos. Prerequisite: EGL-1020 or EGL-1100 or EGL-1320 or EGL-1340.

EGL-2230 Children's Literature. *3 Credits*   H
Study of various genres in children's literature with focus on analysis of the content and quality of works from nursery level through the elementary grades. Prerequisite: EGL-1020 or EGL-1100 or EGL-1320 or EGL-1340.

EGL-2250 Literature for Teenagers. *3 Credits*   H
Analysis of the content and quality of literature written for adolescents. Prerequisite: EGL-1020 or EGL-1100 or EGL-1320 or EGL-1340. (Offered every other year.)

EGL-2270 Applied Grammar. *3 Credits*
Analysis of grammar, syntax, the history of the English language and conventional usage. Application of principles through edit-

ing 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, EGL-1100, EGL-1320, or EGL-1340 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.)

Course Descriptions

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

EGL-2600 Introduction to the Novel. *3 Credits*   **H**
An overview of the history, development, and form of the novel. This course examines novels from a variety of cultures, ranging from the genre's inception to the present, using introductory literary theory to better understand these works and their historical, cultural, and literary contexts. Prerequisite: EGL-1020 or EGL-1100 or EGL-1320 or EGL-1340.

EGL-2890H Honors Colloquium in English. *3 Credits*
This honors colloquium will examine special topics in the field of English and their relevance across disciplinary perspectives. The issues to be addressed in each colloquium will vary from semester to semester. These courses are designed for students in the Honors program, but are open to others with the approval of the honors coordinator or the instructor. Prerequisites: Reading proficiency and permission of instructor or honors coordinator.

EGL-2910–2930 Cooperative Education. *1–3 Credits*

English as a Second Language (ESL)

Language Studies Department
Bladen Hall, Room 309
301-322-0946

All ESL courses meet for 3 class hours and 1 additional lab hour per week or equivalent. All courses award Equivalent Hours (EHs) upon successful completion.

ESL-0081 English as a Second Language: Basic Reading Skills.
0 Credits (3 EH)
For nonnative speakers of English whose reading ability is minimal. Develops vocabulary and basic reading comprehension. Placement by exam. (Formerly offered as ESL-0811. Students may not receive credit for both ESL-0811 and ESL-0081.)

ESL-0082 English as a Second Language: Elementary I.
0 Credits (3 EH)
For nonnative speakers whose English writing and speaking skills are minimal. Elementary grammar and English structures through writing and speaking. Placement by exam. (Formerly offered as ESL-0821. Students may not receive credit for both ESL-0821 and ESL-0082.)

ESL-0100 English as a Second Language: Elementary II.
0 Credits (3 EH)
For nonnative speakers whose English writing and speaking skills are limited. Practice in basic American English grammar and writing. (Formerly ESL-1000. Students who completed ESL-1000 May not take ESL-0100.) Prerequisite: ESL-0082 (formerly ESL-0821) with a grade of C or higher or placement by exam.

ESL-0101 English as a Second Language: Intermediate I.
0 Credits (3 EH)
For nonnative speakers whose writing and speaking skills are limited. Practice in low intermediate American English grammar, sentence structure and paragraph writing. (Formerly ESL-1010. Students who have completed ESL-1010 may not take ESL-0101.)

Prerequisite: ESL-0100 (formerly ESL-1000) with a grade of C or higher or placement by exam.

ESL-0102 English as a Second Language: Intermediate II. *0 Credits (3 EH)*
For nonnative speakers whose writing and speaking skills are at the intermediate level. Practice in higher intermediate American English grammar, sentence structure and paragraph writing. (Formerly offered as ESL-1020. Students who have completed ESL-1020 may not take ESL-0102.) Prerequisite: ESL-0101 or 1010 with a grade of C or higher or placement by exam.

ESL-0105 English as a Second Language: Intermediate Reading Skills. *0 Credits (3 EH)*
Acquainting nonnative speakers with American culture and idiomatic American English through reading and vocabulary development. (Formerly offered as ESL-1050. Students who have completed ESL-1050 may not take ESL-0105. Prerequisite: ESL-0081 and ESL 0100 (formerly ESL-0811 and ESL-1000) with grades of C or higher or placement by exam.

ESL-0106 English as a Second Language: Advanced Reading Skills. *0 Credits (3 EH)*
Continuation of ESL-0105. Focus on reading, word and study skills, vocabulary expansion and summary writing. (Formerly offered as ESL-1060. Students who have completed ESL-1060 may not take ESL-0106.) Prerequisites: ESL-0102 or ESL-1020 with a grade of C or higher and ESL-0105 (formerly ESL-1050) with a grade of C or higher or placement by exam. Successful completion of ESL-0106 fulfills the college's reading proficiency requirement.

ESL-0201 English as a Second Language: Composition. *0 Credits (3 EH)*
For nonnative speakers who have a good command of English. Focus on paragraph-length compositions and complex grammar and sentence structures. (Formerly offered as ESL-2010. Students who have completed ESL-2010 may not take ESL-0201.) Prerequisite: ESL-0102 (formerly ESL-1020) with a grade of C or higher or placement by exam.

ESL-0202 English as a Second Language: Advanced Composition. *0 Credits (3 EH)*
For nonnative speakers whose writing and speaking skills are at a high level. Focus on essay writing and advanced grammar. (Formerly offered as ESL-2020. Students who have completed ESL-2020 may not take ESL-0202.) Prerequisite: ESL-0201 (formerly ESL-2010) with a grade of C or higher or placement by exam.

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.)

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: INT-1010. FOS-2500 recommended.

FOS-2610 Computer Forensics II. *3 Credits*
An examination of advanced concepts in computer forensic analysis and computer-related crime, including data hiding techniques, encryption, electronic password cracking and password recovery tools. Prerequisite: FOS-2600. 2 class/2 lab hours.

FOS-2910–2930 FOS Internship. *1–3 Credits*
The internship is a practicum with measurable learning objectives designed to broaden the educational experience. Students are assigned to appropriate governmental and private agencies. 3–9 practicum hours.

French (FRN)

Language Studies Department
Bladen Hall, Room 309
301-322-0946

All French courses meet for 3 class hours and 1 additional lab hour per week or equivalent.

FRN-1010 French for Beginners. *3 Credits*   H
Introduction to the language (reading, writing, understanding and speaking) and to the culture of France and Francophone countries.

FRN-1020 French for Advanced Beginners. *3 Credits*   H
Continued development of French language skills and cross-cultural understanding begun in FRN-1010. Prerequisite: FRN-1010 or two years of high school French or equivalent.

FRN-2010 Intermediate French I. *3 Credits*   H
Intermediate study of the French language and Francophone culture, building on the foundation of French for Beginners. Prerequisite: FRN-1020 or three years of high school French or equivalent.

FRN-2020 Intermediate French II. *3 Credits*   H
Continuation of FRN-2010 with emphasis on the culture of France and other Francophone countries. Prerequisite: FRN-2010 or four years of high school French or equivalent.

FRN-2040 Advanced Conversation. *3 Credits*   H
Advanced preparation for students who wish to develop fluency and confidence in speaking French. Prerequisite: FRN-2010 or four years of high school French or equivalent.

Course Descriptions

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, Geography
and Anthropology 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*   SS Sc
Study of nature's environment including the basic systems of the atmosphere, hydrosphere and lithosphere and how they interact. Prerequisite: Reading proficiency.

GEO-1020 Physical Geography Laboratory. *1 Credit*   Sc
Laboratory work complementary to theories and principles of GEO-1010. Climate, the biosphere and the earth's landforms. Prerequisites: GEO-1010 completed or concurrent and Reading proficiency. 3 lab hours.

GEO-1070 Physical and Historical Geography of Maryland.
3 Credits
Historical and natural evolution of landscapes in Maryland. Field trips to Baltimore and other Maryland locations. Prerequisite: Reading proficiency. (Offered fall semester only)

GEO-1090 World Regional Geography. *3 Credits*
Nations as components of regional environments. Politics, economics and ecology in the developed and developing worlds. Prerequisite: Reading proficiency. (Offered spring semester only)

Health Education (HLE)

Health, Nutrition, and Physical Education Department
Novak Field House, Room 104
301-322-0504

HLE-1150 Personal and Community Health. *3 Credits*
Provides health information related to personal and community health. Topics include but are not limited to: wellness, relationships

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and communications, sexuality and reproduction, substance abuse, physical fitness and nutrition, diseases, conventional and complementary medicine, and death and dying.

HLE-2000 Application of Concepts for Fitness and Wellness. *3 Credits*
Includes the study and practical application of principles for optimizing wellness, including health, fitness, nutrition, weight control and stress management. Individual fitness, nutrition and wellness will be evaluated and implemented through the use of labs, self-assessment tools, weight training and cardiorespiratory activities.

HLE-2010 Health Issues in a Culturally Diverse Society. *3 Credits*
Provides health information related to issues and problems affecting ethnic minorities in the United States (African American, Hispanic American, Asian American and Native American). Focus areas will include traditional health care, disparities in treatment, barriers in health care, culture and nutrition, leading causes of death, healing and religion, current health problems. Prerequisite: Reading proficiency.

HLE-2130 First Aid—Responding to Emergencies/CPR FPR. *3 Credits*
Studies emergency care theory and skills including all CPR skills and AED (defibrillation) instruction for the professional rescuer. Two Red Cross certifications awarded: First Aid—Responding to Emergencies and CPR for the Professional Rescuer.

HLE-2150 Introduction to Child Health. *3 Credits*
Examines health, safety and nutritional needs of children between birth and eight years old and the role of the early childhood educator in promoting children's health. Includes developing activities designed to teach children healthy living habits. Red Cross Community First Aid and Safety and CPR certificates awarded. Prerequisite: TED-1200 (formerly ECE-1510).

HLE-2210 Human Sexuality. *3 Credits*
Comprehensive study of the biological, physiological, developmental and social aspects of human sexuality from a multicultural perspective. Topics include male/female sexual physiology and response cycles, gender issues, contraception and abortion, conception/fertility issues, relationship sexuality, sexually transmitted infections, sexual dysfunction and treatment and sexual harassment and coercion issues.

HLE-2250 Health Issues for Women. *3 Credits*
Examines a broad range of health issues that are either unique to women or of special importance to women, including eating disorders, abuse and rape, self-esteem related to appearance and reproductive technology.

HLE-2300 Integrated Health and Physical Education. *3 Credits*
This course focuses on foundational knowledge about the inter-relationship of behavior and health. It incorporates the concepts of movement to learning development of motor skills and concepts of leading a healthy lifestyle.

HLE-2890H Honors Colloquium in Health Education. *3 Credits*
This honors colloquium will examine special topics in the field of health education and their relevance across disciplinary perspec-

tives. 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. *4 Credits*
Organization of health care delivery; the health information management profession; emphasis on health record content, technology, the accrediting/regulatory standards, retention, storage/retrieval systems, and the legal aspects of releasing health information.. Prerequisites: Program admission, INT-1010, BIO-1010 BIO-2050; HIM-1530 and BIO-2060 completed or concurrent. 3 class/3 lab hours. (Offered fall only.)

HIM-1530 Medical Terminology. *4 Credits*
Usage, pronunciation, spelling and plural formation as they relate to body systems. Emphasis is on roots, prefixes, suffixes, eponyms, standard abbreviations, the use of medical terms in context and terminology related to cancer medicine, nuclear medicine and pharmacology.

HIM-1540 Directed Clinical Practice I. *1 Credit*
Supervised student practice in simulated laboratory and clinical practice settings; emphasis on storage and retrieval systems, MPI, incomplete documentation policies and procedures and release of health information and the associated computer applications. Prerequisite: HIM-1500. 4 clinical hours. (Offered spring only.)

HIM-1550 Disease Processes. *4 Credits*
Basic concepts of health and disease; causes, etiology, incidence and treatment of illnesses. Prerequisites: HIM-1530 and BIO-2050/2060. (Offered spring only.)

HIM-1581 Principles and Applications of ICD Coding. *4 Credits*
In-depth focus on diagnosis and procedural coding using the International Classification of Diseases (ICD) as modified for use in the United States. UHDDS data collection requirements for financial reporting and statistical research. (Formerly offered as HIM-1580. Students may not receive credit for both HIM-1580 and HIM-1581.) Prerequisites: HIM-1500, HIM-1530 and BIO-2050/2060; HIM-1550 completed or concurrent or permission of program director. 3 class/3 lab hours. (Offered spring only.)

HIM-1600 Principles and Applications of CPT. *2 Credits*
Orientation to the coding principles of HCPCS/CPT. Special empha-

Course Descriptions

HIM-1600 continues from previous page

sis on application in the ambulatory and acute care environments. Prerequisites: HIM-1580 and HIM-1550 or permission of program director. 2 class/1 lab hours. (Offered summer only.)

HIM-1800 Introduction to Medical Terms for Health Professionals. *1 Credit*
Introduces basic medical terminology to students preparing to enter a health care profession. Students will learn word elements, build on and properly use medical language, thus enhancing their communication skills in the didactic and clinical settings. (HIM majors may not take this course. This course cannot substitute for HIM-1530.) Formerly MHE-2000. Students cannot receive credit for both MHE-2000 and HIM-1800.

Note: *This is a self-directed course using CD-ROM and e-mail communication.*

HIM-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. *4 Credits*
Focuses on health data and vital statistics reporting, data presentation techniques, cancer programs and registries, quality assessment/improvement, utilization review and risk management. Prerequisites: MAT-1140, HIM-1581 and HIM-1600. 3 class/3 lab hours. (Offered fall only.)

HIM-2530 Health Information Management. *3 Credits*
Focuses on the management of a health information department and information technology. Prerequisites: HIM-2510 and MGT-1550. *Capstone Course:* Students must complete a minimum of 50 credits, including any prerequisite courses, prior to enrolling in this course. A cumulative GPA of 2.00 or better is also required. (Offered spring only.)

HIM-2550 Health Information in Alternative Care. *2 Credits*
Focus is on health information requirements in settings other than acute care. Content will include accreditation, federal regulations, and reimbursement mechanisms as they relate to care settings such as hospice, home health, skilled and intermediate care, rehabilitation and mental health. Prerequisites: HIM-2510; HIM-2580 concurrent or permission of program director. (Offered spring only.)

HIM-2560 Directed Clinical Practice II. *3 Credits*
Supervised student practice in simulated laboratory and clinical practice settings; emphasis on inpatient and ambulatory coding with ICD 10-CM/PCS and HCPCS/CPT coding systems using encoder and grouper software, data abstracting and data retrieval from indices. Prerequisites: HIM-1540, HIM-1550, HIM-1581 and HIM-1600; HIM-2510 and HIM-2600 concurrent or permission of program director. 12 clinical hours. (Offered fall only.)

HIM-2580 Directed Clinical Practice III. *2 Credits*
Supervised student practice in simulated laboratory and clinical practice settings; emphasis on data access, analysis and data presentation, research methodologies, cancer registry abstracting, quality assessment/improvement, utilization review functions and specialized care facilities. Prerequisites: HIM-2510 and HIM-2560; HIM-2530 and HIM-2550 concurrent. 8 clinical hours. (Offered spring only.)

HIM-2600 Medical Reimbursement and Billing. *3 Credits*
Focus is on reimbursement and payment systems in acute and ambulatory care settings. Emphasis will be placed on prospective payment systems, third-party payers, medical claims processing and regulatory compliance issues. Prerequisites: HIM-1580 and HIM-1600; or HIM-1610 or permission of program director. 3 class/1 lab hours. (Offered fall only.)

History (HST)

History, Political Science,
Geography and Anthropology Department
Marlboro Hall, Room 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-1510 History of African Americans I. *3 Credits*   **SS**
Surveys African American history from the beginnings of the Trans-Atlantic slave trade in the colonial era through the end of Reconstruction in 1877. It examines the social, political, cultural, military, economic, and scientific triumphs and tribulations that African Americans experienced. Particular emphasis is placed on describing and analyzing black Americans' resistance to inequality, the development of their institutions, the expansion of slavery, and the Civil War and Reconstruction. Prerequisite: Reading profiency.

HST-1530 History of African Americans II. *3 Credits*   **SS**
Surveys African American history from the end of Reconstruction through the present. Particular emphasis is placed on describing and analyzing black Americans' efforts to counteract the inequalities their communities experienced as a result of Jim Crow laws and racial disenfranchisement. It examines the Great Migration, the Harlem and Chicago Renaissances, Post-World War II integrationist and black Nationalists movements, and black political activism. Prerequisite: Reading proficiency.

HST-2100 History of Women in America. *3 Credits*
An introduction to the study of American women from colonial times to the present. Prerequisite: Reading proficiency.

HST-2160 The Modern Middle East. *3 Credits*   **SS**
A survey of Middle Eastern history from the late 18th century to the present with emphasis on the 20th century. The areas covered include present day Iraq, Iran, Syria, Jordan, Lebanon, Israel, Turkey, Egypt and the Arabian peninsula. Prerequisite: Reading proficiency. (Offered spring semester only)

HST-2230 History of Latin America and the Caribbean.
3 Credits   **SS**
Latin American history from independence to the present, with an overview of the colonial period. Prerequisite: Reading proficiency.

HST-2310 History of American Foreign Policy. *3 Credits*
Foreign policy of the U.S. from 1775 to the present. America as a world power in the 20th century. Prerequisite: Reading proficiency. (Offered fall semester only)

HST-2330 History of the American Civil War. *3 Credits*
The American Civil War and its origins, emphasizing the major military campaigns and the impact of the war on American society and culture. Prerequisite: Reading proficiency. (Offered fall semester only)

HST-2350 History of Maryland. *3 Credits*
The political, economic, social and cultural history of Maryland from the colonial era to the present. Prerequisite: Reading proficiency. (Offered spring semester only)

HST-2380 History of Prince George's County. *3 Credits*
The socio-cultural and political history of the county from its inception in the 1600s to the present. Emphasis from the Civil War forward. Prerequisite: Reading proficiency and permission of department chair.

HST-2470 African History. *3 Credits*   **SS**
Survey of African history from early cultures through European colonialism to modern African nationhood. Prerequisite: Reading proficiency.

HST-2890H Honors Colloquium in History. *3 Credits*
This honors colloquium will examine special topics in the field of history and their relevance across disciplinary perspectives. The issues to be addressed in each colloquium will vary from semester to semester. These courses are designed for students in the Honors program but are open to others with the approval of the honors coordinator or the instructor. Prerequisites: Reading proficiency and permission of instructor/coordinator.

HST-2970 Historic Sites Internship Experience. *3 Credits*
Unpaid, supervised experience at historic sites in the state of Maryland. Provides an opportunity to assist in the creation of a project, bibliography or exhibit that expresses major themes in American history. Prerequisite: HST-141 or HST-143 or HST-245 and permission of department chair.

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.

Course Descriptions

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.) Class 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 Fundamentals of Meeting, Convention and Event Management. *3 Credits*
Addresses basic meeting, convention and event management concepts and practical knowledge to assist in planning meetings like a seasoned professional. The course provides important checklists and resources, and introduces the vocabulary necessary to succeed in meeting planning. It is a must for anyone planning on entering the meeting management or event management profession.

HSM-1550 Food Service Manager Training and Certification in Sanitation. *1 Credit*
Provides an overview of the principles of food microbiology, important food-borne diseases, standards that are enforced by food service regulatory agencies and applied measures for the prevention of food-borne diseases and other microbiological problems. It also describes the Hazard Analysis Critical Control Point (HACCP) system and includes ServSafe certification.
   Note: Only *Culinary Arts students must take CUL-1100 concurrently.*

HSM-1560 Catering and Banquet Operations. *3 Credits*
Provides essential information needed to operate a successful catering business and manage various catering and banquet operations. Both on- and off-premises catering will be covered in addition to business planning, menu development, pricing, purchasing, preparation, service details, sanitation and management, 2 class/3 lab hours. (Offered fall only.)

HSM-1580 Using Technology in the Hospitality Industry. *3 Credits*
Provides an introduction to the principles of basic computer applications (software and hardware) as used in both the hospitality industry and the school/college community. Includes applications in property management, reservation systems (GDS/IDS), property-Web reviews, payroll applications, sales-mix and using social networking as part of marketing strategy. Hands-on lab applications for operational use in the industry will include point-of-sale systems, food service control systems, entrepreneurship applications and revenue and cost management. There also will be extensive hands-on training in software critical to success while in college and as future managers, including MS Excel, MS Word, MS Powerpoint, MS Publisher, SIM Games, etc. The course will culminate with a formal presentation demonstrating the student's ability to use appropriate technology as part of a "pitch" to fellow classmates. (Formerly offered as HSM-2110. Students may not receive credit for both HSM-2110 and HSM-1580.)

HSM-1621 Hotel Operations Management. *3 Credits*
Provides an overview of hotel and lodging operations, with a focus on rooms division management, including housekeeping and hotel front office management. The course includes principles of revenue management, interdepartmental coordination, and issues facing today's lodging industry. (Formerly HSM-1620. Students may not receive credit for both HSM-1620 and HSM-1621.) Prerequisite: HSM-1510 or permission of instructor.

HSM-1630 Food Service Operations. *3 Credits*
A study of the principles required for successful food service management. Includes hands-on food preparation, quality control and management techniques. Prerequisite: Reading proficiency.

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

HSM-1640 Special Event Management. *3 Credits*
Addresses major trends and successful business practices in Event Management such as event design basics, room set-up, event flow, entertainment, food and beverage options, and communication. Students will be armed with tools to improve their effectiveness, success and profitability as event managers. Prerequisite: HSM-1520.

HSM-1650 Planning for Association Events. *1 Credit*
Exploration of the role and scope of the meetings and events departments in associations and affinity organizations. Topics include annual conventions, mission and values of the organizations, organizational structures, board governance, typical association divisions, member services and employment opportunities. Prerequisite: Reading proficiency.

HSM-1660 Planning for SMERF Events. *1 Credit*
Provides guidance to those who plan and support SMERF events, which are events attended by persons who are members of social, military, educational, religious or fraternal organizations. Topics to be covered are the unique event needs that SMERF groups present, venues, budgeting, vendor relationships and seasonality of this target audience. Prerequisite: Reading proficiency.

HSM-1670 Trade Shows and Expositions. *1 Credit*
Studies management and sales of trade shows and expositions. Addresses the basic structure of exhibit halls, attendee and exhibitor needs, purposes and types of shows, facilities, promotion, trends, and employment opportunities. Prerequisite: Reading proficiency.

HSM-1680 Event Sponsorship. *1 Credit*
Offers students basic insights into funding streams for events. Addresses formulating ticket and registration costs, reviews sponsorship policy and strategy formulation for fundraising events. Topics include researching and attracting a portfolio of sponsors, working with sponsors as partners to leverage their investment and evaluate event outcomes. Prerequisite: Reading proficiency.

HSM-1700 Pastry Making. *1 Credit*
Demonstration of tortes, tarts and puff pastry. 1 class/2 lab hours for 5 weeks.

HSM-1710 Simplified Gourmet Cooking. *1 Credit*
Regional American and classical European entrees are presented with time-saving techniques. 1 class/2 lab hours for 5 weeks.

HSM-1730 Northern Italian Cuisine. *1 Credit*
Seafood, veal and poultry with specialty pastas and sauces will be prepared in the classical northern Italian tradition. 1 class/2 lab hours for 5 weeks.

HSM-1740 Bed and Breakfasts. *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-1810 Introduction to Travel and Tourism. *3 Credits*
Reviews the historical development of travel and tourism and how tourism planning and regulations affect the travel and hospitality industry. Discusses the impact of hospitality and tourism from an environmental and social perspective. Analyzes why people travel and how they select vacation destinations, and explains techniques to market and promote tourism businesses. Prerequisites: Reading Proficiency and HSM-1510.

HSM-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 Weddings and Social Events. *1 Credit*
A short course addressing business planning for the wedding planner as well as wedding and social event styles and themes. Also covered are religious and cultural needs, vendors and contracts, stationery, attire, reception logistics, cakes and desserts, music, photography, decorations, favors, pre- and post-celebrations and expanding business revenue streams.

Course Descriptions

HSM-1870 Chef Selection, Series I. *1 Credit*
Designed to introduce culinary students to a series of different culinary topics. It provides the student with the basic knowledge of the foods, food styles and methods used to prepare food. Sanitation, nutrition and food costing will be introduced. Includes preparation and techniques, recipe development, tools and equipment requirements and presentation skills. This course includes appetizers, salads, pasta and desserts.

HSM-1880 Chef Selection, Series II. *1 Credit*
Designed to introduce culinary students to a series of different culinary topics. It provides the student with the basic knowledge of the foods, food styles and methods used to prepare food. Sanitation, nutrition and food costing will be introduced. Includes preparation and techniques, recipe development, tools and equipment requirements and presentation skills. This course includes entrees, sauces and soups.

HSM-1890 Chef Selection, Series III. *1 Credit*
Designed to introduce culinary students to a series of different culinary topics. It provides the student with the basic knowledge of the foods, food styles and methods used to prepare food. Sanitation, nutrition and food costing will be introduced. Includes preparation and techniques, recipe development, tools and equipment requirements and presentation skills. This course includes vegetables, potatoes, fish and shellfish.

HSM-2020 Food and Beverage Purchasing and Cost Control. *3 Credits*
Covers the principles and procedures involved in an effective food and beverage control system, including standards determination, the operating budget, cost-volume-profit analysis, income and cost control, menu pricing, theft prevention, labor cost control and computer applications. Honors version available..

HSM-2040 Bar and Beverage Management. *3 Credits*
Provides students with the practical knowledge needed to manage a bar or beverage operation. The course presents principles and theories to support and reinforce the practical aspects.

HSM-2050 Human Resources Management and Training for Hospitality and Tourism. *3 Credits*
Provides a thorough look at training by addressing how to assess and analyze the training needs of new and established operations; look upon training and development as an investment; use training tools and techniques; train with technology; measure and evaluate training; and use different training techniques when training employees, supervisors and managers.

HSM-2071 Managing Staff and Service in Hospitality. *3 Credits*
Introduces students to the fundamentals of supervision of personnel in the hospitality industry and to how those fundamentals lead to great customer service. Students will learn to view both the staff and patrons as internal and external "customers", focusing on the triangular communicative relationship between employers, employees, and guests. (Formerly HSM 2070. Students may not receive credit for both HSM 2070 and HSM 2071.)

HSM-2100 Managing Service in Food & 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-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-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-2700 Sustainability in Hospitality. *3 Credits*
A multi-dimensional course reviewing the impact of the hospitality industry on the environment. Students will be introduced to how sustainability trends in hotels, food and beverage operations and the event planning industry can have not only a positive impact on the environment but meet Corporate Social Responsibility (CSR) needs for a company or organization while spending less. Prerequisite: Reading proficiency.

HSM-2760 Hospitality Seminar. *3 Credits*
Offers comprehensive coverage of topics taught in hospitality services management and an array of realistic operational and managerial situations and cases students are bound to find on being hired by hospitality companies. Through case study investigation, group discussion and internship and practical learning experiences students will engage in critical thinking and problem solving to shift from scholastic mode into supervisory and managerial roles in the hospitality industry. *Capstone Course:* Students must complete a minimum of 46 credits prior to enrolling in this course. A minimum cumulative GPA is also required.

HSM-2910-2930 Cooperative Education. *1–3 Credits*
CAPSTONE COURSES: Students must complete a minimum of 46 credits prior to enrolling in this course. A cumulative GPA or 2.00 or better is also required.

Human Services (HUS)

Psychological and Sociological Studies Department
Marlboro Hall, Room 2054
301-322-0525

HUS-1010 Introduction to Human Services. *3 Credits*
Provides an introduction to the field of human services as preparation for advanced study or employment in the human services profession. Beginning with historical developments, the course will present issues encountered in the field as well as techniques and resources for intervention. An overview of human services ethics, research, model programs and policies will be covered. In addition, various specializations including youth care, rehabilitation, criminal justice and elder care services will be discussed. Students will develop fundamental active listening and response skills.

HUS-1020 Professional Ethics in Human Services. *1 Credit*
Prepares students for ethical decision making in the human services field. Includes the study of selected professional codes of ethics. Case studies will be used for additional practices and integration.

HUS-2010 Counseling, Assessment and Behavior Modificaton Techniques. *3 Credits*
Provides an integrated approach to basic counseling with application to the field of human services. Students will have the opportunity to develop basic counseling skills, utilize theories and/or practice, as well as explore and take action on case application in both professional and paraprofessional settings. Specific behavioral modification principles and techniques will be discussed. Prerequisite: HUS-1010.

HUS-2020 Group and Family Counseling Skills. *3 Credits*
An introduction to basic skills of group and family counseling for use with both mentally ill and chemically dependent clients. The course will emphasize patterns of group dynamics, particularly as they relate to therapeutic group process. Traditional views of pathology will be examined with a focus on the role of family dynamics in the formation, maintenance, and treatment of mental illness and chemical dependency. Students will think diagnostically about families utilizing theories and techniques that are relevant to working with families and groups. Prerequisite: HUS-1010.

HUS-2200 Developmental Disabilities 3 Credits
Identifies the characteristics and causes of various developmental disabilities. Topics include a history of service provision, human rights, legislation and litigation, advocacy, and accessing support services. Upon completion, students should be able to demonstrate an understanding of current and historical developmental disability definitions and support systems used throughout the life span. Prerequisite: HUS-1010.

HUS-2300 Chemical Dependency Counseling. *3 Credits*
Provides students with a foundation in the theories, causes, characteristics and treatment of chemical dependency and addictive disorders. Students will explore social, family and mental health issues related to chemical dependency. Various treatment approaches, including twelve-step programs and group counseling, will be examined. Practice in basic assessment and counseling skills will be an integral part of the course. Prerequisites: HUS-1010 and PSY-2120.

HUS-2400 Therapeutic Recreation. *3 Credits*
Explores various adaptive physical and recreational services designed to meet the needs of special populations in hospitals, recreation or rehabilitation centers, schools, etc. Emphasis is placed on understanding the individual in terms of age, psychological and physical development, handicaps, and their needs for recreation. The class will facilitate recreational activities at local agencies and venues, which may include a swim program. Community involvement, lesson planning and periodic tests are required. Prerequisite: HUS-1010.

HUS-2810 Human Services Internship I. *3 Credits*
Provides supervised, practical experience in a human service setting. In addition to the minimum of 90 hours of field experience, participation in a weekly seminar is required. Topics covered will include professionalism in the workplace, establishing performance and learning goals, and benefitting from supervision. Students must meet with the program coordinator to discuss appropriate internship placement before registering for the course. Prerequisite: HUS-2010 and permission of the program coordinator.

HUS-2820 Human Services Internship II. *3 Credits*
Provides an opportunity for a second supervised, practical experience in a human service setting. In addition to the minimum of 90 hours of field experience, participation in a weekly seminar is required. Topics covered will build on those covered in HUS-2810 and will include establishing performance and learning goals, recognizing and applying professional ethics, and career planning. Students must meet with the program coordinator to discuss appropriate internship placement before registering for the course. Prerequisite: HUS-2010 and permission of the program coordinator.

Humanities (HUM)

History, Political Science, Geography and Anthropology Department
Marlboro Hall, Room 3078
301-322-0561

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.)

Computer Information Systems is now Information Technology

Information Technology (INT)

Information and Engineering Technology Department
Center for Advanced Technology, Room 129
301-322-0752

Prince George's Community College is a member of CyberWatch, a consortium of colleges, universities and business and government partners dedicated to increasing the quality and quantity of Information Security/Assurance professionals. CyberWatch course numbering, which has been agreed to by member institutions, can assist students who may want to take a particular course at another community college due to work schedules, availability of courses during a particular semester or moving to another county. The common numbering also is useful to institutions articulating with Prince George's Community College by helping them quickly determine that a course is based on a common CyberWatch model curriculum in Information Security. Each INT course included in this program will show its CyberWatch common course equivalent immediately after the college's course number and title. All INT prerequisites must be passed with a grade of C or higher.

INT-0990 IC3 Test Preparation. *0 Credits (1 EH)*
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 INT-1010 or upon advice after screening on the first day of INT-1010. Also recommended for any student, including those who have already taken INT-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 fundamen-

Course Descriptions

INT-0990 continues from previous page

tals, key applications and living online. The course will reflect the latest updates on the current exams.

Note: *Will not satisfy program concentration requirement in INT-related curricula. At least part of the course will be conducted online.*

INT-1000 Using a Personal Computer. *1 Credit*
Preparation for students who lack fundamental computer skills and experience and designed to be taken prior to enrolling in INT-1010 or upon advice after screening on the first day of INT-1010. Students gain familiarity and comfort with using a personal computer and are introduced to using a keyboard and a mouse to operate a personal computer, using the touch keying system. Topics include navigating the World Wide Web; using a word processor to enter text; saving, opening and modifying files using secondary storage media. (Formerly offered as CIS-1000. Students may not receive credit for both CIS-1000 and INT-1000.) 1 class/1 lab hour.

Note: *Does not satisfy program concentration requirement in INT-related curricula. May not be taken for credit if credit has previously been received for INT-1010 or higher. May be substituted for INT-1250.*

INT-1010 Introduction to Information Technology. *3 Credits* CL
(CyberWatch common course equivalent: CW 120)

A survey course in evolving computer technology and its relevance to individuals and society. The societal issues stressed include: privacy, security, ergonomics, accessibility, intellectual property, pervasive computing, as well as other timely topics such as new laws impacting computer use. Becoming fluent in necessary technology applications is integrated into the course and may include such topics as word processing, use of e-mail and Web browsers, spreadsheets, course management systems, and others.

Students possessing skills and knowledge in this area may receive credit for INT-1010 by passing the department's challenge exam (currently the three Internet and Computing Core Certification tests, known as IC3). Students who are already IC3 certified may receive credit for INT-1010 by presenting their certificate to the transfer evaluator in the Office of Admissions and Records. (Formerly offered as CIS-1010. Students may not receive credit for both CIS-1010 and INT-1010.) Prerequisite: Reading proficiency. 3 class hours with open lab. (Honors version available.)

Note: *INT-0990, "IC3 Test Preparation," is available as a test preparation course. Students with little or no computer experience should consider taking INT-1000 Using a Personal Computer, to get the necessary prerequisite skills. All students take a screening test during their first class in INT-1010. Results are used to advise students regarding which course to take.*

INT-1111 Programming Logic and Design. *3 Credits*
Introduction to computer programming concepts with emphasis on structured program logic and design. Procedural and object oriented concepts are introduced. Design tools such as pseudo-code and flowcharting are covered. Students are introduced to several software packages that may be used to develop flowcharts and pseudo-code. This course does not teach a particular programming language but rather emphasizes problem solving techniques that can be applied to programming in any language. Examples from various programming languages may be used to illustrate concepts. (Formerly offered as CIS-1111. Students may not receive credit for both CIS-1111 and INT-1111.) Prerequisite: INT-1010. 2 lecture/2 lab hours.

INT-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. (Formerly offered as CIS-1150. Students may not receive credit for both CIS-1150 and INT-1150.) Prerequisite: INT-1010, INT-1330 recommended. 3 class/2 lab hours.

INT-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. (Formerly offered as CIS-1210. Students may not receive credit for both CIS-1210 and INT-1210.) Prerequisites: MAT-2410 and INT-1111; 3 class/3 lab hours.

INT-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. (Formerly offered as CIS-1220. Students may not receive credit for both CIS-1220 and INT-1220.) Prerequisites: INT-1210, MAT-2420. 3 class/ 3 lab hours.

INT-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. (Formerly offered as CIS-1250. Students may not receive credit for both CIS-1250 and INT-1250.) Prerequisite: Reading proficiency. 1 class/1 lab hour.

INT-1290 Beginning Microsoft Word. *1 Credit*
An introductory course that emphasizes the effective use of word processing features to effectively create, format, and manage documents. Together with INT-1390, this course prepares students for the Microsoft Office certification exam in Word 2010, (Formerly offered as CIS-1290. Students may not receive credit for both CIS-1290 and INT-1290.) Prerequisite: Reading proficiency. 1 class/1 lab hour.

INT-1330 Integrated Software Applications. *3 Credits*
Provides in-depth coverage of a software suite. Includes a review of basic word processing and spreadsheets, as well as more advanced features, introduction to fundamentals of presentation and database software, followed by the production of integrated documents combining elements produced by the different suite applications. Emphasis is placed on data sharing through object linking and embedding. (Formerly offered as CIS-1330. Students may not receive credit for both CIS-1330 and INT-1330.) Prerequisite: INT-1010 or ENT-1770 or equivalent. 2 class/2 lab hours.

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

INT-1370 Introduction to Help Desk Tools and Procedures.
3 Credits
Students will learn the basic help desk concepts, procedures and tools with emphasis on the team-oriented technical support environment. Students explore the features of software used in a support environment to collect knowledge, schedule and track repairs, such as call logging and reporting. The proper use of telephone-based technology also is presented. (Formerly offered as CIS-1370. Students may not receive credit for both CIS-1370 and INT-1370.) Prerequisite: INT-1010. 2 class/2 lab hours.

INT-1390 Intermediate Microsoft Word. *1 Credit*
An introductory course that emphasizes the effective use of word processing features to effectively create, format, and manage documents, using graphics and hyperlinks. Includes coverage of document tracking and referencing. Together with INT-1290, this course prepares students for the Microsoft Office certification exam in Word 2010. (Formerly offered as CIS-1390. Students may not receive credit for both CIS-1390 and INT-1390.) Prerequisite: Reading proficiency. 1 class/1 lab hour.

INT-1450 CCNA 1: 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. (Formerly offered as ENT-1940. Students may not receive credit for both ENT-1940 and INT-1450.) 3 class/2 lab hours.

INT-1460 CCNA 2: Routing Protocols. *4 Credits*
(CyberWatch common course equivalent: CW 151)

Configuration of RIP, EIGRP 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. (Formerly offered as ENT-1950. Students may not receive credit for both ENT-1950 and INT-1460.) Prerequisite: INT-1450 (formerly ENT-1940). 3 class/2 lab hours.

INT-1540 Computer Hardware I: A+ Preparation. *3 Credits*
Hands-on assembly, configuration, and upgrades for IBM-class personal computers. Basic hardware and software fault isolation techniques. First of a two-course sequence providing preparation for the CompTIA A+ computer repair certification. (Formerly offered as ENT-1840. Students may not receive credit for both ENT-1840 and INT-1540.) 2 class/2 lab hours.

INT-1550 Introduction to Networks: Network+ Preparation.
3 Credits
An overview of local area networks including installation and operation of a computer network from the physical as well as the software and user perspective. Students will design, build and test working networks and associated wiring. Emphasis will be placed on LAN hardware, software, standards and protocols. Helps prepare students for the CompTIA Network+ certification exam. (Replaces both CIS-1400 and ENT-1890. Credit may not be earned for both INT-1550 and CIS-1400 or for both ENT-1890 and INT-1550. Students who need either CIS-1400 or ENT-1890 should take INT-1550 instead.) Prerequisite: INT-1010 or permission of department chair. 2 class/2 lab hours.

INT-1560 Personal Computer Configuration and Assembly.
1 Credit
Students will learn how to configure and assemble a personal computer, install software and optimize operation. (Formerly offered as ENT-1840. Students may not receive credit for both ENT-1880 and INT-1560.) Prerequisite: INT-1540 (formerly ENT-1840) or permission of department.

Note: *Students must purchase components necessary to assemble their own computers.*

INT-1620 Computer Security: Security+ Preparation. 3 Credits
(CyberWatch common course equivalent: CW 160)
This introduction to security systems will give students a solid foundation of understanding in different computer security concepts, functions and applications. The course maps to CompTIA Security+ exam objectives which cover general security concepts, communication security, infrastructure security, basics of cryptography and operations/organizational security. Upon completion of this course, students will be prepared to take CompTIA's vendor neutral Security+ exam. Security+ certification is globally recognized as equivalent to an entry-level security specialist. The Security+ exam is accepted as one of the security certification exams by Microsoft toward its MCSA and MCSE certification. (Formerly offered as CIS-1620. Students may not receive credit for both CIS-1620 and INT-1620.) Prerequisite: INT-1010; INT-1700 recommended. 2 class/2 lab hours.

INT-1630 Tactical Perimeter Defense. 3 Credits
(CyberWatch common course equivalent: CW 225)
Focuses on understanding the layers of hardware and software control measures required to control the flow of traffic into and out of the network perimeter and provide an optimized perimeter defense. This course is designed to offer the student a solid foundation in advanced network security fundamentals to include TCP/IP addressing, routing, packet filtering. and installing proxy servers, firewalls, and virtual private networks (VPNs). This course prepares students to take the Strategic Infrastructure Security Exam (SCO 451) for Security Certified Network Specialist (SCNS) certification. (Formerly offered as CIS-1630. Students may not receive credit for both CIS-1630 and INT-1630.) Prerequisites: INT-1620 and INT 1700. 2 lecture/2 lab hours.

INT-1660 Strategic Infrastructure Security. 3 Credits
(CyberWatch common course equivalent: CW 235)

Focuses on understanding security policies, risk analysis, penetration testing, patching and upgrading systems, capturing and analyzing packets, cryptography, and hardening operating systems focusing on internal systems, the interaction among them, and the pathways that lead them outside the security perimeter. This course prepares students to take the Strategic Infrastructure Security Exam (SCO-471) for Security Certified Network Professional (SCNP) certification. (Formerly offered as CIS-1660. Students may not receive credit for both CIS-1660 and INT-1660.) Prerequisite: INT-1630. 2 lecture/2 lab hours.

Course Descriptions

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

INT-1680 Ethical Hacking and Network Defense. *3 Credits*

Provides an in-depth understanding of how to effectively protect computer networks. Students will learn the tools and penetration testing methodologies used by ethical hackers. In addition, the course provides a thorough discussion of what and who an ethical hacker is and how important they are in protecting corporate and government data from cyber attacks. Students will learn updated computer security resources that describe new vulnerabilities and innovative methods to protect networks. Students will practice footprinting, scanning, enumeration, exploitation, and post-exploitation. Also covered is a thorough update of federal and state computer crime laws, as well as changes in penalties for illegal computer hacking. This course is designed for those interested in systems and application security or who want to take the EC-Council's Certified Ethical Hacker (CEH) exam (312-50). Prerequisites: INT-1700 and INT-1620. 2 lecture/2 lab hours.

INT-1700 Understanding Operating Systems. *3 Credits*
(CyberWatch common course equivalent: CW 130.)

Provides basic working knowledge of computer operating system commands, functions and management using the DOS, Windows, Linux and Unix operating environments. Topics include: memory management, process management, device management, file management and operating system tools. Introduces command structures and explores operations using GUI and Command Language Interfaces. Students will demonstrate proficiency by completing various task-related laboratory assignments. Focus also is on the main topics covered in the A+ certification examination. (Formerly offered as CIS-1700. Students may not receive credit for both CIS-1700 and INT-1700.) Prerequisites: Reading proficiency; INT-1010 or ENT-1770. 2 class/2 lab hours.

INT-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 INT-1700 or a similar course prior to taking this course. An exposure to programming also may be helpful. (Formerly offered as CIS-1760. Students may not receive credit for both CIS-1760 and INT-1760.) Prerequisites: INT-1010 or equivalent.*

INT-1800 Internet and Web Technology. *3 Credits*
Provides an overview of the Internet and the major applications, relevant standards and protocols, and ethical issues associated with it. Students will learn to develop a website using storyboarding techniques and HTML and manage it via FTP. Hands-on projects that utilize new and emerging communication technologies will be explored. (Formerly offered as CIS-1800. Students may not receive credit for both CIS-1800 and INT-1800.) Prerequisite: Reading proficiency; INT-1010 recommended. 2 class/ 2 lab hours.

INT-1850 Client-Side Web Development. *3 Credits*
As a continuation of INT-1800, HTML/XHTML and Cascading Style Sheets (CSS) are used to design and create Web pages. These Web pages are further enhanced by including advanced elements of HTML, such as forms and frames and by adding multi-media elements, such as audio, video, and animation. Javascript is further used to make HTML documents interactive. Other topics discussed include the Document Object Model, the Object-based features of JavaScript, and use of a debugger to debug JavaScript code. (Formerly CIS-1850. Students may not receive credit for both CIS-1850 and INT-1850.) Prerequisite: INT-1800. 2 class/2 lab hours.

INT-1860 Server-Side Web Development. *3 Credits*
Building on the knowledge gained in INT-1850 on how to develop Web pages on the client side, students learn how to do server-side Web development using PHP, an open-source scripting language and MYSQL, an open-source database system. Stuents learn to create and modify Web pages dynamically by executing server-side PHP scripts. Additionally, student learn to set up queries to a relational database system to provide data requested through HTML forms. (Formerly CIS-1860. Students may not receive credit for both CIS-1860 and INT-1860.) Prerequisite: INT-1850. 2 class/2 lab hours.

INT-1901 Emerging Technologies I. *1 Credit*
Focuses on the development and application of emerging technologies (past, present and future). Students will develop products, to include (but not limited to): multimedia websites, animation, video, and computer programs using leading-edge technologies such as the Adobe Creative Suite. Technologies utilized will vary as new ones emerge. During the course each student will develop a broad understanding of emerging technologies in general, while developing their knowledge/skill in the use of one particular technology. Learning will be accomplished through assigned reading, class discussion, and hands-on use of state of the art technology. (Formerly offered as CIS-1901. Students may not receive credit for both CIS-1901 and INT-1901.) Prerequisite: INT-1010 with grade of C or better. 1 class/1 lab hour.

INT-2030 Programming in Visual Basic. *4 Credits*
Students program in Visual Basic to create business applications featuring a graphical interface. Such programs incorporate multiple simultaneous windows, graphical images, pull-down menus, dialog boxes, and similar objects, as well as event-driven modules and procedures. Emphasizes structured, object-oriented programming. Focuses on advanced graphical controls (built-ins, third party, and user-designed) data access using the ADO.NET technology, Web-based applications, error trapping and handling. (Formerly offered as CIS-2030. Students may not receive credit for both CIS-2030 and INT-2030.) Prerequisite: INT-1111 with grade of C or better. 3 lecture/3 lab hours.

INT-2081 Introduction to Oracle. *4 Credits*
Introduces students to data server technology. Covers the concepts of relational and object-oriented databases, with hands-on data modeling and normalization. Introduces the powerful SQL language and uses SQL to teach hands-on concepts in Data Definition Language (DDL) and Data Manipulation Language (DML). (Formerly offered as CIS-2081. Students may not receive credit for both CIS-2081 and INT-2081.) Prerequisite: INT-1111 with grade of C or better. 3 lecture/3 lab.

INT-2082 Advanced Oracle and PL/SQL. *4 Credits*

Builds on INT-2081, continuing with Oracle database operations and introducing programming with PL/SQL. Includes advanced programming using procedures and functions, parameter passing, event driven programming. Includes an introduction to object oriented concepts in database development as well as a discussion of the capabilities of SQL vs. PL/SQL. Formerly offered as CIS-2082. Students may not receive credit for both CIS-2082 and INT-2082.) Prerequisite: INT-2081 with grade of C or better. 3 class/3 lab hours.

INT-2130 Programming in C++. *4 Credits*

Using the C++ language, the course incorporates the concepts covered in INT-1111 and applies them specifically to the C++ programming language. Topics include basic C++ control structures syntax, functions, arrays, pointers and classes/objects. (Formerly offered as CIS-2130. Students may not receive credit for both CIS-2130 and INT-2130.) Prerequisite: INT-1111 with grade of C or better. 3 class/3 lab hours.

INT-2200 Programming in Java. *4 Credits*

Comprehensive course in Java incorporating the concepts covered in CIS-1111 and applying them specifically to the Java programming language. Topics include object-oriented programming (classes/objects), control structures, methods, arrays, polymorphism, inheritance, recursion, exception handling, graphical user interfaces, file input/output. (Formerly offered as CIS-2200. Students may not receive credit for both CIS-2200 and INT-2200.) Prerequisite: INT-1111 with grade of C or better. 3 class/3 lab hours.

INT-2300 Windows Desktop Client. *3 Credits*

(CyberWatch common course equivalent: CW 232)

Students will learn basic Windows Desktop Operating System administration and configuration. Topics covered include installing/configuring Windows Desktop Operating System, troubleshooting, network protocol implementation and basic system security. This course charges an additional $32.00 per credit hour Information Technology Certification fee. (Formerly offered as CIS-2300. Students may not receive credit for both CIS-2300 and INT-2300.) Prerequisite: INT-1010 with grade of "C" or better or permission of department chair. 2 class/2 lab hours.

INT-2310 Windows Server Administration. *3 Credits*

(CyberWatch common course equivalent: CW 230)

Students will learn Windows Server administration and configuration. Topics covered include installing Windows Server operating system, configuring network services, managing systems access, troubleshooting devices, monitoring and optimizing system performance, implementation of virtual private networks (VPNs) and system security configuration. This course charges an additional $32.00 per credit hour Information Technology Certification fee. (Formerly offered as CIS-2310. Students may not receive credit for both CIS-2310 and INT-2310.) Recommended prerequisite: INT-2300 or familiarity with the Windows Client Desktop. 2 class/ 2 lab hours.

INT-2312 Windows Active Directory. *3 Credits*

Students will analyze business and technical requirements, identifying current and future enterprise needs to design an Active Directory service infrastructure. Students will learn the fundamental skills necessary to install and administer an Active Directory service infrastructure. Topics covered include assessing the impact of Active Directory services on existing systems and

processes, creating and implementing a forest model and schema modification plan, defining and naming domains, managing Active Directory users, computer and group accounts, designing site topology, and developing the structure of organizational units. (This course replaces both CIS-2330 and CIS-2350. Students may not earn credit for INT-2312 if they have completed either CIS-2330 or CIS-2350. Students who need one of those courses should take INT-2312 instead.) Prerequisite: INT-2310 with grade of "C" or better. 2 class/2 lab hours.

INT-2314 Windows Network Infrastructure. *3 Credits*

Students will analyze business and technical requirements, identifying current and future enterprise needs for supporting a Windows platform Network Infrastructure. Students will learn the fundamental skills necessary to design, install and administer Windows Internet Name Service (WINS), Domain Name System (DNS), Dynamic Host Configuration Protocol (DHCP), Public Key Infrastructure (PKI), Fault tolerance clustering and load balancing, Remote Access Services (RAS) and Routing, Virtual Private Network (VPN), Internet Protocol Security (IPDec) and Network Address Translation (NAT) services. Topics covered include the design and implementation of network infrastructure services and assessing the impact of network infrastructure services on existing systems and networks. (This course replaces both CIS-2320 and CIS-2370. Students may not earn credit for INT-2314 if they have completed either CIS-2320 or CIS-2370. Students who need one of these courses should take INT-2314 instead.) Prerequisite: INT-2310 with grade of "C" or better. 2 class/2 lab hours.

INT-2316 Microsoft Exchange Configuration. *3 Credits*

Students will analyze business and technical requirements, identifying current and future enterprise needs to design and implement Microsoft Messaging service infrastructure. Students will learn the fundamental skills necessary to install and configure Microsoft Exchange Messaging service. Topics covered include assessing the impact of Microsoft Exchange Messaging service on existing Enterprise systems and processes, installing and configuring Microsoft Exchange Messaging Service. Recommended prerequisite: INT-2312. 2 class/2 lab hours.

INT-2318 Microsoft Exchange Design and Deployment. *3 Credits*

Students will analyze business and technical requirements, identifying current and future enterprise needs to design and implement Microsoft Messaging service infrastructure. Students will learn the fundamental skills necessary to design, deploy, and maintain Microsoft Exchange Messaging service. Topics covered include assessing the impact of Microsoft Exchange Messaging service on existing Enterprise systems and processes, designing, deploying and maintaining Microsoft Exchange Messaging Service. Recommended Prerequisite: INT-2316. 2 class/2 lab hours.

INT-2450 CCNA 3: 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, includ-

Course Descriptions

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

INT-2450 continues from previous page

ing security and privacy components. This course charges an additional $32.00 per credit hour Information Technology Certification fee. (Formerly offered as ENT-1960. Students may not receive credit for both ENT-1960 and INT-2450.) Prerequisite: INT-1460 (formerly ENT-1950). 3 class/2 lab hours.

INT-2460 CCNA 4: Accessing the WAN. *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. (Formerly offered as ENT-1970. Students may not receive credit for both ENT-1970 and INT-2460.) Prerequisite: INT-2450 (formerly ENT-1960). 3 class/2 lab hours.

INT-2530 Telecommunications. *3 Credits*
Operation of the US telecommunications system, including the local loop, cellular system, the SS7 long distance system and Voice over IP. Coding, compression, error-checking and security systems used to ensure quality and performance. (Formerly offered as ENT-2830. Students may not receive credit for both ENT-2830 and INT-2530.) Prerequisite: INT-1010 or permission of the department.

INT-2540 Computer Hardware II: A+ Preparation. *4 Credits*
Diagnosis and troubleshooting techniques for personal computers, with emphasis on setup, configuration conflicts and operating system issues. Second course of a sequence that helps prepare students for the CompTIA A+ certification. (Formerly offered as ENT-2840. Students may not receive credit for both ENT-2840 and INT-2540.) Prerequisite: INT-1540 (formerly ENT-1840). 3 class/3 lab hours.

INT-2560 Advanced PC Configuration and Repair. *4 Credits*
Advanced personal computer troubleshooting and repair. Emphasis is on advanced setup issues, BIOS, registry, video, file systems, and RAM issues. (Formerly offered as ENT-2860. Students may not receive credit for both ENT-2860 and INT-2560.) Prerequisite: INT-2540 (formerly ENT-2840). 3 class/3 lab hours.

INT-2690 CISSP Preparation. *3 Credits*
(CyberWatch common course equivalent: CW 270)

Explores and reviews all ten domains of the CISSP Common Body of Knowledge (CBK) and can be used as preparation for the Certified Information Systems Security Professional (CISSP) Exam or the Systems Security Certified Practitioner (SSCP) Exam as administered by the International Information Systems Security Certification Consortium (ISC)2. (Formerly offered as CIS-2690. Students may not receive credit for both CIS-2690 and INT-2690.) Prerequisite: INT-1620; INT-1660 recommended. 2 class/2 lab hours.

INT-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. (Formerly offered as CIS-2720. Students may not receive credit for both CIS-2720 and INT-2720.) Prerequisite: INT-1111. 3 class/3 lab hours.

INT-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. (Formerly offered as CIS-2760. Students may not receive credit for both CIS-2760 and INT-2760.) Prerequisite: INT-1700. 3 class/3 lab hours.

INT-2840 Systems Analysis and Project Management. *4 Credits*
A structured approach to analysis, design and development of computer information systems, including a team project utilizing project management concepts and tools. This capstone course in the nformation Technology A.A.S., Information Science A.S., and Information Security A.A.S. programs should be taken near the end of the student's program of study. *Capstone Course:* Students must have completed a minimum of 18 credits of INT/CIS coursework and 45 credits overall prior to enrolling in this course. A minimum cumulative GPA of 2.00 or better is also required. (Formerly offered as CIS-2840. Students may not receive credit for both CIS-2840 and INT-2840.) 3 lecture/3 lab hours.

INT-2890H Honors Colloquium in Information Technology. *3 Credits*
This honors colloquium will examine special topics in the field of Information Technology and their relevance across disciplinary perspectives. The issues to be addressed in each colloquium will vary from semester to semester. These courses are designed for students in the Honors program, but are open to others with the approval of the honors coordinator or the instructor. (Formerly offered as CIS-2890H. Students may not receive credit for both CIS-2890H and INT-2890H.) Prerequisite: Reading proficiency and permission of instructor or honors coordinator.

INT-2910-2930 Cooperative Education. *1–3 Credits*

Management (MGT)

Business Studies Department
Bladen Hall, Room 210
301-322-0080

The Subject name (MGT) has changed. See "Business Management" (BMT) to be found earlier in this chapter

Marketing (MKG)

Business Studies Department
Bladen Hall, Room 210
301-322-0080

The Subject name (MKG) has changed. See "Business Marketing" (BMK) to be found earlier in this chapter.

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 142 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-0104 Intermediate Algebra. *0 Credits (4 EH)*
Continuing development and applications of algebraic, graphing, calculator and problem-solving skills, with emphasis on linear and non-linear expressions, functions, equations and inequalities. ("Non-linear" includes absolute value, polynomial, rational, radical, exponential and logarithmic.) Other topics include real and complex numbers, exponents and radicals. Prerequisites: Math placement score or DVM-0071 completed with grade of C or better, or equivalent. Reading placement score or DVR-0061 completed or concurrent or equivalent. Student must have a graphing calculator.

MAT-1050 Elements of Mathematics. *4 Credits*   **M**
Designed for students preparing to teach at the preschool and elementary level. Overview of mathematical systems, including sets, natural numbers, integers, rational and irrational numbers, algorithms and computational methods. Prerequisite: Math placement score or MAT-0104 (formerly MAT-1040) with grade of C or 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-0104 (formerly MAT-1040) with grade of C or better.

MAT-1130 Mathematics for the Liberal Arts. *3 Credits*   **M**
Survey of modern mathematics and applications, historical perspective and calculator/computer applications with emphasis on the liberal arts. Topics include: sets, probability and statistics, systems of numeration, modern algebraic structures and modern geometries. Prerequisite: Math placement score or MAT-0104 (formerly MAT-1040) with grade of C or 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-0104 (formerly MAT-1040) with grade of C or better.

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. (Credit may not be received for both MAT-1190 and MAT-1160.) Prerequisite: Math placement score or MAT-0104 (formerly MAT-1040) with grade of C or 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-0104 (formerly 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-0104 (formerly 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 permission of mathematics department. 5 class/1 recitation hours.

MAT-2160 Applied Calculus I. *3 Credits*   **M**
First course in a two-course sequence of applied calculus for business and social and life sciences majors. Topics include limits, differentiation, integration, functions of several variables including partial derivatives and applications. Prerequisite: Math placement score or MAT-1350 with grade of C or better.)

Course Descriptions

Mathematics Sequences

Prerequisites for All Mathematics Courses

DVM-0031 → DVM-0071 → MAT-0104

Elementary Education Majors

MAT-1050 → MAT-1060
MAT-1050 → MAT-1160

Selected Technology Degree Programs

MAT-1340

Precalculus Prerequisite for All Calculus Courses

Note: MAT-1370 is an accelerated course with special prerequisites.

MAT-1350

MAT-1370

General Education Courses

MAT-1120
MAT-1130
MAT-1140
MAT-1190

Applied Calculus-Based Degree Programs

MAT-2210

MAT-2160 → MAT-2170
MAT-2160 → MAT-2500

Science and Engineering Calculus-based Degree Programs

MAT-1360 → MAT-2410

Note: Students who never have studied geometry and/or trigonometery are encouraged to take MAT-1340 before MAT-1360.

MAT-2410 → MAT-2420 → MAT-2430
MAT-2420 → MAT-2460
MAT-2410 → MAT-2450
MAT-2410 → MAT-2500

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. Offered spring semester only. 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. Business applications are stressed. A statistical computer software package will be used. Prerequisites: Math placement score or MAT-1350 with grade of C or better. 3 class/1 recitation hour.

MAT-2410 Calculus I. *4 Credits* **M**
First course in a three-semester sequence of university-level calculus for a variety of majors including, but not exclusive to, science, engineering, and mathematics. It provides an introduction to single variable calculus; study of limits, continuity, differentiation and its applications, definite and indefinite integrals and the Fundamental

Theorem of Calculus. Prerequisite: Mathematics placement score or MAT-1360 with grade of C or better or MAT-1370 with a grade of C or better.

MAT-2420 Calculus II. *4 Credits* **M**
Second course in a three-semester sequence of university-level calculus for a variety of majors including, but not exclusive to, science, engineering, and mathematics. Includes the study of integration techniques for single variable functions, applications of integration, improper integrals and infinite series including Taylor series and their applications. Prerequisite: MAT-2410 with grade of C or better.

MAT-2430 Calculus III. *4 Credits* **M**
Third course in a three-semester sequence of university-level calculus for a variety of majors including, but not exclusive to, science, engineering, and mathematics. Includes the study of analytic geometry in space, vector-valued functions with applications, differentiation and integration of multi-variable functions with applications, integration in vector fields including line and surface integrals and Green's, Gauss's and Stokes' theorems. Prerequisite: MAT-2420 with grade of C or 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. Offered spring semester only. 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-2550 Introduction to MATLAB. *1 Credit*
Fundamentals of MATLAB, including working with MATLAB user interface, basic commands, variables and expressions of various data types, solving equations, pre-calculus and calculus operations, matrices and vectors, functions, basic programming and M-files. Prerequisite: MAT-2410 or higher concurrently.

MAT-2910–2930 Cooperative Education. *1–3 Credits*

Multi-Disciplinary
English/History (MLD)

History, Political Science, Geography
and Anthropology Department
Marlboro Hall, Room 3078
301-322-0561

MLD-1410 Multi-Disciplinary EGL-1010/HST-1410.
6 Credits   **E, SS**
A dual, interdisciplinary course applying the techniques of expository writing to the content of American history from the colonial period through the Civil War. Students will earn credit for both EGL-1010 and HST-1410. Prerequisites: Reading and writing proficiency or C or higher in EGL-1000 or in ESL-2020.

MLD-1430: Multi-Disciplinary EGL-1020/HST-1430.
6 Credits   **E, SS**
A dual, interdisciplinary course using literature and literary analysis to augment the study of American history from the Civil War through the present. The course incorporates university-parallel study of and writing about American literature by genre (e.g., fiction, poetry, drama), including essays, a research paper, online/special projects and a writing-lab component. Students will earn credit for both EGL-1020 and HST-1430. Prerequisites: Reading and writing proficiency or EGL-1010 with a C or 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.

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. 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, Music, and Philosophy Department
Marlboro Hall, Room 1068
301-322-0955

MUS-1000 Fundamentals of Music Theory. *3 Credits*
Preparation for MUS-1150 for those lacking a strong background. Basic principles of music theory. Prerequisite: Reading proficiency. 2 class/2 lab hours.

MUS-1010 Music Appreciation. *3 Credits*   **H**
Appraisal of the different styles of music from the Middle Ages to the present time. Not open to music majors. Prerequisite: Reading proficiency.

MUS-1030 Concert Choir. *1 Credit*
Mixed chorus performing music selected from the Renaissance to the present. Required for voice majors. May be repeated for up to 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.

Course Descriptions

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

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 and Ear Training. *1 Credit*
The study of aural skills, including sight singing of standard music scores with sofeggio, and dictation of harmonic, melodic, and rhythmic materials. Prerequisite: MUS-1000 with a grade of C or better or placement exam. 2 lab hours.

MUS-1290–1420 Applied Music (Private Instruction). * *2 Credits*
Grade of C or better in the first course plus permission of the Music Department, in order to enroll in the second course in the sequence. One 60-minute private lesson per week plus assigned independent practice.

Special Fee: $250.00 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-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

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*
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 and permission of the Music Department. (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). One 60-minute private lesson per week plus assigned independent practice.
* **Special Fee:** *$250.00 for private instruction, one hour per week per semester.*

    MUS-2290–2300 Voice
    MUS-2310–2320 Woodwind
    MUS-2330–2340 Brass
    MUS-2350–2360 Strings (including Jazz, Classical and Bass Guitar)
    MUS-2370–2380 Percussion
    MUS-2390–2400 Piano
    MUS-2410–2420 Organ

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 with grades 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.)

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 require-ments 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. *Capstone Course:* Students must complete a minimum of 53 credits, including any prerequisite courses, prior to enrolling in this course. 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-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-1010, BIO-2050, placement for college level algebra, officially enrolled as an LPN petitioner, BIO-2060 and PSY-1010 completed or concurrent. 3 class hours. (Offered spring only.)

NUR-1010 Introduction to Nursing (RN). *1 Credit*
This is an introductory course which focuses on preparing the student for the rigorous study required for the clinical nursing courses. The patient-needs framework of the curriculum and nursing process will be discussed. Ethical and legal issues, nursing history and discussion of the health care system will be emphasized. Students are introduced to effective methods of stress management, test-taking skills and critical thinking concepts. Cultural sensitivity and dosage calculations are among other concepts explored. Prerequisites: EGL-1010, BIO-1010, BIO-2050, MAT-1120 or higher, BIO-2060 and PSY-1010 completed or concurrent. Upon successful completion of NUR-1010 the student may petition for admission to the Nursing program (RN). 7 weeks: 2 class hours.

Course Descriptions

NUR-1020 Foundations of Nursing Practice. *7 Credits*
This course introduces students to concepts about the individual, environment, health, nursing and the learning process. The acquired knowledge enables students to effectively meet patient needs across the lifespan. Introduction of nursing theory and practice that supports a safe, effective care environment, physiological and psychological integrity, as well as health promotion are emphasized. Guided practice in various health care settings is correlated with classroom and campus lab experiences. Prerequisites: NUR-1000 or NUR-1010, PSY-1010, BIO-2060, BIO-2010 completed or concurrent, admission into the Nursing program (LPN or RN). 15 weeks/3.5 class/8 clinical/2 lab hours.

NUR-1030 Reproductive Health. *3 Credits*
This course presents a holistic approach to the care of the childbearing family. Emphasis is on principles and application of theory when using the nursing process in care of patients during all phases of the childbearing cycle. Disorders and diseases affecting the female and male reproductive tract are included. Clinical settings include mother-baby units, labor and delivery, neonatal intensive care, health clinics and postpartum home visits. Prerequisites: NUR-1020, NUR-1040 concurrent. 15 weeks/1.5 class/5 clinical (more than 9 weeks)/1.5 lab hours.

NUR-1040 Physiological Integrity I: Nursing the Client with Acute and Chronic Health Alterations. *5 Credits*
This course is designed to assist students to meet the health care needs of patients with commonly occurring acute and chronic health disorders. Physiological and psychosocial adaptation, prevention and early detection and self-care will be emphasized with a focus on maintaining a safe, effective care environment and the application of previously learned skills and information. Pharmacological concepts will be integrated throughout the course content. Clinical experiences will be provided in a variety of supervised, structured health care settings. Prerequisites: NUR-1020; NUR-1030 concurrent. 15 weeks/2.5 class/6 clinical/1.5 lab hours.

NUR-1050 Adaptation and Practices—PN. *8 Credits*
This course includes the multifaceted approach to health promotion of children and adults with complex health needs. Nursing interventions for the patient with complex health problems in the areas of safe and effective care, psychosocial adaptation and physiological adaptation are included. The nursing role is developed with emphasis on health maintenance, health promotion and disease prevention. Selected clinical practices in the community and acute care settings allow the student to analyze and synthesize valuable skills and knowledge. Content also includes transition into practice, issues of the nursing profession, roles of the practical nurse and NCLEX-PN preparation. This is the culminating experience course for the PN program. Prerequisites: satisfactory completion of NUR-1000, NUR-1020, NUR-1030, NUR-1040 and completion of all other general education requirements for LPN certificate. 10 weeks: 6 class/14.5 clinical/3.5 lab hours. (Offered summer only.)

NUR-1060 LPN to RN Transition. *6 Credits*
This course is designed to prepare licensed practical nurses for entry into the second year of the Associate Degree Nursing program. The nursing role is differentiated with emphasis on health maintenance, health promotion and disease prevention. Content will be presented within the patient-needs framework and include topics such as role transitioning, nursing process, documentation, communication and legal and ethical issues. The Prince George's Community College curriculum framework will be explored. Selected content from the first year of the associate degree program in physiological integrity, growth and development and dosage calculation will be reviewed. Supervised clinical practice in selected acute care and community settings will be provided. Independent study and review of previously learned concepts of nursing care of the maternity and newborn patient will be required. Upon satisfactory completion of this course the student is eligible to enroll in NUR-2010 and NUR-2020. Prerequisites: Admission to the Transition program. 4 class/5 clinical (more than 12 weeks)/2 lab hours. (Offered fall and spring.)

NUR-1070 EMT/Paramedic-RN Transition Option. *8 Credits*
This 10-week course (offered in the summer only) is designed to prepare paramedics for entry into the second year of an Associate Degree Nursing program. Information from the first year nursing program courses is presented in a condensed format. The patient-needs framework of the curriculum, as well as nursing processes will be explored. Students are presented with effective methods of stress management, test-taking skills and critical thinking concepts. The nursing role is discussed with emphasis on health maintenance, health promotion, physiological and psychosocial integrity and adaptation. Pharmacological concepts will be integrated throughout the course content. Topics also include role transition, nursing process, documentation, communication, legal and ethical issues. The Prince George's Community College framework will be examined. Selected content for the first year of the associate degree program include acute and chronic health disorders, care of the patients during all phases of the child bearing cycle, disorders and diseases affecting the female and male reproductive tract and dosage calculations. Supervised clinical practice in selected long-term and acute care settings is correlated with classroom and campus laboratory experience. Upon successful completion of this course the student is eligible to enroll into the second year courses of the RN program (NUR-2010 and NUR-2020).Prerequisite: Program admission and completion of EGL-1010, MAT-1120 (or higher), BIO-1010, BIO-2050, BIO-2060, BIO-2010, and PSY-1010 with grades of C or 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. NUR 2020 concurrent. 1.5 class/5 clinical (for 9 weeks)/1.5 lab hours.

NUR-2020 Physiological Integrity II: Nursing the Client with Multidimensional System Involvement. *5 Credits*
This course is designed to assist students in the theoretical and practical application of the nursing process to meet the healthcare needs of clients with complex, chronic disorders with multidimensional system involvement and rehabilitation needs. Physiologic and psychosocial adaptation, prevention and early detection and self care will be emphasized, with a focus on outcome management and synthesis of information. Pharmacological concepts will

be integrated throughout the course content. Clinical experience will be provided in a variety of supervised healthcare settings. Prerequisites: NUR-1030 and NUR-1040. NUR-2010 concurrent. 2.5 class/6 clinical/1.5 lab hours.

NUR-2031 Psychosocial Integrity. *3 Credits*
Emphasizes three levels of prevention and early detection of health problems related to paychosocial adaptation throughout the life span, following the guidelines of the NCLEX Test Plan. Theory and practice include mental health concepts; therapeutic communications and environment; crisis intervention; coping mechanisms; behavioral interventions; cultural diversity and spiritual influences on health; sensory/perceptual alterations; chemical and other dependencies; family dynamics; psychopathology; safe, ethical practice; developmental stages and transitions; and pharmacologic therapies. Prerequisites: NUR-2010 and NUR-2020. NUR-2032 and NUR-2040 concurrent. *Capstone Course:* Students must complete 53 credits, including all prerequisite courses, prior to enrolling in this course. 1.5 lecture/1.5 lab/5 clinical (for 9 weeks).

NUR-2032 Physiological Integrity III. *3 Credits*
Focuses in depth on the nursing care for clients and families experiencing serious threats to physiological integrity. Students synthesize and integrate knowledge, skills, and abilities to evaluate and modify a plan of care; independently plan, implement, and evaluate the delivery of safe, effective care; facilitate optimal physiological functioning to maximize health outcomes. Clinical experiences will be provided in a variety of specialized acute care settings. Prerequisites: NUR-2010 and NUR-2020. NUR-2031 and NUR-2040 concurrent. 1.5 lecture/1.5 lab/9 clinical (for 5 weeks).

NUR-2040 Management of Care and Professional Issues. *3 Credits*
The focus of this course will be on providing integrated, cost-effective care to clients through coordination, supervision and collaboration with other members of the healthcare team. Students will analyze, synthesize and evaluate care for groups of patients in a variety of healthcare settings. Professional practice issues will be applied to healthcare situations and NCLEX-RN readiness, the role of the nurse and transition into the workforce. Prerequisites: NUR-2010 and NUR-2020. NUR-2031 and NUR-2032 concurrent. *Capstone Course:* Students must complete a minimum of 53 credits, including any prerequisite courses, prior to enrolling in this course.

NUR-2890H Honors Colloquium in Nursing. *3 Credits*
This honors colloquium will examine special topics in the field of nursing and their relevance across disciplinary perspectives. The issues to be addressed in each colloquium will vary from semester to semester. These courses are designed for students in the Honors program, but are open to others with the approval of the honors coordinator or the instructor. Prerequisites: Reading proficiency and permission of instructor or honors coordinator.

Nutrition (NTR)

Health, Nutrition and Physical Education Department
Novak Field House, Room 104
301-322-0504

NTR-1010 Introductory Nutrition. *3 Credits*   Sc
Addresses basic information about essential nutrients and their functions in the body as well as known and hypothesized relationships between long-term diets and development of chronic diseases. The course addresses current issues in nutrition and food safety research. Course content includes current issues in weight management, interactions between nutritional status and physical fitness and food safety. (Formerly BIO-115. Students cannot receive credit for both BIO-115 and NTR-1010.) Prerequisite: Reading proficiency. (Honors version available.)

NTR-1100 Introduction to Food Science. *3 Credits*   Sc
Introduction to basic chemical, physical and microbiological aspects of food and the ways in which these sciences are integrated into the food industry. Course will examine technical and practical aspects involved in harvest, storage, manufacture, preservation, packaging, distribution and marketing of food products. Current controversies in food science will be explored. (Formerly BIO-116. Students cannot receive credit for both NTR-1100 and BIO-116.) Prerequisite: Reading proficiency.

NTR-1200 Nutrition for Infants and Young Children. *3 Credits*
Addresses basic information about essential nutrients and their functions in the body with a special emphasis on the needs of the infant and young child through age eight. The course also addresses topics relevant to current nutrition and food safety research. Students develop knowledge and skills particularly appropriate for early childhood educators and program administrators, including the role of nutrition in cognitive development, behavior, weight control and long-term health. The course also addresses regulatory issues and resources for continuing professional development. This course is open to and appropriate for non-early childhood education majors. Prerequisite: Reading proficiency.

Paralegal (PAR)

Public Safety and Law Department
Bladen Hall, Room 208
301-322-0553

PAR-1510 Introduction to Law for the Paralegal. *3 Credits*
An overview of the law, the court system and the role of the paralegal in preparing cases for trial and appeal. Prerequisite: Reading proficiency.

PAR-1550 Techniques of Legal Research. *3 Credits*
Develops legal research skills. Students utilize a law library for preparing legal research assignments. Prerequisites: Reading proficiency and English proficiency or EGL-0100 (formerly EGL-1000).

Course Descriptions

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 degree in Paralegal Studies. (Formerly PAR-1600. Students cannot receive credit for both PAR-1600 and PAR-2650.) Prerequisite: Reading proficiency. *Capstone Course:* Students must complete a minimum of 47 credits prior to enrolling in this course. A cumulative GPA of 2.00 or better is also required.

PAR-2910–2930 PAR Internship. *1–3 Credits*
The internship is a practicum with measurable learning objectives designed to broaden the educational experience. Students are assigned to appropriate governmental and private agencies. 3–9 practicum hours.

Planning for Academic Success (PAS)

Academic Enrichment Department
Marlboro Hall, Room 2118
301-322-0495

PAS-1010 Planning for Academic Success. *3 Credits*
An introduction to knowledge and strategies designed to promote success in the college environment. The course focuses on developing 1) interpersonal and self-management skills and attitudes and 2) critical thinking and study skills needed to achieve academic success. Students will acquire a working/practical knowledge of the college's resources, services, procedures and requirements. Self-assessments serve as tools to identify values and goals for individual life planning and academic achievement. Co-requisite: DVR-0061.

PAS-1030 Planning for Academic Success in Math. *1 Credit*
Designed to introduce study skill strategies for success in mathematics. Encourages students to explore their feelings about math and to develop strategies to overcome math avoidance and manage anxiety. Emphasis will be placed on note-taking, critical thinking, preparing for, taking, and analyzing math tests. This course is open to students at all levels of mathematical skill. Corequisite: Must be taken with or prior to the first math course if placed into any DVM course or in MAT-0104 (formerly MAT-1040).

Philosophy (PHL)

Art, Music, and Philosophy Department
Bladen Hall, Room 310
301-322-0946

PHL courses require a satisfactory reading score on the placement test or satisfactory completion of appropriate DVR coursework.

PHL-1010 Introduction to Philosophy: The Art of Questioning. *3 Credits*   H
Asking and answering the basic and meaningful questions of life and clarifying one's thinking in relation to self, others, laws, nature and God. Prerequisite: Reading proficiency. (Honors version available.)

PHL-1090 Introduction to Logic. *3 Credits*   H
The elements of logic; how to translate ordinary language into logical form and craft valid arguments. Prerequisite: Reading proficiency.

PHL-1150 Law and Values. *3 Credits*
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.)

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, Nutrition and Physical Education Department
Novak Field House, Room 104
301-322-0504

PED-1000 Lifetime Fitness and Leisure Activities. *1 Credit*
Develops basic skill level in selected activities. These courses are 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 skill levels; explores how to experience wellness and stay active throughout one's life. Class also includes lectures and textbook information to help students stay healthier through the understanding of total wellness.

Weight Training:
    Circuit Weight Training: a series of strength and aerobic exercises using various weight machines and stationary cycles.
    Weight Training and Conditioning: weight training programs designed for the individual student.
    Weight Training and Water Workout: a combination of weight training and water exercise.

Sports:
    Baseball, **Basketball**, **Bowling**, **Golf**, **Karate**, **Racquetball** and **Tennis**. Courses are designed to introduce beginner and intermediate students to the skills, theories, fundamentals, strategies, etiquette and safety considerations of these activities.

Aerobic Base:
    Step Aerobics for beginning and intermediate students. Activities include other aerobic activities, muscle toning, use of hand weights and nutritional information. **Cardio Kickboxing**, **Aerobic Dance** and **Cardio Fitness** are classes with an emphasis on cardiorespiratory endurance.

Swimming:
    Beginner, intermediate and advanced swimming classes are offered. Courses include instruction on strokes, skills and water safety. Water exercise classes include water workout, aquatics and a combination class that includes weight training and water workout. Classes are taught in shallow water as well as deep water. Ability to swim is not necessary, buoyancy belts are provided for individuals on request.

Social Dance:
    Ballroom I: Basic skills associated with leading and following are introduced. Dances include Foxtrot, Waltz, Swing, Cha Cha and Merengue.
    Ballroom II: More advanced figures in dances than level I. Dances include the Tango, Rhumba, Polka, Mambo and Disco.
    Country Western: Basic steps are introduced for the Texas two-step, Country Waltz, Shuffle and Cha Cha. Various line and circle dances are also introduced.
    Hand Dancing: Basic steps are introduced, turns, start, release and not release turns, wraps, swings, along with history and etiquette.

Other classes available:
    Bowling, Walking and **Hiking**.

Course Descriptions

PED-1110 Introduction to Physical Education. *2 Credits*
Physical education as a profession, including its history, opportunities and education requirements. Includes field trips and other experiences. (Offered fall only.)

PED-1130 Rhythmic Activities. *2 Credits*
This course is for elementary teachers, physical education teachers and recreation leaders. It includes rhythmic skills for all age levels, including folk and square dancing. Offered spring semester only.

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-2400 ACE Personal Trainer. *3 Credits*
Encompasses theoretical knowledge and practical skills to prepare individuals interested in personal training. Topics include guidelines for instructing safe and effective exercise, essentials of client/trainer relationships, designing and implementing appropriate exercise programs. This course reviews material that prepares students to take the American Council for Exercise (ACE) Examination. Successful completion of this exam is required for certification. 2 lecture/2 lab hours.

PED-2910–2930 Cooperative Education. *1–3 Credits*

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-0104 and Reading proficiency. 3 class/2 lab hours.

PSC-1200 Exploring Chemistry and Physics Concepts.
4 Credits   **Sc**
Hands-on activity-based course is for students who plan to teach preschool through grade eight. Content is based on topics recommended by National Science Education Content Standards and the K–8 Science Outcomes document of Prince George's County Public Schools. Emphasis is on building process skills and content understanding using a constructivist-based teaching methodology. Prerequisite: Reading proficiency. 3 class/2 lab hours.

PSC-1210 Exploring Earth and Space Science Concepts.
4 Credits   **Sc**
Hands-on activity-based course covering topics in earth and space sciences for students who plan to teach preschool through grade eight. Content is based on topics recommended by National Science Education Content Standards and the K–8 Science Outcomes document of Prince George's County Public Schools. Emphasis is on building process skills and content understanding using a constructivist-based teaching methodology. Prerequisite: Reading proficiency. 3 class/2 lab hours.

PSC-2890H Honors Colloquium in Physical Sciences. *3 Credits*
This honors colloquium will examine special topics in the field of physical science and their relevance across disciplinary perspectives. The issues to be addressed in each colloquium will vary from semester to semester. These courses are designed for students in the Honors program but are open to others with the approval of the honors coordinator or the instructor. Prerequisites: Reading proficiency and permission of the instructor or honors coordinator.

PSC-2910–2930 Cooperative Education. *1–3 Credits*

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. (Offered spring semester only)

PHY-1030 General Physics I. *3 Credits*   Sc
First semester of three-semester sequence (PHY-1030/2030/2040) for science/engineering transfer students. Calculus-based study of classical mechanics, including laws of motion, force, energy, momentum and gravitation. Prerequisites: MAT-2410; MAT-2420 completed or concurrent. 3 class/1 rec hours.

PHY-1570 Technical Physics for Engineering Technology.
4 Credits   Sc
Concepts of energy and waves applied to sound, light, electricity and magnetism. For transfer to Engineering Technology program only. Prerequisite: MAT-1340 completed or concurrent. 3 class/3 lab hours.

PHY-2030 General Physics II. *4 Credits*
Calculus-based survey of kinetic theory, thermodynamics, electricity and magnetism and electromagnetic phenomena. For science/engineering transfers. Prerequisites: PHY-1030 and MAT-2420. 3 class/1 rec/3 lab hours.

PHY-2040 General Physics III. *4 Credits*
Calculus-based survey of simple harmonic motion, mechanical and electromagnetic waves, optics, relativity and modern physics. For science/engineering transfers. Prerequisite: PHY-2030. 3 class/1 rec/3 lab hours.

PHY-2890H Honors Colloquium in Physics. *3 Credits*
This honors colloquium will examine special topics in the field of physics and their relevance across disciplinary perspectives. The issues to be addressed in each colloquium will vary from semester to semester. These courses are designed for students in the Honors program but are open to others with the approval of the honors coordinator or the instructor. Prerequisites: Reading proficiency and permission of instructor or honors coordinator.

PHY-2910–2930 Cooperative Education. *1–3 Credits*

Political Science (POS)

History, Political Science, Geography and Anthropology 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-1400 Introduction to Environmental Policy. *3 Credits*
Provides an overview of the topics studied and methods employed in environmental policy, focusing on the process of formulating, implementing, and evaluating policy responses to environmental problems. Emphasis is given to policy controversies related to scientific uncertainty, risk assessment, resource distribution, and bioethical issues. Prerequisite: BIO-1110.

POS-2010 Political Ideologies. *3 Credits*
Survey of prominent political ideologies influencing 20th century history and politics: nationalism, socialism, communism, fascism and democracy. Prerequisite: Reading proficiency. (Offered fall semester only)

POS-2070 Introduction to International Politics. *3 Credits*
Analysis of major factors influencing world politics and the conduct of foreign policy. Prerequisite: Reading proficiency. (Offered spring semester only)

**POS-2150 Introduction to Comparative Politics
and Government.** *3 Credits*
This course is an introduction to the comparative study of how different polities approach problems of government and governing. Focus will be placed on comparing and contrasting three models of government, democracies, communist regimes and developing nations. Prerequisite: Reading proficiency. (Offered fall semester only. Honors version available.)

POS-2890H Honors Colloquium in Political Science. *3 Credits*
Team-taught by political science and psychology professors, this colloquium will examine the phenomenon of leadership by focusing primarily on the scholarship and analysis of several modern approaches. Leadership theories of Harvard psychologist Howard Gardner provide the framework for comparing leaders in a variety of fields. Political sci-

Course Descriptions

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

POS-2890H continues from previous page

entist 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)

Psychological and Sociological Sciences Department
Marlboro Hall, Room 2054
301-322-0525

PSY-1010 General Psychology. *3 Credits*   SS
University-parallel introductory course which surveys the field of psychology, including the study of behavior, cognitive processes, the concepts of memory, perception and sensation, consciousness, personality development, psychological disorders, psychotherapy and social behavior. Prerequisite: Reading proficiency level. (Honors version available.)

PSY-1150 Death and Dying. *3 Credits*
Historical and current concepts of death and dying, including implications of euthanasia and suicide. Prerequisite: Reading proficiency.

PSY-2010 Personality and Adjustment. *3 Credits*   SS
Theories of personality and personality development, personal adjustment and mental health. Prerequisite: PSY-1010. (Honors version available.)

PSY-2020 Industrial/Organizational Psychology. *3 Credits*
Provides an overview of Industrial/Organizational Psychology. Sometimes called the "psychology of work," it is an applied science that uses psychological theories, applications and concepts to identify issues relevant to individual, group, and organizational issues. Those issues include, but are not limited to: job decisions, work motivation, work attitudes, leadership, and occupational health. The ultimate objective of this discipline is to maximize both employee well-being and organizational effectiveness. Prerequisite: PSY-1010. (Formerly offered as PSY-2980 Industrial and Organizational Psychology and as PSY-2250, Business Psychology. Students may receive credit for only one of these three courses: PSY-2020, PSY-2980, PSY-2250.)

PSY-2030 Child Psychology. *3 Credits*   SS
Physical, cognitive, social, emotional and moral development of the child from conception until adolescence. Prerequisite: PSY-1010.

PSY-2040 Adolescent Psychology. *3 Credits*   SS
Physical, cognitive, social, emotional and moral development of the adolescent, including discussion of different phases of adolescence. Prerequisite: PSY-1010.

PSY-2060 Educational Psychology. *3 Credits*
Focus on the processes and theories of learning, individual differences, measurement, motivation, emotions and problem solving, as well as thinking and communication in educational settings. Prerequisite: PSY-1010. A.A.T. students should take this course with TED-2061 (formerly EDU-2350).

PSY-2070 Human Growth and Development. *3 Credits*   SS
Life-span psychology covers the physical, cognitive, social, emotional and moral development of the individual from conception until death. Prerequisite: PSY-1010. (Honors version available.)

PSY-2080 Abnormal Psychology. *3 Credits*   SS
Focus on human behaviors and mental experiences that are unusual, unreasonable and distinct from cultural norms. Appropriate psychotherapeutic interventions as well as changing views of mental disorders are considered. Prerequisite: PSY-1010. (Honors version available.)

PSY-2090 The Psychology of Aging. *3 Credits*
The biological, psychological, historical and cultural aspects of aging are presented in a multidisciplinary approach. Diversities in the aging experience are discussed. Prerequisite: PSY-1010.

PSY-2100 Psychology of Women. *3 Credits*
An introductory course focusing on developmental, ecological, psychological and gender issues relevant to women. Prerequisite: PSY-1010.

PSY-2110 Psychology and African-Americans. *3 Credits*
Examines the psychology of African-Americans from Afrocentric, historical, behavioral, developmental and humanistic perspectives. Prerequisite: PSY-1010.

PSY-2120 Drugs and Behavior. *3 Credits*
Overview of the use of psychotropic drugs, including abused drugs as well as those used to treat mental disorders. Topics include legal and scientific issues relating to psychopharmacology, as well as its historical context. Treatment, law enforcement and educational perspectives are also considered. Prerequisite: PSY-1010.

PSY-2130 Forensic Psychology. *3 Credits*   SS
Introduces concepts that unite psychology and the law and reviews statutes governing competency, insanity and involuntary commitment. Students will become acquainted with forensic assessment techniques, including the interview process, specialized training and the collection of collateral information. Also considered are the assessments of competency to stand trial, criminal responsibility and dangerousness. Pre-sentencing and child custody evaluations are discussed as well. Prerequisite: PSY-1010.

PSY-2190 Social Psychology. *3 Credits*   SS
Covers predominant theories and research strategies, focusing on social cognition, including beliefs, judgments, behaviors and attitudes; social influence, including conformity, persuasion and group influence; and social relations, including the theories and research on aggression, prejudice, attraction and intimacy, altruism, conflict and peacemaking. Prerequisite: PSY-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-2210 Introduction to Health Psychology. *3 Credits*
Examines the research, theory and practice of health psychology. Focuses on the role lifestyle, diet, activity level and behavior play in the maintenance of health and in the etiology, treatment and prevention of disease. In particular, cultural issues related to health will be examined. Prerequisite: PSY-1010.

PSY-2890H Honors Colloquium in Psychology—Special Topic: Political and Psychological Perspective on Leadership.
3 Credits
Team-taught by political science and psychology professors, this colloquium will examine the phenomenon of leadership by focusing primarily on the scholarship and analysis of several modern approaches. Leadership theories of Harvard psychologist Howard Gardner provide the framework for comparing leaders in a variety of fields. Political scientist James McGregor Burns's psycho-political paradigm of transforming leadership will be used to examine such leaders as Queen Elizabeth I, Gandhi, Franklin and Eleanor Roosevelt, Martin Luther King and Mikhail Gorbachev, all major contributors to political, military, scientific and cultural aspects of our society. Prerequisites: Minimum score of 95 of the college's placement exam, 3.00 cumulative GPA and permission of the instructors or the Honors program coordinator.

PSY-2910–2930 Cooperative Education. *1–3 Credits*

Public Relations and Journalism (PRJ)

Communication and Theatre Department
Queen Anne Fine Arts Building, Room 113
301-322-0926

PRJ-1210 Public Relations Techniques. *3 Credits*
Exploration of techniques used in public relations message planning, designing and dissemination. Formerly offered as SPH-1210. Students may not receive credit for both SPH-1210 and PRJ-1210. Prerequisites: Reading and oral proficiencies or SPH-0955 and ESL-0106 (formerly SPH-1000 and ESL-1060) with grades of C or higher. 2 class/2 lab hours.

PRJ-2000. *News Writing for Public Relations. 3 Credits*
Explores the practices, principles and techniques of newswriting for public relations practitioners. Provides instruction on how to write a lead, bridge, and body of the hard news story, and introduces the basic structures most commonly used in newswriting. Prerequisites: Reading and oral proficiencies or SPH-0955 and ESL-0106 (formerly SPH-1000 and ESL-1060) with grades of C or higher.

PRJ-2210. *Introduction to Communication Theory. 3 Credits*
Designed to provide students with an introduction to the field of communication studies. Specifically, it introduces students to the study of communication theory and provides them with the conceptual and theoretical foundation needed to succeed as communication scholars. Concepts and theories learned in this course will be studied in greater detail in the upper level courses required for this major. Prerequisites: Reading and oral proficiencies or SPH-0955 and ESL-0106 (formerly SPH-1000 and ESL-1060) with grades of C or higher.

Radiography (RAD)

Allied Health 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 HIM-1800. 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.)

Course Descriptions

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. 3 class/3 lab hours/8 weeks. (Offered fall only.)

RAD-1530 Clinical Radiography I. *2 Credits*
First course in the clinical education component of the program. Supervised, competency-based clinical education with emphasis on application of comprehensive didactic knowledge in clinical practice. Emphasis on radiographic procedures of the upper extremity and shoulder girdle, lower extremity, thorax and abdomen. Prerequisites: 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 control of radiographic equipment and analysis of common equipment malfunctions are expanded upon. Image acquisition and processing with both film/screen and digital radiography systems are included. 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, computed tomography, cross-sectional anatomy, and special contrast procedures. Includes consideration of mobile, surgical, pediatric and geriatric patients, incorporating related pathology. Expanded study of pediatric, trauma and mobile and surgical radiography from previous semesters. This course expands upon course content of RAD-1420, to include application of radiation protection, equipment operation and quality control, image production and evaluation and patient care and education. Prerequisites: RAD-1550; RAD-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. *Capstone Course:* Students must complete a minimum of 51 credits, including all prerequisite courses, prior to enrolling in this course. 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 Computed Tomography. *3 Credits*
Board preparatory course providing students with knowledge in cross-sectional anatomy, patient care, imaging protocols and physics and instrumentation as they prepare for the ARRT certification exam in CT. Prerequisite: ARRT certification in the appropriate supporting discipline. (Offered fall and spring only.)

RAD-2970 Computed Tomography Clinical. *2 Credits*
Designed for those students who want to transfer their didactic knowledge to the clinical setting. Students will work under the supervision of registered CT technologists and board-certified radiologists as they perform CT examinations. Provides a base for completing competency requirements for the ARRT examination. Students are required to submit to a criminal background check, and provide documentation of current health assessment and CPR certification prior to clinical placement. Prerequisite: RAD-2960 within the past 2 years with grade of C or better.

RAD-2980 Magnetic Resonance Imaging. *3 Credits*
Board preparatory course providing students with knowledge in cross-sectional anatomy, patient care and safety, imaging protocols and physics and instrumentation as they prepare for the ARRT certification exam in MRI. Prerequisite: ARRT certification in appropriate supporting discipline. (Offered fall and spring only.)

RAD-2990 Clinical Magnetic Resonance Imaging. *2 Credits*
Designed for those students who want to transfer their didactic knowledge to the clinical setting. Students will work under the supervision of registered MR technologists and board-certified radiologists as they perform MR examinations. Provides a base

for completing competency requirements for the ARRT examination. All students are required to submit to a criminal background check and to provide documentation of current health assessment and CPR certification prior to clinical placement. Prerequisite: RAD-2980 within the past two years with grade of C or better.

Real Estate (RLS)

Business Studies Department
Bladen Hall, Room 210
301-322-0080

The subject name for Real Estate has changed. See "Business Real Estate" (BRE) listed earlier in this chapter.

Residential Property Management (RPM)

Business Studies Department
Bladen Hall, Room 210
301-322-0080

The subject name for Residential Property Management has changed. See "Business Property Management" (BPM) listed earlier in this chapter.

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.)

Course Descriptions

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 and Pediatric Respiratory Care. *3 Credits*
Designed to prepare students with theoretical understanding of fetal cardiopulmonary development, disease states specific to neonatal and pediatric patients as well as implementation of physical assessment and adaptation of respiratory care modalities to meet the needs of these unique groups of critically ill patients. Preparation for student entry into the neonatal/pediatric critical care clinical rotation. Open to second-year respiratory therapy students, credentialed respiratory care practitioners and nurses interested in neonatal/pediatric intensive care. Prerequisites: RST-1740; RST-2500 and RST-2530 concurrent. (Offered fall only.) 2 lecture/2 lab hours.

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. ***Capstone Course:*** Students must complete a minimum of 52 credits, including all prerequisite courses, prior to enrolling in this course. 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)

Psychological and Sociological Sciences Department
Marlboro Hall, Room 2054
301-322-0525

SOC-1010 Introduction to Sociology. *3 Credits*   **SS**
Survey of sociological concepts and their application to socialization, social organizations and social change. Prerequisite: Reading proficiency. (Honors version available.)

SOC-1020 Marriage and Family. *3 Credits*
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 dominant processes between ethnic, racial and religious groups with emphasis on cross-cultural and cross-national patterns. Prerequisite: ANT-1030 or POS-1010 or SOC-1010 or PSY-1010.

SOC-2400 Introduction to Public Health and Health Care Policy. *3 Credits*

An interdisciplinary course taught by leaders in the field focusing on the many areas contributing to public health and health policy. The intent is to heighten awareness of learners as both citizens and voters in understanding the importance of public health and health care policy development in the United States. Site visits to local and state health departments and government agencies will be included. Prerequisites: Reading proficiency and EGL-1010.

SOC-2890H Honors Colloquium in Sociology. *3 Credits*

This honors colloquium will examine special topics in the field of sociology and their relevance across disciplinary perspectives. The issues to be addressed in each colloquium will vary from semester to semester. These courses are designed for students in the Honors program, but are open to others with the approval of the honors coordinator or the instructor. Prerequisites: Reading proficiency and permission of instructor or honors coordinator.

SOC-2910–2930 Cooperative Education. 1–3 Credits

Spanish (SPN)

Language Studies Department
Bladen Hall, Room 309
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-0951 Oral U.S. English for the Non-native Speaker. *0 Credits (3 EH)*

U.S. English speaking skills for non-native speakers with limited English language skills.

Prerequisites: ESL-0081 and ESL-0100 (formerly ESL-0811 and ESL-1000) with grades of C or higher or placement by exam. 3 class/1 recitation hour.

SPH-0955 Oral U.S. Communication Skills for the Non-native Speaker. *0 Credits (3 EH)*

Oral communication skills, emphasizing the ability to send clearly spoken messages and to listen accurately in U.S. English. (Formerly offered as SPH-1000. Students may not receive credit for both

Course Descriptions

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

SPH-0955 continues from previous page

SPH-1000 and SPH-0955.) Prerequisites: SPH-0951, ESL-0102 and ESL-0105 (formerly ESL-1020 and 1050) with grades of C or higher or placement by exam. 3 class/1 recitation hour.

SPH-1010 Introduction to Speech Communication. *3 Credits*   H
Oral communication theory and practice focusing on interpersonal, small group and public speaking skills. Prerequisites: Reading and oral proficiencies or SPH-0955 and ESL-0106 (formerly SPH-1000 and ESL-1060) with grades of C or higher. (Honors version available.)

SPH-1030 Argumentation and Debate. *3 Credits*
Principles, preparation and practice of oral argumentation and debate. Prerequisite: Enrolled in Honors program or permission of department.

SPH-1030H Honors Argumentation and Debate. *3 Credits*
Principles, preparation and practice of oral argumentation and debate. Prerequisite: SPH-1010, SPH-1050 SPH-1090 or SPH-1110 with a grade of A or B.

SPH-1050 Group Communication and Leadership. *3 Credits*   H
Fundamentals of small group communication, including structuring of groups and extensive practice in group discussion and meeting management. Prerequisites: Reading and oral proficiencies or SPH-0955 and ESL-0106 (formerly SPH-1000 and ESL-1060) with grades of C or higher.

SPH-1070 Voice and Diction. *3 Credits*
Development of vocal skills and articulation through the use of the International Phonetic Alphabet. Prerequisites: Reading and oral proficiencies or SPH-0955 and ESL-0106 (formerly SPH-1000 and ESL-1060) with grades 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-0955 and ESL-0106 (formerly SPH-1000 and ESL-1060) with grades of C or higher. (Honors version available.)

SPH-1110 Public Speaking. *3 Credits*   H
Development of public speaking skills. Prerequisites: Reading and oral proficiencies or SPH-0955 and ESL-0106 (formerly SPH-1000 and ESL-1060) with grades of C or higher.

SPH-1130 Interviewing. *3 Credits*
Principles and procedures of interviewing, focusing on different types of interviews, their structures and the roles of the interviewer and interviewee. Prerequisites: Reading and oral proficiencies or SPH-0955 and ESL-0106 (formerly SPH-1000 and ESL-1060) with grades of C or higher.

SPH-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-0955 and ESL-0106 (formerly SPH-1000 and ESL-1060) with grades of C or higher.

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-0955 and ESL-0106 (formerly SPH-1000 and ESL-1060) with grades of C or higher.

SPH-2090 Advanced Interpersonal Communication. *3 Credits*
Provides an in-depth understanding of human communication and social media theories from personal, cultural, social, and organizational perspectives. Designed to help students develop flexibility and competence in their communication skills while using social media, and to better understand the advantages/disadvantages of social media in their interpersonal relationships. These acquired skills will help students enhance their personal, social, and professional relationships, especially as they prepare for organizational advancement and leadership roles. Prerequisite: SPH 1090

SPH-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-0955 and ESL-0106 (formerly SPH-1000 and ESL-1060) with grades 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*

Teacher Education (TED)

Teacher Education Department
Marlboro Hall, Room 2011
301-322-0780 or
301-583-5250

All TED courses must be passed with a grade of C or better.

**TED-1100 Principles and Practices in Early Childhood
Education. *3 Credits***
Develops an understanding of the roles and responsibilities of the early childhood education professional, and the history and current practices of early childhood education in the field today. Includes

the types of developmentally appropriate programs and related services in the field and their theoretical foundations. (Formerly ECE-1050. Students may not receive credit for both TED-1100 and ECE-1050.) Prerequisite: Reading proficiency

TED-1200 Child Growth and Development. *3 Credits*
An introduction to the growth and development of children from birth through adolescence. Emphasis is on theories, milestones, and practices of child development which foster optimum physical, cognitive, social, and emotional development in educational settings. (Formerly offered as EDU-1510 and ECE-1510. Students may not receive credit for TED-1200 and ECE-1510 or EDU-1510.) Prerequisite: Reading proficiency.

TED-1300 Methods and Materials in Early Childhood Education. *3 Credits*
Focuses on the methods and proper use of materials for effectively teaching young children. Students will plan and implement developmentally appropriate units, lessons, and activities for young children in variety of settings. (Formerly offered as ECE-2570. Students may not receive credit for both ECE-2570 and TED-1300.) Prerequisite: Reading proficiency.

TED-1400 Introduction to Multicultural Education. *3 Credits*
An introduction to the principles, concepts, and strategies of multicultural education. Emphasis is on using this knowledge to be able to create a classroom environment that is respectful of all students' cultures, recognizes the complexity of the world in which they live, and utilizes a variety of tools to foster multicultural awareness. (Formerly offered as ECE-1700. Students may not receive credit for both ECE-1700 and TED-1400.) Prerequisite: Reading proficiency. (Honors version available.)

TED-1980 Teaching and Learning in the 21st Century. *3 Credits*
Intended for those students wo wish to learn more about the teaching profession or those who may be thinking of changing their majors or careers to the field of education. Students will learn about the different areas of education, the programs for teacher education at the college, what it means to be an education professional, and an introduction to the basic concepts and skills in the field. The course encompasses hands-on activities and out-of-class experiences for students to gain additional knowledge about the field of education. Prerequisite: DVR-0051 or equivalent.

TED-2000 Foundations of Education. *3 Credits*
Introduces the study of schools from historical, philosophical, political and sociological perspectives. Current issues and practices in education are explored with attention to the many interactive influences of schools and society. Students who are considering teaching as a career should take this course with TED-2001. (Formerly offered as EDU-2000. Students may not receive credit for both EDU-2000 and TED-2000.) Prerequisite: Reading proficiency. It is recommended that AAT students take TED-2000 concurrently with TED-2001. (Honors version available.)

TED-2001 Field Experience for Foundations of Education. *1 Credit*
This course gives students the opportunity to observe local teachers in elementary, middle, and high schools. They will become familiar with the local school system and with how teachers and schools address educational issues studied in TED-2000. They will spend at least 15 clock hours in a school at the level at which they want to be certified. Students will attend a seminar at Prince George's Community College every other week. (Formerly offered as EDU-2330. Students may not receive credit for both EDU-2330 and TED-2001.) Prerequisite: Reading proficiency. It is recommended that students take TED-2001 concurrently with TED-2000.

TED-2061 Field Experience for Educational Psychology. *1 Credit*
Students will engage in guided field observations of the teaching and learning process. They will spend at least 15 clock hours in a school at the level at which they want to be certified. Students will attend a seminar at Prince George's Community College every other week. The field experience is an opportunity to apply concepts learned in PSY-2060 to processes of teaching and learning at a local school. (Formerly offered as EDU-2350. Students may not receive credit for both EDU-2350 and TED-2061.) Prerequisite: Reading Proficiency. It is recommended that AAT students take this course concurrently with PSY 2060.

TED-2100 Processes and Acquisition of Reading. *3 Credits*
Students will be able to explain the language and cognitive precursors to the reading acquisition process. Students will demonstrate a knowledge of phonemic awareness, phonics, vocabulary, comprehension and fluency in developing readers. (Formerly offered as EDU-2100. Students may not receive credit for both EDU-2100 and TED-2100.) Prerequisite: Reading proficiency.

TED-2110 Infant and Toddler Curriculum and Teaching. *3 Credits*
An introduction to the curriculum and teaching strategies necessary for developing a quality infant and toddler program. Students will plan and implement developmentally appropriate units, lessons, and activities for infants and toddlers in a variety of program settings. (Formerly offered as ECE-1650. Students may not receive credit for both ECE-1650 and TED-2110.) Prerequisites: TED-1100, TED-1200, TED-1300 and TED-1400.

TED-2115 School Age Child Care: Curriculum and Teaching. *3 Credits*
An introduction to the curriculum and teaching strategies necessary for developing a quality school age (before and after care) program. Students will plan and implement developmentally appropriate activities or lessons, develop schedules for school-age programming, and examine appropriate practices for teaching in a school age program. Prequisites: TED-1100, TED-1200, TED-1300 and TED-1400 with grades of "C" or better.

TED-2200 Guiding Behavior in Educational Settings. *3 Credits*
Develops an understanding of the strategies for managing and guiding behaviors in children from birth to adolescence. Focuses on how to foster positive social interactions and to engage in positive guidance strategies in a variety of educational settings. (Formerly offered as ECE-2600. Students may not receive credit for both ECE-2600 and TED-2200.) Prerequisites: TED-1100, TED-1200, TED-1300 and TED-1400.

TED-2300 Introduction to Special Education. *3 Credits*
Designed as an introduction to the field of special education. The course covers the education of exceptional students: historical, philosophical, educational and legal issues and current practices in assessment, diagnosis and teaching. (Formerly offered as EDU-2030. Students may not receive credit for both EDU-2030 and TED-2300.) Prerequisite: Reading proficiency. It is recommended that A.A.T. students take TED-2301 at the same time as TED-2300.

TED-2301 Field Experience for Special Education. *1 Credit*
This course allows students to engage in guided observations of special education practice in local public schools for a total of 15 hours. Students will attend a seminar every other week. This field experience is an opportunity to apply concepts learned in TED-2300 to the processes of teaching and learning at a local school. (Formerly offered as EDU-2340. Students may not receive credit for both EDU-2340 and TED-2301.) Prerequisite: Reading proficiency. It is recommended that students take this course concurrently with TED-2300.

TED-2350 Early Childhood Special Education.
3 Credits
Introduction to the field of special education, including characteristics of exceptional children and developmentally appropriate materials and instructional techniques in a variety of educational settings. (Formerly offered as ECE-1560. Students may not receive credit for both ECE-1560 and TED-2350.) Prerequisite: TED-1100, TED-1200, TED-1300 and TED-1400. (Honors version available.)

TED-2400 Language Arts in Early Childhood Education.
3 Credits
Focuses on understanding the developmental progression of language development in young children, explores strategies for creating an environment which strengthens children's emerging literacy skills, and identifies methods and materials for teaching young children pre-literacy and literacy skills and concepts. Students will plan and implement developmentally appropriate literacy and pre-literacy units, lessons, and activities for young children in a variety of educational settings. (Formerly offered as ECE-2510. Students may not receive credit for both ECE-2510 and TED-2400.) Prerequisites: TED-1100, TED-1200, TED-1300 and TED-1400.

TED-2650 Child Care Center Administration and Management.
3 Credits
Focuses on the administration and management of a child care center. Emphasis is on meeting state requirements for physical facilities, licensing, insurance, and staffing child care programs. Other topics include record keeping, budgeting, hiring, training and managing staff, food services, equipment, materials, community involvement and resources, and current topics in childcare. (Formerly offered as ECE-1910. Students may not receive credit for both ECE-1910 and TED-2650.) Prerequisites: TED-1100, TED-1200, TED-1300 and TED-1400.

TED-2750 Field Work in Early Childhood Education.
3 Credits
Focuses on the development of the necessary teaching skills to maintain an effective learning environment. These skills include: lesson planning, implementation, and reflection; pedagogy, curriculum planning and assessment; classroom management; and effective communication with other professionals, students, and families. (Formerly offered as ECE-2620. Students may not receive credit for both ECE-2620 and TED-2750.) Prerequisites: TED-1100, TED-1200, TED-1300, TED-1400, and TED-2350. *Capstone Course:* Students must have completed a minimum of 47 credit hours, including all required prerequisites, prior to enrolling in this course. A cumulative GPA of 2.00 is also required. 2 class hours/6 field hours.

TED-2751 Field Work in Early Childhood Special Education. *3 Credits*
Students will develop the necessary teaching skills to maintain an effective learning environment for children with special needs. These skills include: lesson planning, implementation, and reflection; pedagogy, curriculum planning and assessment; classroom management; and effective communication with other professionals, students, and families. (Formerly offered as ECE-2200. Students may not receive credit for both ECE-2200 and TED-2751.) Prerequisites: TED-1200, TED-1300, TED 1400, TED-2200 and TED-2350 with grades of "C" or better. *Capstone Course:* Students must have completed a minimum of 47 credit hours, including all required prerequisites, prior to enrolling in this course. A cumulative GPA of 2.00 also required. 2 class/6 field hours.

TED-2800 Materials for Teaching Reading. *3 Credits*
Introduces students to a variety of materials to be used for the purposes of developing phonemic awareness, phonics, vocabulary, comprehension and fluency. Students will learn to select and evaluate materials as well as utilize the expertise of parents and other members of the community to help fulfill goals of the reading program. This course is intended for those persons who have a bachelor's degree and are seeking initial teacher certification and for teachers seeking recertification. (Formerly offered as EDU-2130. Students may not receive credit for both EDU-2130 and TED-2800.) Prerequisite: Departmental permission required.

TED-2801 Instruction of Reading. *3 Credits*
Focuses on the teaching of reading from pre-kindergarten through 8th grade. Students will develop and use a variety of developmentally appropriate word recognition and reading comprehension strategies. Students also will examine a balanced literacy program which fosters phenomic awareness, phonics, vocabulary, comprehension and fluency. This course is intended for those persons who have a bachelor's degree and are seeking initial teacher certification and for teachers seeking recertification. (Formerly offered as EDU-2110. Students may not receive credit for both EDU-2110 and TED-2801.) Prerequisite: Departmental permission required.

TED-2802 Assessment of Reading. *3 Credits*
Students will expand their understanding of appropriate assessment practices and apply these practices to literacy assessment. Students will learn a variety of assessment tools and techniques for the elementary classroom. For each type of assessment presented, students learn administrative procedures, explore strengths and limitations of the instrument or technique and practice developing instructional implications from results. This course is intended for those persons who have a bachelor's degree and are seeking initial teacher certification and for teachers seeking recertification. (Formerly offered as EDU-2120. Students may not receive credit for both EDU-2120 and TED-2802.) Prerequisite: Departmental permission required.

TED-2820 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. This course is intended for those persons who have a bachelor's degree and are seeking initial

teacher certification and for teachers seeking recertification. (Formerly offered as EDU-2140. Students may not receive credit for both EDU-2140 and TED-2820.) Prerequisite: Departmental permission required.

TED-2821 Teaching Reading in the Content Areas: Part II.
3 Credits
Expands upon Part I, focusing on types of reading, skills in reading and instruction. The emphasis is on teaching secondary students to learn from text. Participants will formulate research questions, complete a literature review and implement and evaluate a coherent literacy plan. Participants also will implement reading and writing strategies that promote understanding of subject area content. This course is intended for those persons who have a bachelor's degree and are seeking initial teacher certification and for teachers seeking recertification. (Formerly offered as EDU-2150. Students may not receive credit for both EDU-2150 and TED-2821.) Prerequisite: Departmental permission required.

TED-2830 Assessment of Students. *3 Credits*
An introduction to tests and measurement in an educational setting. Students will construct the knowledge and understanding needed for selecting, administering, diagnosing, evaluating and reporting results of standardized and informal techniques of measurement. This course will review definition, concepts and current issues in measurement. This course is intended for those persons who have a bachelor's degree and are seeking initial teacher certification and for teachers seeking recertification. (Formerly offered as EDU-2050. Students may not receive credit for both EDU-2050 and TED-2830.) Prerequisite: Departmental permission required.

TED-2840 Elementary Methods. *3 Credits*
This course focuses on strategies of teaching in the elementary grades and knowledge of the theory and research supporting these strategies. Opportunities for practice of planning and delivery of instruction will be provided. A goal of this course is to develop the habit of reflective practice and to foster collaborative problem solving. This course is intended for those persons who have a bachelor's degree and are seeking initial teacher certification and for teachers seeking recertification. (Formerly offered as EDU-2400. Students may not receive credit for both EDU-2400 and TED-2840.) Prerequisite: Departmental permission required.

TED-2850 Secondary Methods. *3 Credits*
This course is designed to provide secondary teachers with knowledge of theory and teaching practices, current educational goals, both nationally and locally and trends in educational assessment and application. This knowledge will be used to plan, design and conduct effective instruction. Supplemental topics will include multiculturalism and classroom management. This course is intended for those persons who have a bachelor's degree and are seeking initial teacher certification and for teachers seeking recertification. (Formerly offered as EDU-2500. Students may not receive credit for both EDU-2500 and TED-2850.) Prerequisite: Departmental permission required.

TED-2900 Special Education Methods:
Birth–12th grade. *3 Credits*
Students will understand and use a variety of organization, teaching and classroom management strategies. The course will focus on effective practices in different settings with all disability groups, as well as collaboration with other involved professionals and parents. This course is intended for those persons who have a bachelor's degree and are seeking initial teacher certification and for teachers seeking recertification. (Formerly offered as EDU-2200. Students may not receive credit for both EDU-2200 and TED-2900.) Prerequisite: Departmental permission required.

TED-2901 Special Education Methods:
Birth–6th Grade. *3 Credits*
Students develop knowledge and skills in planning lessons for diverse learners, teaching oral language, writing, reading, mathematics and content area material to students with special needs in both early childhood and elementary settings. In addition, students will explore special topics including inclusion, transitioning and social skills development. This course is intended for those persons who have a bachelor's degree and are seeking initial teacher certification and for teachers seeking recertification. (Formerly offered as EDU-2210. Students may not receive credit for both EDU-2210 and TED-2901.) Prerequisite: Departmental permission required.

TED-2902 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. This course is intended for those persons who have a bachelor's degree and are seeking initial teacher certification and for teachers seeking recertification. (Formerly offered as EDU-2220. Students may not receive credit for both EDU-2220 and TED-2902.) Prerequisite: Departmental permission required.

TED-2950 Special Education Assessment Part I:
Birth–12th Grade. *3 Credits*
Provides the opportunity for students to develop the knowledge and skills for selecting, administering, interpreting, diagnosing, reporting, using assessment data, monitoring and evaluating of the instructional program. Legal perspectives, technical aspects of assessment tools, accommodations, computer as a tool for assessment, and nondiscriminatory testing will be examined. This course is intended for those persons who have a bachelor's degree and are seeking initial teacher certification and for teachers seeking recertification. (Formerly offered as EDU-2230. Students may not receive credit for both EDU-2230 and TED-2950.) Prerequisite: Departmental permission required.

TED-2951 Special Education Assessment Part II:
Birth–12th Grade. *3 Credits*
Fosters development of knowledge and skills in assessment, administration, interpretation, programming and alignment of test data with teaching standards. Trends in informal assessment, vocational assessment, work sample analysis, task analysis, portfolios and teacher-made tests will be explored. This course is intended for those persons who have a bachelor's degree and are seeking initial teacher certification and for teachers seeking recertification. (Formerly offered as EDU-2240. Students may not receive credit for both EDU-2240 and TED-2951.) Prerequisite: Departmental permission required.

Course Descriptions

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-0955 and ESL-0106 (formerly SPH-1000 and ESL-1060) with grades of C or higher.

TRF-1330 Television Production I. *3 Credits*
Techniques of studio production and basic field techniques with practice in student productions. Prerequisites: Reading and oral proficiencies or SPH-0955 and ESL-0106 (formerly SPH-1000 and ESL-1060) with grades of C or higher. 2 class/2 lab hours.

TRF-1410 Introduction to Radio. *3 Credits*
Radio as a mass medium: origins and techniques of programming, scriptwriting, announcing, studio production and station operation. Prerequisites: Reading and oral proficiencies or SPH-0955 and ESL-0106 (formerly SPH-1000 and ESL-1060) with grades of C or higher. 2 class/2 lab hours.

TRF-2040 Introduction to Broadcast News. *3 Credits*
Provides training in electronic news gathering, interviewing, story developing, reporting, editing and producing news for radio and television. Prerequisites: Reading and oral proficiencies or SPH-0955 and ESL-0106 (formerly SPH-1000 and ESL-1060) with grades of C or higher. 2 class/2 lab hours.

TRF-2310 Introduction to Film. *3 Credits*
Historical, artistic and sociological trends of the cinema, supplemented by film viewing and analysis. Credit may not be received for both EGL-2310 and TRF-2310. Prerequisites: Reading and oral proficiencies or SPH-0955 and ESL-0106 (formerly SPH-1000 and ESL-1060) with grades of C or higher.

TRF-2330 Television Production II. *3 Credits*
Television production emphasizing field production and editing. Prerequisites: TRF-1330 and permission of department. 3 class/2 lab hours.

TRF-2910–2930 Cooperative Education. *1–3 Credits*

Theatre (THE)

Communication and Theatre Department
Queen Anne Fine Arts Building, Room 119
301-322-0920

THE-1010 Introduction to the Theatre. *3 Credits*   **H**
Appreciating the director, the actor, the playwright and the people behind the scenes in today's theatre. Prerequisites: Reading and oral proficiencies or SPH-0955 and ESL-0106 (formerly SPH-1000 and ESL-1060) with grades of C or higher. (Honors version available.)

THE-1030 Introduction to Stage Technology. *1 Credit*
Overview of stage technology as a profession, including its history, architecture, jargon, opportunities, educational and practical requirements. Includes field work. Prerequisites: Reading and oral proficiencies or SPH-0955 and ESL-0106 (formerly SPH-1000 and ESL-1060) with grades of C or higher, or permission of the department.

THE-1040 Introduction to Event Staging. *4 Credits*
Introduction to the job of a stage carpenter, emphasizing familiarity with the stage space and its equipment, routine of loading a show into the theatre and running a show. 2 class/ 4 lab hours.

THE-1050 Play Production. *3 Credits*
Basic elements involved in the production of plays in a community or nonprofessional setting. Prerequisites: Reading and oral proficiencies or SPH-0955 and ESL-0106 (formerly SPH-1000 and ESL-1060) with grades of C or higher.

THE-1060 Theatrical Rigging. *4 Credits*
Introduction to the job of a stage flyman/rigger, including familiarity with flying and rigging equipment, routine of hanging a show and running a show on the flyrail. 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. 2 class/4 lab hours.

THE-1090 Fundamentals of Movement. *3 Credits*
An examination of various styles of movement for acting, including mime, dance and stage combat. Prerequisite: Reading and oral proficiencies or SPH-0955 and ESL-0106 (formerly SPH-1000 and ESL-1060) with a grade of C or higher.

THE-1100 Concert and Stage Sound Reinforcement. *4 Credits*
Introduction to the job of a stage sound person, familiarity with stage and concert sound equipment, loading in show sound, setting up show sound and running show sound. 2 class/4 lab hours.

THE-1110 Introduction to Stage Makeup. *2 Credits*
Theory and application of stage makeup, covering the creation of types, characters, race and historical periods. Prerequisites: Reading and oral proficiencies or SPH-0955 and ESL-0106 (formerly SPH-1000 and ESL-1060) with grades of C or higher.

THE-1130 Fundamentals of Theatrical Design. *3 Credits*
An examination of the aspects of theatrical design from concept to presentation.

THE-1150 Technical Theatre. *3 Credits*
Principles and production of scenery and lighting for the theatre. Prerequisites: Reading and oral proficiencies or SPH-0955 and ESl-0106 (formerly SPH-1000 and ESL-1060) with grades of C or higher.

THE-2010 Principles of Acting I. *3 Credits*
The experience of acting, involving imagination, body movement, voice techniques, stage awareness and characterization. Prerequisites: Reading and oral proficiencies or SPH-0955 and ESL-0106 (formerly SPH-1000 and ESL-1060) with grades of C or higher.

THE-2020 Principles of Acting II. *3 Credits*
Continuation of THE-2010. Focuses on the further refinement of acting skills. Prerequisite: THE-2010.

THE-2030 Fundamentals of Script Analysis. *3 Credits*
Detailed study of the play by analyzing structure, genre, theme, style, character and language. The course also will include an examination of the actor's role in script analysis and the roles of the director, playwright, dramaturge and audience in the play. Prerequisite: Reading and oral proficiency.

THE-2040 Event and Conference Multimedia Production. *3 Credits*
Introduction to audiovisual equipment, routines of setting up special events and routines of working in convention and hotel venues. Prerequisite: THE-1150 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: Reading and oral proficiency.

THE-2060 Theatre Computer Automation and Control. *3 Credits*
Introduction to automated lighting equipment and control, familiarity with stage automation and motion control systems, assembling and using the systems. Prerequisite: THE-1150 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-1150 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-1150 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-1150 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)

History, Political Science, Geography and Anthropology Department
Marlboro Hall, Room 3078
301-322-0561

The Women's Studies Option of General Studies is an interdisciplinary degree. It includes courses in English, health, history, psychology, and sociology that focus on women's interests and needs.

WMS-1010 Introduction to Women's Studies. *3 Credits*　　　SS
An interdisciplinary approach featuring recent scholarship on women, gender and feminist theory that critically examines assumptions about gender. The readings and assignments reflect women's experiences with race, class and gender and provide information about women's psychology, biology, roles, experiences, contributions and history. Prerequisite: Reading proficiency.

Work-Based Learning (WBL)

Career Services
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.

Course Descriptions

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

Transfer Opportunities

Many students who attend Prince George's Community College do so to prepare for transfer to a four-year college or university. Community college alumni routinely transfer to colleges in Maryland, the Washington metropolitan area, and throughout the United States. From the beginning of their enrollment here, students need to select a program of study which is designed to facilitate transfer. They also should see an academic advisor periodically to evaluate future course selection plans and to determine current transfer criteria at the four-year college or university being considered. Those who plan for this goal and seek professional advice, both early and consistently, may ensure maximum success in the transfer process.

After consulting with an academic advisor, students who intend to transfer to a public college or university within the state of Maryland may use a computerized system known as ARTSYS, developed by the University of Maryland, to determine which of our courses are best suited to their intended four-year major. Students who intend to transfer out of state may still use our curriculum planning guides, available online and from Advising and Transfer Services, to chart the ideal selection of courses. The department, located in Bladen Hall, Room 124, offers more focused, one-on-one assistance with transfer course planning and selection, especially for those who need help determining which college or university would be best in terms of their intended major and their financial requirements. Call 301-322-0151 for more information about Advising and Transfer Services.

Articulation Agreements

To increase transfer opportunities and baccalaureate degree options for students, Prince George's Community College has formed articulation agreements with many public and private four-year colleges and universities throughout the metropolitan area, including Maryland state universities. Articulation agreements maximize the number of credits students will be able to transfer from Prince George's Community College by specifying required curricula and policy that will facilitate the student's transition from one institution to another.

Articulation agreements are maintained with the institutions listed on following pages for students completing their studies at Prince George's Community College.

Articulation Agreements

Transfer Institution	Transfer Focus
American University	Bachelor's Degree in Business Bachelor's Degree Programs *(open to Prince George's Community College (PGCC) 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
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
National Labor College	Articulates all Prince George's Community College 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	Bachelor's Degree in Nursing
Strayer University	Bachelor's Degree Programs *(open to all PGCC graduates)*
The Catholic University of America	Bachelor's Degree Programs *(open to PGCC Honors Academy graduates)*
The Catholic University of America Metropolitan School of Professional Studies	Bachelor's Degree Programs in General Studies and Business *(open to PGCC Business Management and Hospitality Services Management 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 Allied Health Bachelor of Technical and Professional Studies in Information Technology Bachelor's Degree Programs, Honors College, *(open to PGCC Honors Academy graduates)*

Articulation Agreements

Transfer Institution	Transfer Focus
University of Baltimore	Bachelor's Degree in Applied Information Technology Bachelor's Degree in Forensic Studies
University of Maryland Baltimore County (UMBC)	Bachelor's Degrees in Teacher Education Program and Maryland Honors College Teaching Certification *(open to Prince George's Community College A.A.T. graduates)* Transfer Student Alliance (TSA): While at Prince George's Community College, students admitted to TSA receive a 25% discount on up to three courses at University of Maryland, Baltimore County (UMBC) and other benefits when they transfer to UMBC
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): While at Prince George's Community College, students admitted to MTAP receive a 25 percent tuition discount on three courses at University of Maryland, Baltimore County and other benefits.
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.
University of Pittsburgh	Bachelor of Science in Information Systems
Washington Bible College	A reciprocal agreement in which Prince George' Community College 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)*

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

Grades and Grading Policies

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

The following grades earned at the college are used in the calculation of the GPA:

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

The following grade designations are not used in the calculation of the grade-point average:

H . . . . Audit (not for credit. 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 if the course were taken 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 Office of Admissions and Records when final grades for the course are submitted. Any incomplete grade must be made up prior to the end of the subsequent semester or the I grade is changed to F. Students should not re-register for a course in which they have an I grade. It is the responsibility of the student to contact the instructor who assigned the I grade and arrange to complete the work required for a regular grade to be assigned.

P (Passing) signifies a passing grade in a nongraded course.

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

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

W (Withdrawal) 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.

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

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 Office of Admissions and Records, 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 two working 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 online student system. Go to www.pgcc.edu or to my.pgcc.edu for more information.

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

No enrollment verifications will be issued for a given semester until courses have begun and the refund period for the courses has passed. The college is a member of the National Student Clearinghouse and reports the enrollment status of all registered students several times during each semester. The college relies of the Clearinghouse to verify 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 no longer contributes to total credits attempted or cumulative GPA. The new grade is entered for the appropriate semester of work and, unless a grade of W or Q was earned, the new grade becomes the one used in the calculation of the student's grade-point average for that course.

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

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

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 advisor, determines which courses taken before the break in enrollment are to be forgiven. Upon the approval of the vice president for academic affairs, these courses are marked N/A on the student's academic record and are no longer counted toward determining the student's grade-point average or total credits earned. Students who wish to request this privilege must be officially enrolled during the semester in which the request is made.

Class Attendance/Participation

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

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

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

Withdrawal from Classes

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

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

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

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

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.

Dean's List

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

Minimum Standards for Good Standing

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

Courses Attempted	Completion Standard
2 or more	50 percent passing

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

*For financial aid eligibility, however, each W or Q grade counts as one course attempt.

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

- **Academic Warning:** A student who, at any point after six credits (or two developmental courses) are attempted, falls below the prescribed minimum standards for good academic standing is placed on academic warning. Students on academic warning may not register for more than 13 credit hours during any semester in this status. A student on academic warning must achieve a 2.00 semester GPA every period enrolled. A student on academic warning who fails to reach the prescribed minimum standard is placed on academic restriction.

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

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

Appeals of Academic Standing

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

Academic Complaints

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

Student ID Cards

Every credit student is required to obtain a Prince George's Community College photo ID card and to wear it visibly at all times they are on campus or at any extension center. Students must be able to provide proper identification upon request and to access college programs and facilities. Such identification must include a properly validated college photo ID card and one other form of photo identification—a current driver's license, a Maryland Motor Vehicle Identification Card, a military ID card or a current passport/work authorization card/permanent resident card.

New students may obtain an ID card from the Library or from the Office of Admissions and Records after they have registered for classes for their first semester. A paid tuition receipt and another photo ID card or a current passport/work authorization card/permanent resident card must be presented before obtaining an ID card. Hours of operation are published in the credit class schedules and are available online.

Returning students should go to the Office of Admissions and Records in Bladen Hall or to the Library to have their ID cards validated for each semester after their first one. Photo ID cards and validation stickers also are available at University Town Center, Laurel College Center and the Joint Base Andrews degree centers.

The photo ID will allow access to various college departments and services, including but not limited to the Library, computer labs, testing center, natatorium, campus special events and as identification at the college's bookstore. Students who lose their ID card must pay a $10 reissue fee.

Drug and Alcohol Policy

It is the policy of the Board of Trustees to comply with the Drug-Free Workplace Act of 1988 and to provide for its students and employees a workplace which is drug-free. The President is authorized to make, promulgate, issue, rescind and amend reasonable rules, regulations and procedures to carry out this policy and to assure compliance with the Drug-Free Act of 1988. In addition, the college expects all members of the college community to comply with all federal, state, and local laws pertaining to the possession, use, manufacture, distribution, or dispensing of alcohol and drugs. A more detailed overview of the college's Drug and Alcohol Policy can be found on the college's website at www.pgcc.edu, HEA Disclosures.

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. The Code of Conduct is available in its entirety on the college website and is also printed in the Student Handbook available from the College Life Services Office in the Largo Student Center.

Academic Integrity

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

advances the principle of honest representation in the work that is produced by students seeking to engage fully in the learning process.

It is the responsibility of all faculty members at the beginning of every semester to call all students' attention to the Code of Academic Integrity as part of the college's commitment to academic honesty. It is the student's responsibility to know, understand and be conversant in the tenets and sanctions associated with the violation of the Code of Academic Integrity. However, lack of awareness of this policy on the part of students shall not be considered a defense against charges of plagiarism or cheating. The definitions and policies regarding plagiarism contained in the Student Handbook and other college publications in no way preclude an individual faculty member or any academic unit from issuing supplemental guidelines on academic dishonesty.

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

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

Disruption of Class

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

Falsification of Records

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

Graduation Requirements

Students who wish to graduate from Prince George's Community College, either in an associate degree program or a certificate program, must successfully complete a prescribed group of courses called a curriculum, which differs for each program of study. Within any one curriculum, courses fall into one of three categories—program concentration courses, general education courses and elective courses. Program concentration courses are those required to specialize in the field the curriculum represents (i.e., management, criminal justice, art, etc.). General education courses are those required to fulfill college and state requirements for documentable learning in broad academic categories, such as science, mathematics or the humanities. 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 the semester in which they first officially entered that curriculum.

Additionally, PAS-1010, Principles and Strategies of Successful Learning, is required for students when they take DVR-0061 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 Science in Engineering, Associate of Applied Science and Associate of Arts in Teaching Degrees

The overall requirements for the Associate of Arts, Associate of Science, Associate of Science in Engineering, 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 Office of Admissions and Records checks for completion of all degree requirements and verifies degree eligibility. The application is available online as well as from the Office of Admissions and Records, Bladen Hall, Room 126. A $25.00 Graduation Fee must be paid prior to the time the application is submitted.

Graduation with Honors

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

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

Requirements for Additional Associate Degrees

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

- Complete all requirements of each program of study including general education requirements.

- Earn a minimum of 15 credit hours at the college in addition to those required for the initial degree for each additional degree.

- Maintain a minimum grade-point average of 2.00 for all courses completed in addition to the initial degree.

Certificate Requirements

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

- Complete the course and credit requirements of the certificate program of study as specified in the college catalog in effect for the academic year in which study toward the certificate began or in effect for the academic year of the most recent readmission to the college.

- Earn at least 15 credit hours at this college, which are applicable to the certificate, except where special permission is granted by the vice president for instruction.

- In cases where a certificate program requires fewer than 15 credits, half of the required credits must have been earned at this college.

- Maintain an overall grade-point average of at least 2.00 for all courses taken at the college.

- File a formal application for graduation at the time of the final semester's registration. The application is available online as well as from the Office of Admissions and Records, Bladen Hall, Room 126. A $25.00 Graduation Fee must be paid before the application can be submitted.

Letter of Recognition Requirements

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

Records Policy (FERPA)

Notification of Rights under FERPA for Postsecondary Institutions

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

1. The right to inspect and review the education records within 45 days of the day the college receives a request for access.

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

2. The right to request the amendment of education records believed to be inaccurate or misleading.

   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
Ruth V. Lewis, Program Director
lewisrv@pgcc.edu
http://academic.pgcc.edu/hillman

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 degree from Prince George's Community College

**How to continue as a Hillman Entrepreneur
at University of Maryland College Park**
- Receive a scholarship for up to 60 percent of tuition and a $1,000 merit scholarship
- Receive one-on-one advising and mentoring
- Continue to develop entrepreneurial/leadership skills
- Build business ideas with the help of on-site mentors
- Earn a bachelor's degree from University of Maryland College Park

Selection Criteria
Students selected to be Hillman Entrepreneurs demonstrate:
- Potential for becoming a successful entrepreneur or leader within a larger organization
- Ability to be successful academically and graduate from Prince George's Community College and ultimately from University of Maryland College Park.

Program Requirements
Students must be:
- U.S. citizen or permanent resident
- Maryland residents
- Enrolled (or eligible to enroll) at Prince George's Community College and taking college-level classes
- Enrolled in a program of study that transfers to University of Maryland College Park (pre-law is not eligible)
- Available for Hillman courses each semester offered during the day
- Committed to additional program and team-building activities
- Progressing successfully toward graduation with an associate degree in a transferable major at Prince George's Community College and toward graduation with a bachelor's degree at University of Maryland College Park

Honors Programs and Organizations

Honors Academy

Marlboro Hall, Room 1087
301-322-0433
Melinda Frederick, Coordinator
mfrederick@pgcc.edu
http://academic.pgcc.edu/honorsacademyandprogram

The Honors Academy is designed for academically outstanding honors students who are interested in a rigorous program of academic excellence, intellectual development, leadership and community service.

Benefits of Academy Membership

Dual Admission

Honors Academy scholars may hold dual admission at Prince George's Community College and a partnering four-year institution. Honors Academy partnering institutions include American University, Catholic University, Goucher College, Howard University, St. Mary's College, Towson University, University of Maryland Baltimore County, University of Maryland College Park and Washington College. Upon graduation from Prince George's Community College, the Honors Academy scholar receives Honors Academy recognition and may seamlessly transfer into a partnering institution. An Honors Academy scholar also may choose to transfer to a college or university that is not part of the dual admission agreement.

Financial Aid

An Honors Academy scholar receives financial support from Prince George's Community College as long as he or she satisfies the requirements of the academy and maintains his/her eligibility. Upon graduation from Prince George's Community College, the Honors Academy scholar will receive financial support from the partnering four-year college or university.

Excellent Education and Opportunities

At Prince George's Community College, Honors Academy scholars:
- Become members of the Honors Program and Honors Society
- Study with outstanding faculty
- Have an Honors Academy advisor
- May participate in research and internships
- Work with fellow academy scholars
- May be inducted into Phi Theta Kappa, International Honor Society for Two-Year Colleges

Application Requirements for the Honors Academy

Currently enrolled Prince George's Community College students must:
- Have a 3.5 cumulative GPA or higher, based upon at least 12 college credits
- Have at least six out of the 12 credits in general education courses
- Be currently enrolled in or eligible for admission into the Honors Program
- Have received a grade of A in EGL-1010
- Be eligible for MAT-1040 or higher

Incoming students must:
- Have applied for admission to Prince George's Community College
- Have a 3.50 minimum cumulative high school GPA and a 1650 combined essay, math, and critical reading SAT score
- Be eligible for admission into the Honors Program

Obligations of an Honors Academy Scholar

Students admitted into the Honors Academy must:
- Be a full-time student
- Maintain a 3.5 cumulative GPA
- Perform 15 hours of community service each semester
- Take a leadership role in the Honors Society, Phi Theta Kappa and throughout campus
- Meet regularly with the Honors Academy advisor to determine the appropriate course of study
- Determine a timetable for completion of an associate degree
- Complete a minimum of seven honors courses, one of which 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://academic.pgcc.edu/honorsacademyandprogram

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:
- Academic advising
- Stimulating classes that provide challenging course work and exciting class discussions
- The designation of honors courses on students' transcripts
- Citation in Honors designation for eligible students
- Awards to outstanding students
- An Honors Blackboard site highlighting Honors Program activities and student achievements
- Co-curricular activities sponsored by the Honors Society
- Membership in Phi Theta Kappa for eligible students
- The opportunity to meet, work and socialize with other honors students
- Use of the Honors Student Center in Marlboro Hall, Room 1088
- Resume workshops
- Scholarship preparation and support

Students are admitted to the Honors Program based on their college placement examination scores, high school or college grade-point average, recommendations from professors or an interview with the Honors Program coordinator. Admission is open to full- and part-time students. To determine eligibility, complete a program application and return it to the Honors Program coordinator in Marlboro Hall, Room 1089. The Honors Program is designed to be compatible with other honors programs throughout the country. Honors courses may be used to fulfill academic requirements for an associate degree in any given program at the college and for transfer to four-year colleges and universities. Talk to an academic advisor for more information on transferring credits.

Honors Program students may receive honors credit through contract or tutorial arrangements 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

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 clinical programs e-mail: HealthSciencesCollegianCenter@pgcc.edu
- **Humanities Collegian Center**
  For students interested in art, communication, English, language studies, music, philosophy and theatre e-mail: HumanitiesCollegianCenter@pgcc.edu
  Website: http://academic.pgcc.edu/hcc

- **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 e-mail: STEMCollegianCenter@pgcc.edu
  Website: http://academic.pgcc.edu/scc

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
301-322-0990, ext. 9091

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 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

Learning Foundations Division
Marlboro Hall, Room 2118
301-322-0495

The Developmental Studies Program exists to help students develop academic skills for succeeding in college level courses. The program focuses on basic skills in reading, writing and mathematics. The program also emphasizes study and test-taking strategies, calculator and computer skills and laboratory skills—all important for success in college.

Students in the program use self-paced learning features such as computer-assisted instruction, computer-monitored feedback on individual progress and individualized laboratory experiences to improve specific skills.

Providing ways for students to make the most of their potential is a priority of the Developmental Studies Program. Students can work with mentors, counselors, faculty and peer tutors to address special needs and concerns. To give students more opportunities to use the program, daytime and evening courses are offered on the college's main campus in Largo. In addition, some developmental studies courses are offered at off-campus extension centers and online.

Most Developmental Studies courses are equivalent to four semester hours for academic load and tuition purposes and for financial aid eligibility. Equivalent Hours (EHs) are awarded to students for successful completion rather than credits. Developmental Studies courses do not carry academic credit toward a certificate or an associate degree and are not transferable to another college.

Instructional Components

Below are the four instructional components and accompanying course titles of the Developmental Studies Program. Course descriptions for each of the instructional components can be found in Chapter 6.

1. Developmental Learning Support (DLS)
2. Developmental English (DVE)
3. Developmental Mathematics (DVM)
4. Developmental Reading (DVR)

Developmental Math Redesign

The Developmental Mathematics Sequence (DMS), which includes DVM-0031, DVM-0071 and MAT-0104, has been redesigned. The DMS will be introduced (in some sections ending with an M) in the fall 2012 semester, with full implementation in the spring 2013 semester. These new classes will be very different from traditional mathematics classes. They will be scheduled in modern computer classrooms featuring an individual computer-based study using a sequence of modules. Students must master the content of one module before moving to the next module. An instructor-tutor team will be assigned to each class and provide students guidance and/or mini-lessons when needed and will include supplemental learning activities. This newly design model offers students the opportunity to work and progress more rapidly through the developmental mathematics sequence, possibly reducing the time required to complete developmental coursework. The goal is for students to complete the DMS and be successful in credit-level mathematics courses needed to earn a degree.

Marlboro Learning Lab

The college provides additional support for students needing extra help to overcome academic deficiencies. Faculty members are available in their offices on a regular basis to help students. Learning lab technicians and specialists help students learn how to use computer programs and other technology used in developmental courses. Instructional program coordinators also are assigned in the Marlboro Learning Lab to work with students in the areas of writing, reading and mathematics to ensure further understanding of software programs for drills, self-paced study, exercises on tape, video and other kinds of technologies to increase academic skills.

Trained math, English and reading tutors work with students one-on-one or in groups to overcome academic shortcomings. In addition, trained tutors in the Tutoring Center work one-on-one with students in writing and mathematics. For more information, call 301-322-0503.

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 and global issues. As a resource for faculty and staff, the center offers guidance in developing strategies to integrate globalization into the curriculum, identifies sources of educational opportunities abroad and assists with intercultural communication. Additionally, the center hosts a network of organizations in Prince George's County that serve international populations.

International Education Center Programs and Services:

- **British Debates**—The English-Speaking Union's selected British debate team presents global perspectives to Prince George's Community College students.
- **Guest Speakers**—Student panels and guest speakers present and discuss topics of interest to international students, such as the law and immigration, human trafficking, African and African-American perspectives and avenues to peace in the Middle East.
- **Global Café**—Students set up country tables at this event each semester to teach about their nations and their cultures, bringing traditional food, music, clothing, pictures and artifacts.
- I**nternational 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 how to be successful in U.S. higher education and to practice U.S. English.
- **Travel Study at Prince George's Community College**—The International Education Center offers information on travel study opportunities. For example, the Business Studies Department offers international travel during spring break. For more information on the courses that include international travel, call 301-322-0750. Other travel study opportunities can be found at the International Education Center website: *http://academic.pgcc.edu/internationalcenter* and at the Maryland Community College International Education Consortium website: www.mcciec.org.

International Student Services and Programs

Admissions and Records
Bladen Hall, Room 126
301-322-0815

Academic Advising
Bladen Hall, Room 124
301-322-0151
advise@pgcc.edu

ESL (Language Studies) Department/Courses
Bladen Hall, Room 318
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 Office of Admissions and Records or the Academic Advising Office for complete information regarding entrance criteria. This office also issues all documents needed to maintain good standing with BCIS. Students wishing to apply for any change in status should contact an International Student Advisor, located in the Academic Advising Office.

International students must meet with an advisor who will assist them in building a class schedule that places them in the appropriate English as a Second Language (ESL) and Speech Communication

(SPH) courses. All students seeking enrollment in credit courses for the first time are required to demonstrate basic academic proficiencies in reading, written and oral expression, and mathematics. English language courses for non-native speakers include instruction in grammar, writing, reading, listening, and speaking. They are designed to prepare students to communicate effectively in all settings.

Placement levels are as indicated:

	ESL Grammar	ESL Reading	SPH Speech
Basic			
Level 1	ESL-0082	ESL-0081	
Level 2	ESL-0100	ESL-0081	
Intermediate			
Level 1	ESL-0101	ESL-0105*	SPH-0951
Level 2	ESL-0102	ESL-0105*	SPH-0951
Advanced			
Level 1	ESL-0201	ESL-0106	SPH-0955
Level 2	ESL-0202	ESL-0106	SPH-0955
Mainstream			
	EGL-1010	any course with reading prerequisite	any SPH course

Upon successful completion of ESL-0105, students are eligible to take: ACC-1000; ARB-1000; any ART except 1010; any CAP except 1050; CHN-1000; any CSM; any DVM; ENT-1600; FRN-1010; HLE-1150, 2000, 2130, 2210, 2250 and 2300; any HRT; any HSM except 1621 and 1630; HUM-1980; MAT (with appropriate Math Placement Test score); BMT-1500 and 1960; MHE-1980, 2000 and 2920; MUS-1000, 1030, 1110, 1150, and all applied MUS classes; any PED; any SLN; SPN-1010.

The Library

Accokeek Hall
Reference: 301-322-0476
Circulation: 301-322-0475
Administration: 301-322-0462

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, 100 print periodical titles, 20,000 online periodical titles and 35,000 audiovisual materials. Skilled professionals are prepared to help locate information needed for study and research. Access to state and national information resources is provided through interlibrary loan and the Internet. Books, periodicals and audiovisual materials are accessed through the website at http://library.pgcc.edu.

Mentoring Program

Marlboro Hall, Room 2038
301-386-7587
Dawn K. Lewis, 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, Director
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 credit course. Faculty tutors work with students at any stage of the writing process, helping them to generate and support ideas, organize material, incorporate and document sources, revise effectively and address all other writing concerns. Grammar, ESL and speech tutoring also are offered.

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. Advisors:

- 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 advisors in Bladen Hall, Room 124, 301-322-0151. Advisors for international students and for veterans also are located in 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 advisors 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.

Owl Link and the Academic Advising Process

Bladen hall, Room 124
301-322-0151
advising@pgcc.edu

While Owl Link provides important online services to help students accomplish educational and career goals, Advisors provide students with an overview of Owl Link and the functions of the "My Credit Academic Records." section of the Credit Students menu. Most importantly, advisors instruct students in the use of the academic planning tool, My Educational Plan.

My Educational Plan

This online tool allows student to plan coursework in advance, keeping them on track to successfully complete their program of study. Students electronically plan coursework in advance for their entire program of study and then register for those future semesters when registration opens to them. My Educational Plan combines several tools with the powerful "Academic Program Evaluation" to check the student's progress by looking at four areas: 1. program requirements, 2. completed coursework, 3. in-progress coursework, and 4. planned coursework.

- Once in Owl Link, credit students can access "My Credit Academic Records" and accomplish the following directly through "My Educational Plan:"
- Verify personal and academic information.
- Review the Academic Program Evaluation for program of study requirements. This report personalizes program requirements with the student's coursework and provides a thorough report of an individual student's academic progress. Planned courses immediately appear on this evaluation. Course status is updated at the time of registration and again after course completion.
- Run the Course Planning Wizard where the course selection process begins. Students can select courses from one or more general education or program concentration categories for planning.
- Create a worksheet, checking course descriptions and prerequisites for proper course sequencing and select the semester each course will be taken.
- View and modify the worksheet to make changes.
- E-mail advising@pgcc.edu with questions about program requirements or course selection.

Air Force ROTC

Advising and Transfer Services
Bladen Hall, Room 124
301-322-0151
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 Services

Includes the former Center for Work-Based Learning (Internships)

Marlboro Hall, Room 2102
301-322-0109
career_jobs@pgcc.edu

The Career Services staff help students at all stages of career planning, including career exploration, choice of college major, assistance through career transitions, and assistance in acquiring internship positions or engaging in supervised work experiences that align with their major course of study. Career advisors assist clients to identify their career goals that use the clients' skills, interests, and values. The staff provides assistance to clients seeking employment by offering help with job-hunting strategies, interviewing techniques and resume writing. The office maintains job and internship announcements and a list of currently available positions in the metropolitan area. Numerous employers visit the campus throughout the year for on-campus recruitment and interviewing.

Other services available include:
- Credit (CAP) and noncredit (JCL) courses on career/life planning and college success
- Free workshops on career and life management topics
- Career counseling and advising
- Resource materials on occupations, national and regional job market projections and strategies for personal and professional development
- Computerized career guidance systems (DISCOVER, Kuder, and Optimal Resume) for assessment and information on occupations and educational programs
- Job fair (fall and spring) and career fairs
- Internet access to career resources

Internship Options

All students pursuing an Associate of Applied Science (A.A.S.) program of study may complete a "culminating experience" (capstone and/or work-based learning course). 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 an internship or cooperative education. Students seeking this capstone experience are eligible to begin their work-based learning field experience after completion of 15 credits, six of which must be in their major, and achievement of a 2.00 or higher GPA.

All students regardless of degree program are encouraged to seek an internship experience that will enhance their learning and marketability with future employers. Please visit the Career Services Office for additional information.

Cashier's Office

Bladen Hall, Room 120
301-322-0691

The Cashier's Office receives bill payments and resolves student account problems. It also manages the college's deferred tuition payment program, NBS/FACTS.

Counseling Services

Bladen Hall, Room 122
301-322-0149, 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

It is the policy of the Prince George's Community College Board of Trustees to comply with the Drug-Free Workplace Act of 1988 and to provide for its employees and students a workplace which is drug-free. The president is authorized to make, promulgate, issue, rescind and amend reasonable rules, regulations and procedures to carry out this policy and to assure compliance with the Drug-Free Act of 1988. In addition, the college expects all members of the college community to comply with all federal, state, and local laws pertaining to the possession, use, manufacture, distribution, or dispensing of alcohol and drugs. A more detailed overview of the college's Drug-Free Policy and Prevention Statement can be found on the college's website at www.pgcc.edu, HEA Disclosures.

Enrollment Support Services

Admissions and Records
Bladen Hall, Room 126
301-322-0866
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 Office of Admissions and Records 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 Prince George's Community College 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 8:00 p.m. Monday–Thursday and 8:30 a.m. to 5:00 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.

Owl Success Track—First Year Experience

Marlboro Hall, Room 2102
301-322-0180

Prince George's Community College recognizes that making the transition from high school to college is an exciting and challenging time in a student's life. Our goal is to ensure that students have a first year experience that is positive, engaging, and rewarding. The First Year Experience can make a significant impact in terms of overall level of performance, academic achievement, campus connection and advancement toward graduation.

The college requires all first year students to participate in the Owl Success Track at Prince George's Community College. This program offers incoming students an excellent way to make the most of a student's first year at Prince George's Community College.

Prior Learning Assessment Network (PLAN)

Bladen Hall, Room 124
301-322-0437

Prince George's Community College recognizes that many students have acquired college level learning through personal and professional experiences. The Prior Learning Assessment Network (PLAN) is an opportunity for students to have their experiences evaluated for college credit through portfolio assessment. Students eligible for PLAN must have five or more years of work/life experience related to courses required in their program of study. Also, students must be eligible to take EGL-1010, have taken the course, or have completed an equivalent college-level English course accepted in transfer from another institution.

Students eligible for PLAN are allowed to enroll in the CAP-1050 Portfolio Development course. Through portfolio assessment students can earn up to 15 credit hours toward their associate degree requirements. PLAN can jump start a students's college education, make their work/life experience count toward a degree, allow students to complete their degree in fewer semester, and reduce their total tuition costs for a degree.

Servicemember's Opportunity College

Bladen Hall, Room 124
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 Office of Veterans Services, Bladen Hall, Room 124.

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 postsecondary education. Reinforcement of academic coursework, individualized and group tutoring, career/college exploration and cultural trips are emphasized throughout the academic year and during the six-week summer program. This program is funded through a four-year grant from the United States Department of Education.

Veterans Services

Bladen Hall, Room 124
301-322-0820
Veterans@pgcc.edu

Housed within the Advising and Transfer Services 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 V.A. educational benefits, V.A. policies and procedures regarding the receipt of those benefits, and special V.A. requirements and services that exist under each V.A. benefit program. Students must contact this office to activate or continue their benefits for every semester in which they wish to use them. Most forms can be completed online. To get information about V.A. benefit programs, visit the Department of Veterans Affairs website, www.gibill.va.gov. For information and forms specific to this college, go to www.pgcc.edu/prospective/collegeServices/veteransbenefits

Vocational Support Services

Marlboro Hall, Room 2102
301-322-0725

Vocational Support Services (VSS) provides instructional support to students enrolled in career programs. Workshops and individual assistance are offered in study skills and learning strategies. Staff also provide classroom presentations and consult with faculty on strategies for improving student learning.

The VSS program is funded through a grant from the Maryland State Department of Education, Division of Career Technology and Adult Learning.

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 noncredit 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.

Campus Activities Board

College Life Services Office
Largo Student Center, First Floor
301-322-0853

The Campus Activities Board is a student group charged with the responsibility of creating and implementing campus-wide social, recreational and co-curricular events for the college community. The students in the organization get involved and network with faculty, administrators, agencies and college stakeholders to provide a high-quality program of activities outside the classroom at Prince George's Community College. Leaders of the Campus Activities Board are recognized student leaders who work closely with the Student Governance Board and attend college-sponsored leadership programs that prepare them to fulfill the responsibilities of their positions.

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 and 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 dining hall, a cyber cafe, a vending area, catering services and food and drink machines in various campus locations. The hours of operation are as follows:

Dining Hall (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.–2:00 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 dining hall, 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.

Social Media Expectations for Students

Office of Marketing and Creative Services
Kent Hall, Room 236
301-322-0916

Social media expectations apply to Prince George's Community College students who share content on college-sponsored social media. Students should safely and effectively share lawful, respectful, and relevant content that furthers the mission and vision of the college using the same social constructs they would follow in face-to-face communication.

The following activity is prohibited on Prince George's Community College social media pages:
- Posting content that violates state or federal law
- Commercial or political activity
- Online gambling
- Endorsement of any product, service, or private organization
- Posting personal information or material protected by copyright
- Posting viruses or Trojan-infected content
- Uploading pornographic content or images that depict hazing, harassment, vandalism, or alcohol or drug paraphernalia
- Using inappropriate or profane language
- Demeaning other users
- Sharing information that could potentially harm an individual, organization, or institution

Remember, when using college social media:
- Be respectful of all viewpoints
- Adhere to all Prince George's Community College technology and computing policies
- Review the terms of service for each social media platform

The Prince George's Community College logo and visual identity are trademarked and cannot be used without permission from the Office of Marketing and Creative Services.

Prince George's Community College may choose to use content generated by members of the college's online community on the main website at www.pgcc.edu, on official social media sites, and for marketing purposes. The college's official social media sites include:

Facebook, www.facebook.com/pgccnews
Twitter, www.twitter.com/pgccnews
Flickr, www.flickr.com/photos/pgccnews
YouTube, www.youtube.com/user/mypgcc

Student Governance Association

College Life Services Office
Largo Student Center, First Floor
301-322-0888

Elected by students, the Student Governance Association represents and promotes student interests. It oversees many co-curricular activities and works with faculty and administrators to ensure student representation for the development of college policies and procedures.

Student Publications

College Life Services Office
Largo Student Center, 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.

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. 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 earn a high school diploma, speak, understand, read and write English, enhance their participation as community and family members and succeed in the workplace.

Of the college's total enrollment of nearly 40,000 students, more than 22,000 are enrolled in noncredit WDCE learning solutions. A schedule of noncredit courses is mailed to county households four times each year.

Licensure and Certification

Employers rely on a highly skilled workforce to be successful. Because of this, individuals who hold industry recognized credentials are in high demand in the marketplace. To address this need, Prince George's Community College (PGCC) has made an effort to enhance the number of programs it offers which lead to a professional license or certificate. In fact, of the 16 community colleges in Maryland, PGCC has some of the highest enrollments of students in programs leading to licensure or certification by state and national organizations. In total, WDCE offers 52 programs that can lead to a professional licensure or certification. (see page 187 for the complete list)

Workforce Development Institutes

The Workforce Development Institutes at Prince George's Community College provide businesses, government agencies, and educational institutions a collaborative forum for action planning to address the county's and region's current business learning needs as well as emerging economic and workforce development trends. The Institutes advocate for resources, responsive and proactive workforce development programs, and best practices, and assists businesses in the recruitment, development, and retention of a highly skilled workforce. There are six Institutes operating at Prince George's Community College: Computer and Information Technology, Construction and Energy, Hospitality and Tourism, Human Services, Public Safety and Security, and Transportation and Distribution.

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. Courses and programs are provided to cover a wide range of topics of interest for students of any age.

Career Transition

1. **Next Step—**Next Step provides eligible students with a full range of academic, career development and employment support services. For more information call 301-583-1580.

2. **TeamBuilders Academy—** Offers cohort-based; including job readiness and soft skills training combined with occupational trade-related technical skills training, to eligible Prince George's County residents. For more information, visit www.pgcc.edu/go/tba or call 301-322-0964.

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. **Culinary**—Cooking classes for catering and for the general public

3. **Aquatics/Swimming Pool Certification**—Swimming lessons for all ages and aquatic exercise.

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 in Education)**—Courses are specifically designed for adults, ages 60 or older. Three full semesters of fitness and enrichment courses are offered on campus and at numerous county-wide sites. For more information, call 301-322-0882.

Programs for Unique and Special Populations:

1. **Adults with Developmental Disabilities**—The College for Living offers courses designed to enhance functional skill development. For more information, call 301-322-0519.

2. **Children with 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.
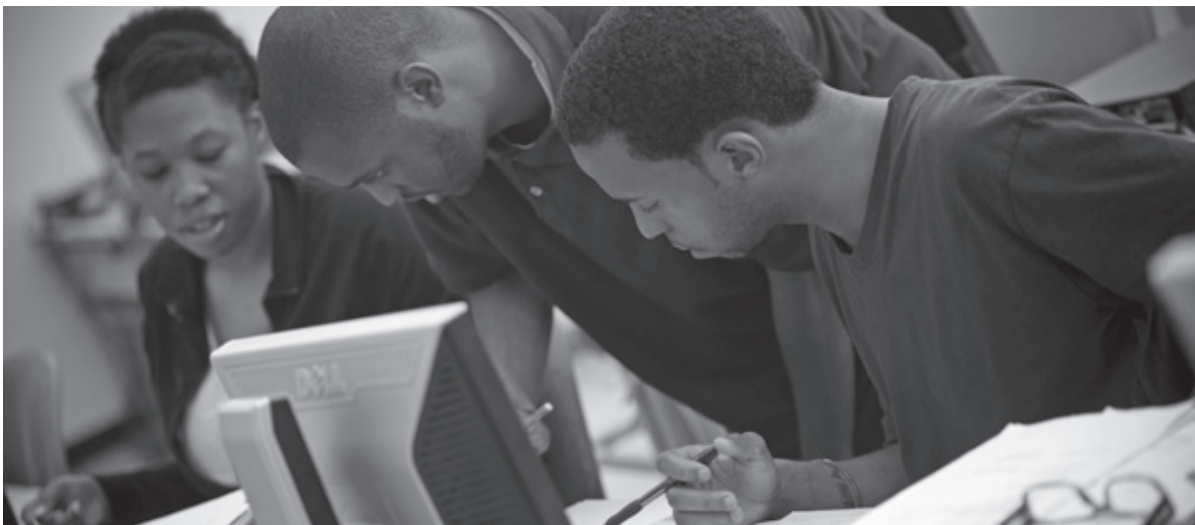
Workforce Development and Continuing Education Courses and Programs

Course/Program	Entry-level	Intermediate or Advanced Level	Prepares for License or Certificate	May Award Continuing Education Units (CEUs)	Available Online
A+ Certification	•		•		
Accounting					•
Acting and Entertainment Arts	•	•			•
Adult Education	•				
American Society for Quality (CMQ)			•		
Apple Final Cut Pro Certification	•		•	•	
Assisted Living Manager		•	•		
Automotive Service Technology	•		•		
Building Maintenance Engineer	•		•		
Cable Installation (BICSI Certification)	•		•		
Carpentry	•			•	
Case Manager/Delegating Nurse in Assisted Living			•		
Certified Nursing Assistant	•		•	•	
Child Care	•	•	•	•	•
Cisco Certified Networking Associate (CCNA)	•	•	•		
Commercial Driver's License (CDL)			•		
Communication Skills, Spoken and Written	•	•	•	•	•
Computer-Aided Drafting	•				
Computer Training	•	•	•	•	•
Construction Management	•	•	•	•	
Cooking/Culinary Arts	•				
Cosmetology/Hair Braiding	•		•		
CPR and First Aid			•		
Culinary Arts	•				
Dental Assisting	•		•		
Driver Education	•		•		
EKG Monitoring	•				
Electrical Training	•	•	•	•	
EMT-B Emergency Medical Technician-Basic	•		•		
English for Speakers of other Languages (ESL)	•	•			•
Event Planning Management	•	•		•	
Floral Design	•	•			
Food Service Management			•		
GED Preparation	•	•			•
Graphic and Web Design	•	•	•	•	
HVAC/R Heating/Ventilation/Air Conditioning	•	•	•	•	
Help Desk Technology	•		•	•	
Home Health Aide	•		•		

Course/Program	Entry-level	Intermediate or Advanced Level	Prepares for License or Certificate	May Award Continuing Education Units (CEUs)	Available Online
Hospitality Management	•	•	•	•	
Human Resource Management (SHRM Certification)			•		•
Insurance	•		•		
International Public Management Association (IPMA)			•		
Languages, Foreign and Sign	•	•		•	
Law Enforcement (Police Academy)			•		
Lifeguard Certification			•		
Locksmithing/Security	•	•		•	
Management, Leadership and Supervision	•	•		•	•
Masonry	•			•	
Medical Billing	•	•		•	
Medical Office Assistant	•		•	•	
Medicine Aide			•		
Net+ Certification			•	•	
Notary Public	•	•		•	
Paralegal	•				•
Payroll Professional (APA Certification)			•		
Pharmacy Technician	•		•		•
Phlebotomy Technician	•		•		
Photography	•	•	•		
Plumbing	•			•	
Principles of Adult Education		•	•	•	
Real Estate Appraisal	•		•		
Real Estate Sales	•		•		
Security Officer	•		•		
Security+ Certification			•	•	
Small Business/Entrepreneur	•	•		•	•
Stationary Engineer/Boiler Operator	•		•		
Swimming Pool Operator's License			•		
Teacher Training			•		
Travel Agent/Travel Services	•	•	•	•	
Veterinary Assistant	•				
Video Production	•	•	•	•	
Weatherization	•	•	•		
Web Designer/Webmaster	•		•	•	•
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 that 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.

Adult Education

Prince George's Community College's Adult Education Program offers a wide range of classes to help adults develop their basic and life skills in reading, writing, math, and English. The program also offers adults and young adults two paths to earning a Maryland high school diploma: GED preparation classes, and the National External Diploma Program.

GED Exam Preparation and Adult Basic Education

The Adult Basic Education Program offers all levels of classes, from Basic Literacy for adult non-readers to GED Test preparation. Classes are held on campus and at neighborhood locations throughout the county.

Basic Reading and Math classes help adults build their literacy and basic math skills in a supportive environment. Math and Language Arts classes help adults and young adults hone their academic skills. GED level classes prepare students to take and pass the GED Test. Success on the GED Test earns these students a Maryland high school diploma. The program also offers access to Maryland's online GED preparation program for qualified individuals.

National External Diploma Program

The college offers the nationally-recognized External Diploma Program, an alternative path for mature adults to earn a high school diploma. The NEDP allows adults to demonstrate their academic competencies and life skills by working with an advisor to compile a portfolio that showcases their skills. The NEDP offers a self-paced, flexible option for adults who are ready to earn a High School Diploma.

English for Speakers of Other Languages (ESL)

The English for Speakers of other Languages (ESL) program offers classes for adults who are seeking to build their skills in speaking, understanding, reading, and writing English. Classes focus on the English language and cultural skills learners need to be successful in the workplace and in the community, and are held in neighborhoods throughout the County. Advanced level classes help adults transition to other programs at the college.

The ESL program also offers classes to help adults prepare for and pass the US Citizenship Exam, and a Family Literacy program to help parents of young children build their basic skills while they learn to support their children's academic success.

Registration, Tuition, Transcripts

With the exception of Adult Education, registration for Workforce Development and Continuing Education courses is continuous. Courses fill on a first-come, first-served basis.

Walk-in Registration

Walk-in registration takes place at the Office of Admissions and Records 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 8:00 p.m., and Friday from 8:30 a.m. to 5:00 p.m.

Online Registration

Online registration is available to all students (with the exception of Adult Education) and is the fastest way to sign up for classes. Go to www.pgcc.edu. Click on "Owl Link." Then, click on "Workforce Development and Continuing Education Students" and then on "Enroll & Register for Courses."

Please note that students must pay online at the time of registration, using a credit card. For cash, check or third-party payment, the student must come to campus to register and pay. Students will be notified only if a class is canceled or changed. Students will receive a refund only if they drop the class **before** the first day.

Adult Education Registration

Registration for Adult Education classes and the External Diploma Program is handled through the Adult Education office. Please call 301-322-0891 or e-mail adulteducation@pgcc.edu for information on enrolling.

Tuition

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 Office of Admissions and Records, Bladen Hall, Room 126. Call 301-336-6000 for more information. Students also may request an official transcript online at www.pgcc.edu.

Skilled Trades Center

6400 Old Branch Avenue
Camp Springs, MD 20748
301-322-0894

The Skilled Trades Center is dedicated to meeting the county's need for skilled construction 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.

Prince George's Community College at Westphalia Training Center

9109 Westphalia Road
Upper Marlboro, MD 20772
301-322-0964

Prince George's Community College's Westphalia Training Center in Upper Marlboro provides students with a laboratory setting within each classroom, enabling hands-on training in critical construction trade areas including: Residential, Industrial and Commercial Construction, Building Maintenance Engineer, Carpentry, Masonry, Electricity and Residential Wiring, HVAC/R, Locksmithing, Plumbing, Stationary Engineering, and Welding.

Important Policies

Emergency College Closings/Delayed Openings

It is the practice of the college to hold all regular classes on all days scheduled on the college calendar. Should an emergency arise that requires the cancellation of classes and activities, students may learn of the delay or cancellation in several ways.

- Visit the college's website, www.pgcc.edu. The cancellation/closure/delay will be prominently displayed on the Home Page.

- Students who sign up for Owl Alert, the college's free Instant Messaging service, will have notice of the closure sent to their cell phone as either a voice or text message or to the preferred e-mail address shortly after the decision to close or delay has been made.

- Call the college's main number, 301-336-6000, and listen to the recorded message. Closures and delays will be included.

In addition, the following radio stations will be asked to announce the college's closing shortly after the decision is made: 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.

College Employees

Administration

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Dr. Sandra F. Dunnington

Vice President for Administrative Services
Mr. Thomas E. Knapp

Vice President for Student Services
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Dr. Joseph G. Rossmeier

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Chief Technology Officer
Mr. William L. Anderson

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

Dean of College Life Services
Mr. Malverse A. Nicholson, Jr.

Dean of Enrollent Services
Dr. Tracy A. Harris

Dean of Facilities Management
Dr. David C. Mosby

Dean of Financial Affairs
Ms. Nancy E. Burgess

Dean of Health Sciences
Ms. Angela D. Anderson

Dean of Human Resources
Ms. Lark T. Dobson

Dean of Learning Foundations
Dr. Beverly S. Reed

Dean of Learning Technologies and Support Services
Mr. Oliver D. Hansen

Dean of Liberal Arts
Dr. Carolyn F. Hoffman

Dean of Planning, Assessment and Institutional Research
Dr. Andrea A. Lex

Dean of Sciences, Technology, Engineering and Mathematics
Dr. Christine E. Barrow

Dean of Social Sciences and Business
Dr. John A. G. Rosicky

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Dr. Scheherazade W. Forman

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Dean of Workforce Development and Community Partnerships
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Ms. Rhonda M. Spells

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Director of Adult Education
Ms. Barbara R. Denman

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Dr. Jacqueline L. Brown

Director of Community Education
Vacant

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Mr. Antony G. Jackson

Director of ERP Systems Services
Ms. Doris M. Harris

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Ms. Sharon E. Hassan

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Ms. Toni E. Hill

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Ms. Cecelia A. Knox

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Dr. W. Allen Richman

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Mr. Gilberto Hinojosa

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Mr. William F. Armstrong

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Ms. Heidi P. Kirkman

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Ms. Jennifer M. Price

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Mr. William N. Gardner

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Murphy, Mark
Placide, Myriam M.
Smith, Rosa D.
Washington, Larry A.

Administrative Services
Barino-Jackson, Diane M.

Budget Management
Hoover, Sandra L.
Micheletti, Robin A.

Campus Police
Alexander, Asia
Bell, Lisa
Barino, Terry H.
Brawner, Thomas
Davis, Eugene
Dominique, Ronald H.
Fletcher, Karlos
Fraser, Daniel
Howard, Britt S.
James, Jermaine K.
Lewis, Delvin
McMillan, George G.
Moody, Calvin
Mosley, Vincent
Pair, Thomas
Reddick, Devonna L.
Roberts, Loraine G.
Rose, Milton
Sturdivant, Melvin J.
Smith, Barbara
Treadwell, Jane
Walker, Larry M.
Watkins-McClung, Karen
Wells, William L.

Facilities Management
Bishop, Jerrod
Bosher, Carey
Braswell, Carol S.
Brown, Angela
Carthen, Terry
Chambers, Colette D.
Chapman, Gloria A.
Chittams, Linda D.
Coates, Victor K.
Cobey, Darren E.
Collington, James
Davis, Shirley G., Jr.
Dickson, Henry L.
Doepkens, Martin L.
Dupree, Daryck C.

Edwards, Robert
Fenty, Kenneth D.
Fernandez, Veronica
Fowler, Jessie A.
Frazier, Derrick K.
Fulcher, Mount O.
Graves, Kelvin L.
Greene, Carl
Green, Rodney
Harrington, Mae
Harris, Deborah A.
Hawkins, Craig
Hayden, Samuel G.
Hayes, Michael C.
Henson, Erik
Holmes, Vernon
Hopewell, Richard J., Jr.
Ivens, Steven
Jackson, Lois A.
Jacobs, Chris, Jr.
Jennings, James W.
Jones, Vernon T.
Jordan, Gregory A.
Kidd, Robert
Lawson, Geoffrey
Leonard, Kenneth
Lopez, Carlos E.
Lopez, Delmi L.
Lucas, Aaron
Maiden, James D., Jr.
Marshall, George
Mason, Raleigh T.
Mellon, Gene I.
Mingo, Titus K.
Mitchell, Allen
Morrison, Donald
Murray, Emma
Opata, Johnnie
Opata, Kingsley N.
Owens, Leonard R.
Owusu-Acheaw, Kwame
Park, Richard
Portillo, Juan
Reich, Ronald
Richardson, Czerney
Rivera, Ana P.
Robinson, Dennis J.
Sabas, Raymond
Sacchino, Mildred L.
Schulze, Scot
Scrivner, Virginia L.
Shorter, Walter J., Jr.
Singh, Sarjeet V.
Smith, James C.
Smith, Ronald S.
Smith, Samuel
Stidam, Thomas
Tanner, Andre
Thompson, Gregory C.
Tolson, William

Tyree, Renetta L.
Voss, Rufus
Walk, Theodore
Ward, Keith
Williams, Robert, Jr.
Wilson, Dennis P.
Woodson, Charles
Wright, Roland D.
Zerihun, Letebrhan L.

Fiscal Management
Brockette, Teresa
Dean, Lynne
Devenney, James
Emerson, Marcel
Fale, Bettyanne B.
Forman, Deidra
Greene, Lynn
Gower, Diana
Hite, Doris
Isreal, Janice
Lowe, Thandiwe F.
Miller, Tammie
Mills, Stephanie
O'Brien, Patricia C.
Tucker, Chris
Vestal, Eiko
Walker, Sheila R.
Watson, Bridgett D.
White, Kalika R.
Whitehead, Colleen

Human Resources
Brooks, Brenda
Bush, Gina
Cunningham, Laurie A.
Harris, Miriam E.
Lee, Leslie
McPherson, Angela
McPherson, Joyce
Rowland, Tasha
Thomas, Sabrina M.
Williams-Lewis, LaVerne

Planning, Assessment and Institutional Research
Ariovich, Laura
Dinkins, Janet
Long, Nicole N.
Ogle, Greg

Procurement
Browning, Mary F.
Ellington, Lynnette B.
Fitch, Andre J.
Gaskins, Wendell J.
Goode, Charles E.
Smith, Steven J.

Professional Development
Ives, Nicole.
Kirkwood, Barbara

Student Services
Camp, Cathryn

Admissions and Records
Bailey, Brenda
Bethea, Jada-Roshay
Black, Lucretia Y.
Brent, Marilane
Brown, Frances F.
Cartledge, Janelle
Davis, Anthony F.
Dupree, Linda L.
Jennings, Carol
Myers-Yates, Saundra L.
Richards, Barrie
Robinson, Gina R.
Sharpe, Kheli
Soule, Sharon

Advising and Transfer Services
Alford, Veronica
Bailey, Jacqueline C.
Bellamy, Brandon
Caldwell, Candice D.
Coluzzi, Mary J.
Cook, Mary C.
Cruz, Beth
Dougherty, Barbara A.
Duckett, Cynthia E.
Enciso, Julie
Harrison, Deborah
Hunt, Rosetta
Placide, Myriam M.
Pugh, Stephanie
Razavi, Reyhaneh A.
Smith, Rosa D.
Wilkins, Diana

ALANA
Dreher, Johnika
Woods, Patricia A.

Athletics
Miller, Melissa V.
Tibbals, Joseph
Todaro, Jo Ann

Career Services
Cunningham, Stephanie S.
Njah, Mary
Parker, Sandra A.
Quander, Damaur
Van Cleef, Paul

College Life Services
Longus, Monica I.
Malachi, Carolyn
McKinnon, Jermaine
Sawyer, Shakira L.

Disability Support Services
Evans, Carol L.
Thomas, Adrienne

Diverse Male Student Initiatives
Hamlin, Brian.

Enrollment Services
Lee, Randar

Financial Aid
Bowman, Jacqueline A.
Brown, Felicia
Craig, Monique
DelaCruz, Alcene L.
Gregg, Sandra M.
Hester, Charrisse
Jackson, Elroy
Jones, Matokia
Kitchings, LaKisha
Lee, Beverly
McKelvin, Tamika
Miller, Carolyn
Rounds, Wanda M.
Walker, Jennifer

Health Education Center
Cooper, Kim E.
Thomas, Pamela M.

Information Center Operations
Bethea, Jada-Roshay
Bowerman, Brenda
Dunham, Tanisha
Gray, Reeshemah
Watson, Crystal
Wright-Johnson, Danielle

Marketing and Creative Services
Brown, Kortnee D.
Clark, Joseph
Edwards, Jessica
Garrett, Rashida
Gillam, Artelia
Hofmann, Kathy F.
Marable, Keva
Percy, Michael T.
Peterson, Danielle
Rock, Mona

Recruitment
Dearring, Joel A.
Garcia Lopez, Samantha
Swaim, Darrell
Quinteros, Ricardo

Retention Services
Thompson, Samantha

Student Assessment Services
Johnson, Ava
McNair, Jahmal A.
Pedrigal, Ian
Porter, Beatrice B.
Windsor, Sondra W.

Student Development Services
Virta, Rebecca G.

Student Success Programs
Smith, Crystal

Student Support Services
Braxton, Rhonetta
Collins, Phyllis
Jackson-Warren, Alicia
Wade, Kevin

Upward Bound
Dean, Korey L.
Gause, Blanche
Walker, Michael

Veterans Services
Bourgeois, Dwayne P.

Vocational Support Services
Harver, Laura

Technology Services
Blank, William
Brown, Darlene
Proels, Susan E.

Administrative Technology Services
Daniels, Carla D.

Audio Visual Technology Services
Lemerise, Michael R.
Palmer, Marvin G.
Saar, Michael L.

Computer Room Operations
Gooding, Christopher
Norman, Eric
Rudell, Daniel

Database Administration
Christopher, Robert

Data Center
Bentley, Edward
Floyd, Lane
Sims, Marc A.
Yun, Xijun

eLearning Services
Flage, Eileen C.
Gherezgher, Solomon
Roebuck, Tia M.
Simmons, Sylvia L.
Walker, Theresa S.

ERP Systems Services
Smith, Lynette K.

Network Services
Adams, Glenn E.
Farley, David B.
Flage, Claudio C.

Jones-Davidson, Benita
Kouadio, Boka
Peterson, Cameron T., Sr.

Systems Development
Egal, Deeqa
Hurley, Jason C.
Ingram, Cynthia L.
Tao, Jen-Yi
Towe, Anna

Technology Resource Center
Eldridge, Gary
Gagneux, Lorna R.
Johnson, Marshall G.
Kane-Morris, Marjani E.
Mathis, Angela
Schelb, Edward
Shelton, Scott A.

Technology Support Services
Abujuma, Nabil M.
Adem, Amir
Allen, Cynthia D.
Bishop, Deborah
Buehler, Andrew J.
Busari, Ambali
Capuano, Antonio
Goggin, CJ
Gorman, Melvin
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
Nansaljav, Amartuvshin
Palmer, Roy L.
Peed. Ryan
Poynter, Marc
Pryor, Robert C.
Regacho, Joseph
Tavares, Carl
Warnes, Erik
Williams, Earl
Williams, Lois
Zaza, Ansumana

Telecommunications Services
Cruz, Eduardo R.

Web Services
Ali, Mohammed
Idrees, Ayman
Michael, Andrew

Workforce Development and Continuing Education

Almenas, Kazys
Alston, Anthony
Barino-Samuels, Denise M.
Barker, Donna M.
Belt, Gloria
Brandel, Dorothy A.
Brown, Sandra
Carrington, Monica-Lou W.
Cheek, Linda
Cosh, Bree A.
Crawford, Camille A.
Crowell, Adrienne M.
Cullins, John E.
Davis, Marla
Deadwyler, John
Duru, Thomisha
Fempong, Faye
Gagnon, Susan
Graves, Rhonda
Hammonds, Veronica
Harris, Darlene
Harris, Ruth
Higgs, Michelle T.
Jimenez, Bryon
Johnson, Lauretta
Jones, Lori
Long, Danielle
Lowe, Ermer R.
Malcolm, Eartha

Mariam, Kuribachew
Matthews, Leslie
McBryde, Carrol H.
McClure, Helen R.
McCreary, Barbara
McDuffie, Sheila Y.
Miller-Jones, Marietta M.
Mitchell, Anita
Mundy, Lucinia
Nipper, Florence
Olsen, Erin K.
Park, Nancie
Powell, Dawn
Pryor, Josephine
Rac, Michael G., Jr.
Riche, Janet
Robinson, Arlene I.
Robinson, Katurah
Robinson, Robin
Salen, Diane M.
Shea, Joan E.
Shearer, Mary J.
Simmons, Lloyd
Siravajanakul, Sivameth
Smith, Joanna
Tyler, Bertina
van Nuys, Suzanne
Varnado, Cynthia M.
Walker, Denise A.
Walker, Rhonda
Walpole, Jacqueline
Ware, W. DeniseMs
Wells, Michele
Woods, Jeanette

Directions and Campus Maps

Prince George's Community College

301 Largo Road
Largo, MD 20774-2199
(301) 336-6000
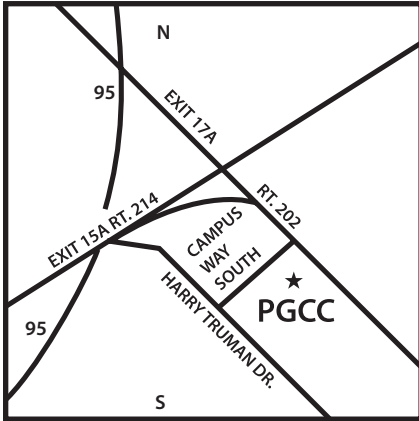
Directions to Largo campus

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.
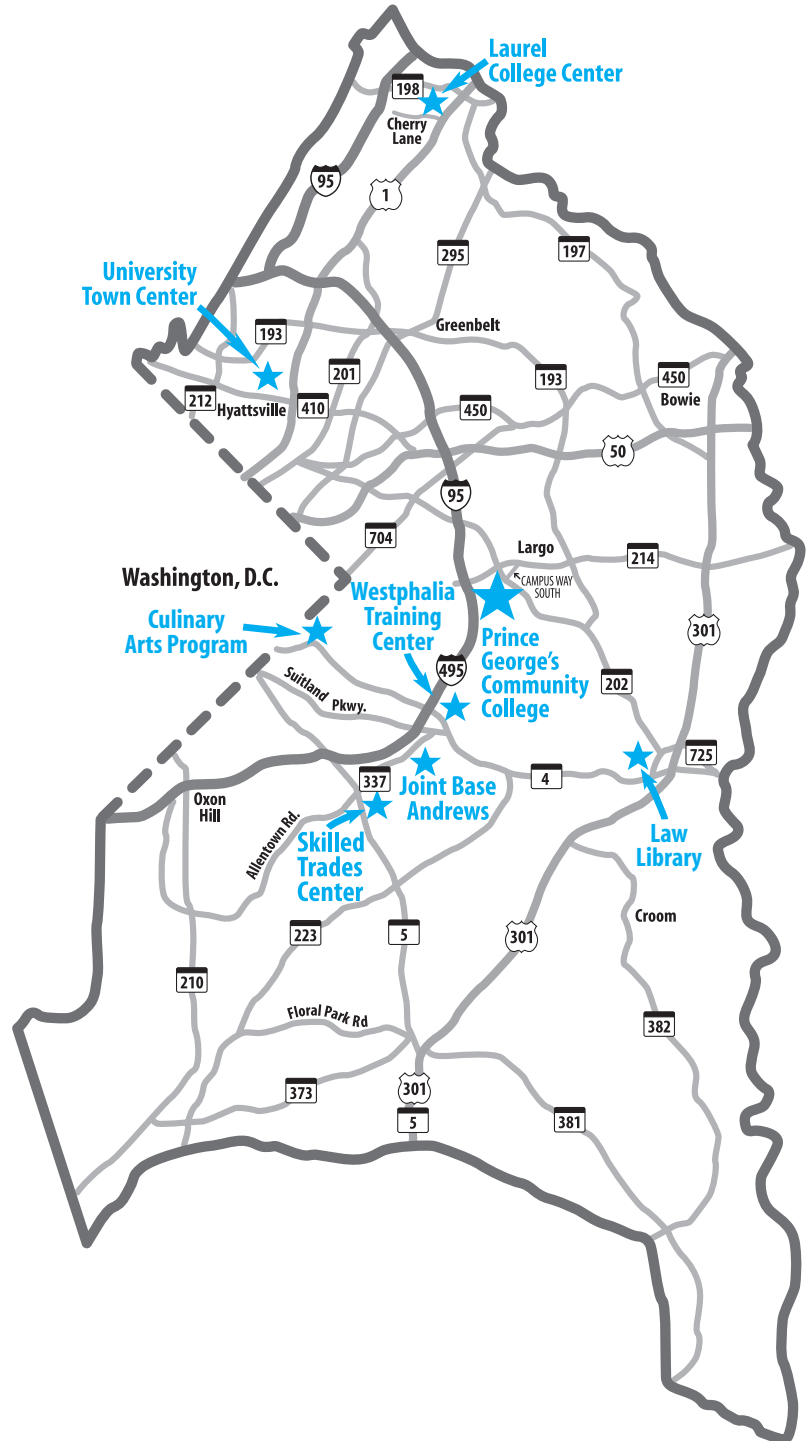
Prince George's Community College
Main Campus

N

to 95/495
exit 17A

to Rt. 214E
and 301N/S

to Upper
Marlboro

Campus Way South

Lot L
Staff

Staff   Lot I

Staff

V

29

Lot
H
Staff   Staff

Staff

V

2

3

5

1

11

Lot
N

31

4

26

10

14

Lot
M

9

7

27

28

13

12

30

8

6

Lot K
Staff

Lot
G

Inner Ring Road

24

Lot
G

Lot
E

Lot
A

19

15   20

22

Lot
D

Lot
C

Lot
B

18

16

Staff

Largo
High School

25

Lot
F

Lot
D

17

Outer Ring Road

21

32

23

Outer Ring Road

MD Route 202
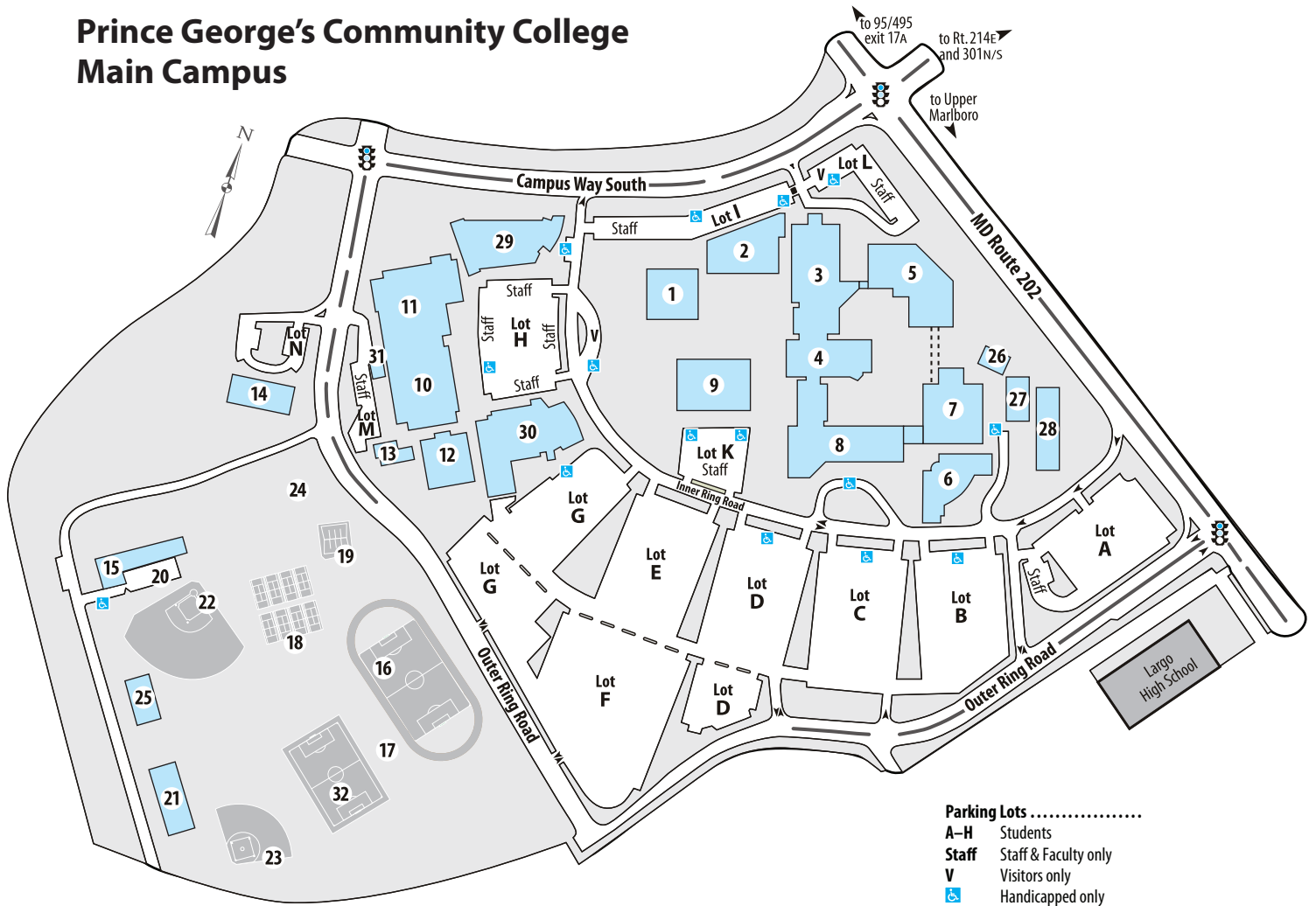
Parking Lots ....
A–H   Students
Staff   Staff & Faculty only
V   Visitors only
♿   Handicapped only

1. **Kent Hall**
   Administration
   Workforce Development and
      Continuing Education Offices
   Human Resources
2. **Accokeek Hall**
   eLearning Services
   Library
3. **Bladen Hall**
   Admissions and Records
   Advising and Transfer Services
   Cashier
   Disability Support Services (DSS)
   Enrollment Services
   Financial Aid Office (FAO)
   Health Education Center (nurse)
   Recruitment
   Registration—Credit
   Registration—Continuing Education
   Veterans Services
   Welcome Center
4. **Bladen Hall**
   Campus Police Substation
   College Lab Services *(computer labs)*
   Language Studies Lab
   Student Assessment Services
      (Testing Center)
   Tutoring and Writing Centers

5. **Largo Student Center**
   Bookstore
   Campus Dining
   College Life Services
   Community Rooms A, B, C
   Rennie Forum
6. **Chesapeake Hall**
7. **Lanham Hall**
   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**
    Pool
    Racquetball Courts
    Weight Room
12. **Continuing Education Building**
       (classrooms only)

13. **Steel Building**
14. **Childtime Children's Center**
15. **Facilities Management Building**
    Campus Police
16. **Track/Practice Soccer Field**
17. **Golf Range**
18. **Tennis Courts**
19. **Racquetball Courts**
20. **Auto Bay**
21. **Warehouse**
22. **Baseball Diamond**
23. **Softball Diamond**
24. **Picnic Grove**
25. **Temporaries 1 and 2**
26. **Temporary Services Building TS**
27. **Temporary Services Building TO**
28. **Temporary Services Building TZ**
29. **Center for Advanced Technology**
    College Lab Services *(computer labs)*
    Cyber Café
30. **Center for Health Studies**
       (Expected opening, fall 2012)
31. **Temporary 3**
32. **Main Soccer Field**

Prince George's Community College at John Eager Howard Community Center

4400 Shell St., Capitol Heights, MD 20743
For more information, call 301-341-3027

Directions

From Largo - merge onto MD 214 W/Central Avenue via ramp to Washington and proceed for approximately 3 miles. Turn left on

MD 332 W and then turn right on MD 332W/Central Ave. Turn left on Clovis Ave and then make a slight left on Larchmont Ave. Proceed on Larchmont and then turn left onto Marlboro Pike. Take the first right onto Nova Ave and then turn left onto Shell St. John Eager Howard will be on the left.

From South: Take I 495N I-95 N and take exit 11B for MD-4 N/ Pennsylvania Ave toward Washington. Merge onto MD-4 N/ Pennsylvania Ave. Proceed approximately 4 miles and turn right on Alton St. Take the first right onto Dewitt Ave and continue on to Shell St. John E. Howard is on the right.

From North: Take I-495S I95 S and take exit 11B for MD-4 N/ Pennsylvania Ave toward Washington. Merge onto MD-4 N/ Pennsylvania Ave. Proceed approximately 4 miles and turn right on Alton St. Take the first right onto Dewitt Ave and continue on to Shell St. John E. Howard is on the right.
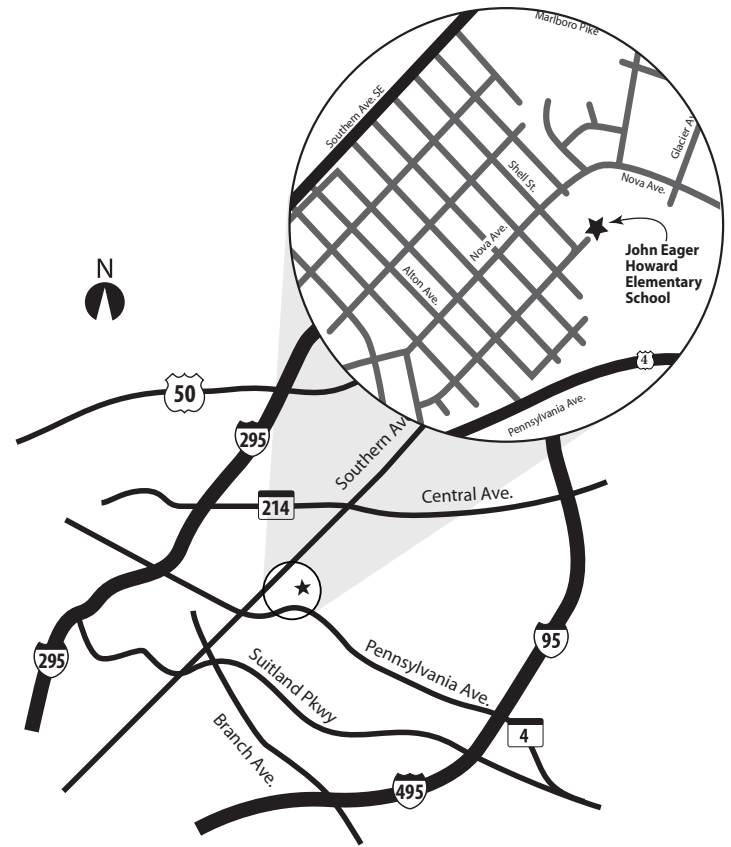
Prince George's Community College at Joint Base Andrews/Naval Air Facility (Andrews AFB)

1413 Arkansas Road, Room 111
Joint Base Andrews, MD 20762
For more information, call 301-322-0778 or 301-981-5949 or visit our website at www.pgcc.edu/aboutus/ ExtensionCenters/aafb

Directions

From I-95 S (beltway) take Exit 9, which is marked Rt. 337, Andrews AFB, Allentown Rd., Morningside. Turn right onto Forestville Rd. Make the next right onto Allentown Rd. (Rt. 337 S). Make a left at the Visitor's Entrance Gate traffic light. The Visitor Center is on the left. After obtaining your base access badge, proceed to the security check point, then to the traffic light. Bear right at the light/4 way stop onto North Perimeter Rd.

To Bldg. 1413: Continue on North Perimeter, past the headquarters building and parking lot. Turn left onto Arkansas Rd. You will pass Chapel 1 (on the right) and cross California Ave. Continue on Arkansas; 1413 is the last building on the right. There are two parking lots, one in front of bldg. 1413 and one in the rear. Please do not use the dormitory parking lot across the street or park illegally if the front lot is full—use the back parking lot.

To Bldg. 1642: Bear right at the traffic light/4way stop onto North Perimeter and turn left on Arkansas Rd., just past the headquarters building and parking lot. Pass Chapel 1 (on the right) and cross
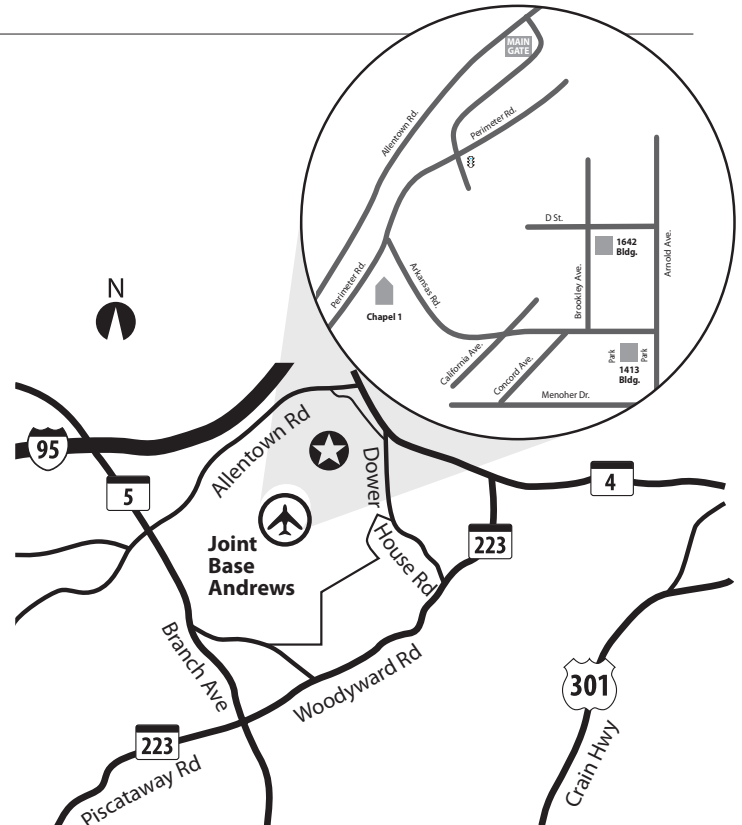
over California Ave. Turn left on Brookley Ave. (across from the athletic field). As you approach the 4 way stop sign, bldg 1642 (Library) is on the right at the corner of Brookley Ave. and "D" street. Parking is ample. Enter classrooms through the rear glass doors.

Laurel College Center (LCC)

312 Marshall Avenue, Suite 205
Laurel, MD 20707
For more information call toll free 1-866-228-6110
or visit our website at www.laurelcollegecenter.org

Directions

From Route 1 heading South toward Laurel: Cross Route 198 and make the third right onto Marshall Avenue. Laurel College Center is located in the 10-story office building on the left. There is a sign, "Laurel College Center," at the top of the building.

From Route 1 heading North toward Laurel: Pass Laurel Mall and Laurel Shopping Center and turn left onto Bowie Road. Turn left on Route 1 South and make an immediate right onto Marshall Avenue. LCC is located in the 10-story office building on the left. There is a sign, "Laurel College Center," at the top of the building.

From I-95 North: Take exit 33A, Route 198 East toward Laurel. Proceed to Fourth Street and turn right. Go to the stop sign and turn left onto Marshall Avenue. Laurel College Center is located in the 10-story office building on the right.

From Baltimore/Washington Parkway: Take the Route 197 exit toward Laurel. Turn left onto Route 198 West. Turn left onto Route 1 South and make the third right onto Marshall Avenue. LCC is located in the 10-story office building on the left. There is a sign, "Laurel College Center," at the top of the building.

From Route 29, Burtonsville area: Take Route 198 East toward Laurel. After crossing over I-95, proceed to Fourth Street and turn right. Go to the stop sign and turn left onto Marshall Avenue. LCC is located in the 10-story office building on your right.

From Route 32: Take exit for Route 1 South. Go approximately three miles and turn right onto Marshall Avenue (third right after crossing Route 198). LCC is located in the 10-story office building on the left.
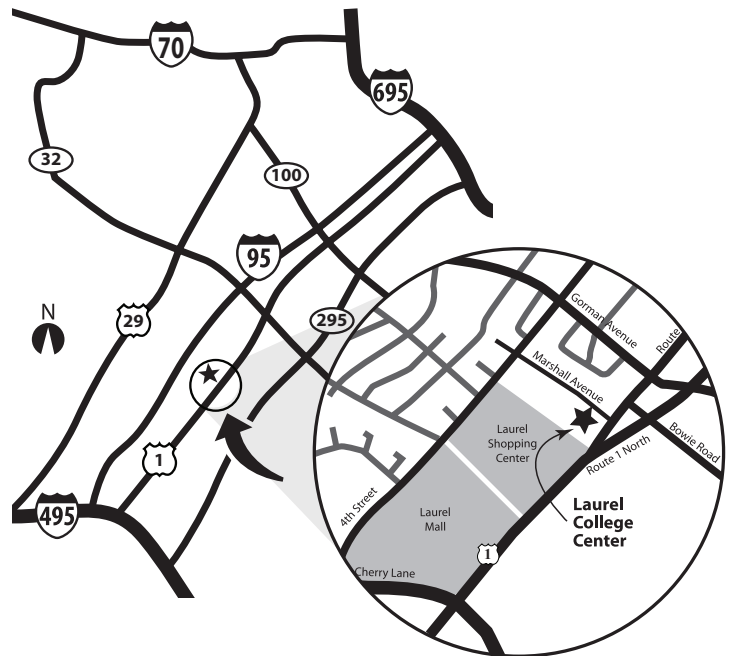
Parking

Before 5 p.m., Monday through Friday, student parking is restricted to the Laurel Shopping Center in the yellow outlined parking spaces. The Laurel Shopping Center is located directly behind the Laurel College Center. For easy access to the building, take the walkway, between Books-A-Million and the Sprint store, from the shopping center to the building's second floor entrance. After 5:00 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

From I-95/495/Capital Beltway: Take Exit 7A toward Waldorf, which is labeled "Branch Avenue (South)/MD Route 5." Exit onto Allentown Road (Route 337 West) toward Camp Springs. At the bottom of the exit ramp, merge right onto Allentown Road then make an immediate left turn at the first traffic light onto Old Branch Avenue. The Skilled Trades Center is approximately one quarter mile ahead on the left.

From Waldorf and Points South and East: Heading north on Branch Avenue/Route 5, exit onto Allentown Road (Route 337 West) toward Camp Springs. At the bottom of the exit ramp, turn left onto Allentown Road then make a left turn onto Old Branch Avenue. The Skilled Trades Center is approximately one quarter mile ahead on the left.
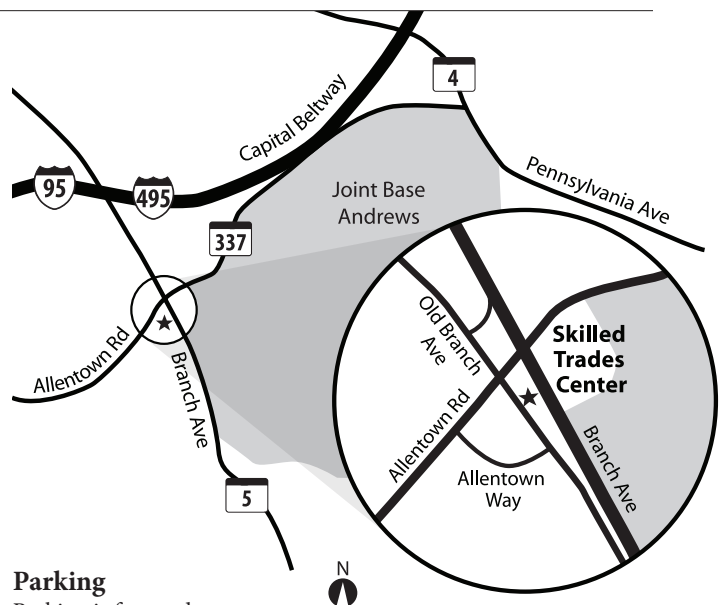
Parking

Parking is free and no permit is required.

Prince George's Community College at 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

Prince George's Community College at University Town Center is located at 6505 Belcrest Road across from The Mall at Prince Georges (formerly Prince George's Plaza) and a five-minute walk from Metro's Green Line. The college is on the second floor, Suite 200.

From I-495 South of Hyattsville: Take exit 19B to Route 50 West toward Washington. Go approximately 1.5 miles. Take exit 5 to MD 410. Go 1.8 miles, make a slight left turn onto Riverdale Road, which becomes MD 410, East-West Highway. Go approximately two miles, turn right onto Belcrest Road.

From I-495 North and West of Hyattsville: Take exit 23 Kenilworth Avenue toward Greenbelt/Bladensburg to Kenilworth Avenue (MD 201 South) toward Bladensburg. Go approximately three miles on Kenilworth Avenue, turn right on East-West Highway (MD Route 410). Go approximately two miles, turn right onto Belcrest Road.
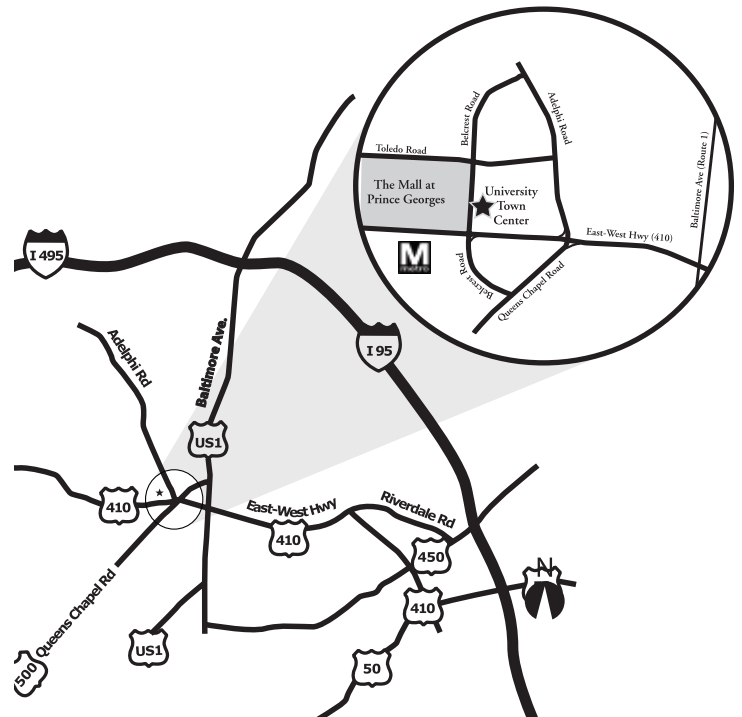
Parking

University Town Center is located within a few minutes walk of the Prince George's Plaza Metrorail station, and the location also is served by many bus routes. Students who choose to drive may park in Garage B at University Town Center, entered from Freedom Way West off of Belcrest Road. Parking is free for the first two hours. Beyond two hours, current students with valid PGCC IDs may validate their parking coupons in the student lounge to receive a 50 percent discount off the posted rates.

Prince George's Community College at Westphalia Training Center

9109 Westphalia Road
Upper Marlboro, MD 20774
For more information call 301-322-0964

Directions

From eastbound Route 4: Turn left on Westphalia Road and drive about a mile. The Westphalia Training Center is on the right.
From westbound Route 4: Turn right on Westphalia Road and drive about a mile. The Westphalia Training Center is on the right.
From I-495: Take exit 11A toward Pennsylvania Avenue/Route 4 East. Drive about 1/4 mile, then make a left on Westphalia Road. The Westphalia Training Center is about a mile up, on the right.

Parking

Parking is free. No permit is required.
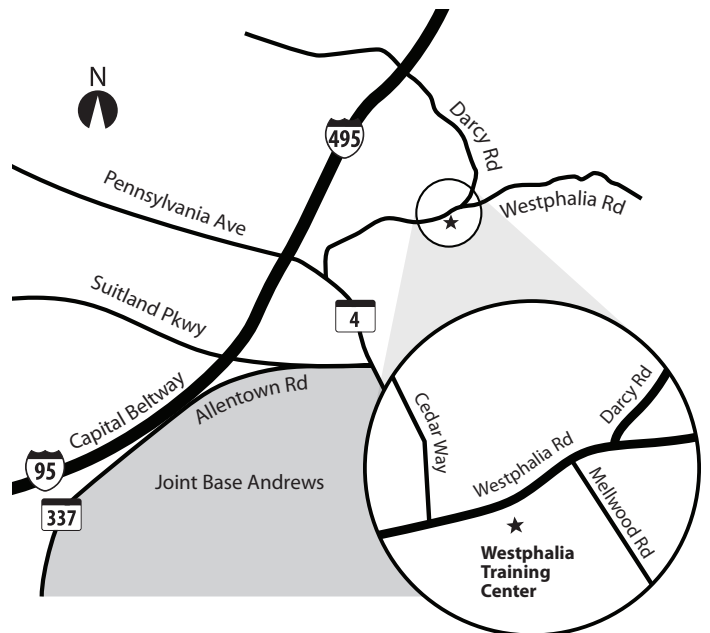
Glossary of Academic Terms

Academic Advisor Provides pre-admission information, interprets placement test scores, assists with course selection, advises on general academic policies and procedures, provides information on transfer to other institutions and evaluates (unofficially) student records/transcripts to determine course/program eligibility.

Academic Dismissal Academic dismissal results when a student on Academic Restriction fails to achieve at least a 2.0 GPA during the current enrollment period.

Academic Restriction An academic status (after Academic Warning) limiting a student to no more than seven credits in a regular semester, which results when the minimum required grade point average has not been achieved. One of the courses must be a CAP course and the other must be a course previously attempted that was not satisfactorily completed.

Academic Warning Status of a student who, at any point after six credits (or two courses) are attempted, falls below the prescribed minimum requirements for good academic standing.

Accreditation Certification that the college and/or its programs have met established standards and are recognized by national and/or state authorizing agencies.

Admission Process of becoming officially recognized as a person able to enroll in credit courses. This is a one-time process unless the student stops taking classes for an extended period of time. (Also see **Registration**.)

Alumni Alumni are students who graduated from the college. At Prince George's Community College, alumni also may include students who once attended the college.

Apprenticeship A training program in which an employee (apprentice) learns a craft or trade under the guidance of skilled tradesmen. The apprentice enters into a training agreement with an employer that imposes mutual obligations on both parties. The terms of apprenticeship are regulated by labor agreements and state law. (Also see **Culminating Experience**.)

Articulation Agreement An official agreement between a community college and a four-year institution that designates the transferability of specific courses and/or degrees.

ARTSYS (Articulation System) A computerized information system developed by the University of Maryland System and used to check on the transferability of Prince George's Community College courses, to find a recommended transfer program for a major, or compare how other Maryland System colleges will evaluate a student transcript.

Associate Degree A degree consisting of a minimum of 60 credits that includes general education core requirements, program concentration courses and electives. Prince George's Community College offers four degrees: Associate of Arts (A.A.); Associate of Science (A.S.); Associate of Applied Science (A.A.S.); and Associate of Arts in Teaching (A.A.T.).

Audit A registration option that enables the student to attend a college course without receiving academic credit. Full tuition and fees are still paid.

CAP (Career Assessment and Planning) Course CAP courses focus on career/life planning and college success and are offered through the Student Development Services Office.

Capstone Course A course taken by students who are nearing the completion of their studies. Students apply skills and knowledge acquired in previous courses and demonstrate specific competencies and communication skills. (Also see **Culminating Experience**.)

Career Program A curriculum leading to an Associate of Applied Science degree (A.A.S.) or certificate emphasizing skills training for employment after graduation.

Certificate A record of successful completion of a shorter program of study of less than 60 credits, typically with application to skills needed for immediate entry into the workplace.

Challenge Exam A comprehensive exam developed by the appropriate academic area that measures the prior learning of students with substantial work-related or personal experience in the subject matter. Subject to certain conditions and limitations, students who pass a challenge exam will have credit for the course posted to their transcript.

CLEP (College Level Examination Program) A series of general and subject exams sponsored by the College Board. The exams are designed to measure knowledge students have obtained, both formally and informally, related to college-level course material, and for which college credit may be awarded.

Clinical Education An essential aspect of the student learning experience in each Nursing and Allied Health Program; involves supervised, hands-on experience, in a health care setting, designed to promote student learning outcomes; the final clinical course in each program is designed as a capstone course and serves as a culminating experience. (Also see **Culminating Experience**.)

Collegian Center A community of learners in various disciplines brought together for integrated learning experiences and co-curricular enrichment.

Commencement The college's graduation ceremony held in May, wherein degrees and certificates are publicly awarded for academic levels of achievement.

Concurrent Enrollment Student A student taking courses at a college while attending high school. Typically, the courses appear only on the college's transcript.

Continuing Education Course A course primarily designed for learning without academic credit as distinct from a credit course that is designed to earn academic credits toward a degree or certificate. [Also see WDCE (**Workforce Development and Continuing Education**).]

Cooperative Education Cooperative education is a structured, educational strategy that integrates classroom studies with learning through productive work experiences in a field related to a student's academic or career goals. It requires a partnership among students, educational institutions and employers with specified responsibilities for each party. (Also see **Culminating Experience**.)

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 degree or to reach other educational goals. These guides are used in conjunction with the college catalog and are available through the college's Website.

Dean's List A list published at the end of the fall and spring semesters of students who demonstrate high academic achievement.

Developmental Studies Program A program that helps students develop academic skills for succeeding in college-level courses. Developmental Studies Program courses are offered in English, reading, writing and mathematics.

Dual Enrollment A high school student taking college courses which fulfill both high school and college credit requirements.

eLearning Courses that use interactive Web-based applications, interactive video and multimedia computer applications in varied combinations to deliver instruction at a distance. (Also see **Hybrid Course**, **Online Course** and **Video Enhanced Online Course**.)

Early Alert The identification of students at risk early in the semester and communication with them through a computer-generated notice.

Equivalent Hour (EH). A method for equating developmental courses to credit courses for determining a student's enrollment status—full-time, half-time, etc. Equivalent Hours do not affect a student's total credits, degree requirements, or GPA.

Elective 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 non-credit continuing education and workforce development courses and certification programs. Prince George's Community College extension centers are located at Joint Base Andrews, Laurel College Center, Skilled Trades Center in Camp Springs and the University Town Center in Hyattsville.

Fee A financial charge for courses and services.

Fieldwork Employer supervised educational, on-the-job experience in the employer's facility. (Also see **Culminating Experience**.)

Full-time Student A student enrolled in 12 or more credit hours in a given semester.

General Education Core A body of knowledge that provides a liberal education and contributes to the development of critical thinking skills that identify an individual as a college graduate.

General Education Courses Transferable courses that are specified for each program of study and provide the academic background that every student receiving an associate degree should possess.

GPA (Grade Point Average) An average of the grades a student has earned based on how many credit hours each course was worth. Typically, acceptable college GPAs are from 2.0 to 4.0.

Graduation The formal completion of an associate degree or certificate as indicated on a student's official transcript.

Half-time Student A student enrolled in six to eleven credit hours in a given semester.

Hybrid Course A course with less than 100 percent required face-to-face instruction that consistently replaces regularly scheduled face-to-face instruction with required, paced learning activities that are delivered online. (Also see **eLearning**.)

I Grade Denotes an incomplete (I) grade that is given to a student (at the discretion of his or her instructor) whose work in a course has been qualitatively satisfactory, but due to illness or other extenuating circumstances is unable to complete the course requirements by the end of the semester.

Internship A supervised work and learning experience that exposes a student to professional responsibilities that align with his or her academic and career goals. (Also see **Culminating Experience**.)

Learning-Centered College A college that places student learning at the highest institutional priority. The college community (i.e., students, faculty, staff, administrators and Board of Trustees) acts as a team to carry out learning-centered principles.

Letter of Recognition (LOR) Record of completion of an identified set of concentration courses in a discipline for a maximum of 11 credits. Available LORs are listed in Chapter 5.

myPGCC Provides centralized Web-based access to college resources, including Blackboard courses, Owl Link, Owl Mail and PGCC news, information and student events.

Matriculated Student Any student officially admitted and enrolled at the college.

Online Course A course where 100 percent of face-to-face (i.e., on-campus classroom) instruction is replaced by required, paced learning activities that are delivered online. (Also see **eLearning**.)

Owl Alert Prince George's Community College's emergency text messaging and e-mail notification system.

Owl Debit Card A Prince George's Community College debit card issued to all credit students to be used, at a minimum, as the vehicle for managing receipt of refunds from the college.

Owl Link Prince George's Community College computer system that provides self-service to students, prospective students, visitors, donors and employees. (Also see **Web Advisor**.)

Owl Mail Prince George's Community College student e-mail system that all credit students are expected to use to interact with the college and to remain informed of important events on campus.

Owl Success Track A mandatory first-year experience program for first-time college students.

Part-time Student A student enrolled in less than six credit hours in a given semester.

Placement Test A required assessment used to determine initial course placement for first-time entering students to the college.

PLAN (Prior Learning Assessment by Portfolio) A process by which students whose personal and professional experiences provide evidence of mastery of collegiate-level subjects may use portfolio assessment to gain credit for previous knowledge and skills attained. Students who wish to apply for credit through portfolio assessment are required to attend an information session, meet with a PLAN advisor and register for a 3-credit course, CAP-105—Portfolio Development.

Prerequisite A course that must be completed before enrolling in a more advanced course. For example, Accounting 1010 is taken before Accounting 1020.

Program Evaluation A report created by a student in Owl Link that matches all courses taken against the academic requirements of the student's program of study in order to assist with course planning and to determine progress toward graduation. (Also see **What-if Scenarios**.)

Program of Study A set of courses leading to a degree, certificate or letter of recognition.

Q Grade A grade assigned by the instructor to a student who has never attended the class or stopped attending during the first 20 percent of the course.

Registration Process by which students officially enroll in their courses every semester and reserve a place in class by paying the tuition bill. New and readmitted students must register in person for their first semester. Returning students also may register by telephone or over the Internet.

Schedule Adjustment The process of adding, dropping, or exchanging courses during registration or any other prescribed period at the start of the semester.

Schedule of Classes A publication that lists classes available for a particular semester. Schedules are published separately for credit and continuing education courses.

Semester A period of instruction, generally 15 weeks, offered during fall and spring. The college also offers courses with more flexible and accelerated course formats throughout the year, including during the summer and intersession.

Service-Learning The integration of volunteer service and classroom learning, with a focus on critical, reflective thinking and personal and civic responsibility.

Syllabus A learning document provided by an instructor that describes the content and expectations of a course, the grading policy, a list of assignments and due dates, and related information such as the required textbooks, other course materials, the instructor's office hours, and contact information.

Synonym Five-digit unique identifier for a course section offered in a specific semester. For example, the course synonym is 02443 for EGL-1010-LD01 offered in the fall semester.

TBA To be arranged or to be announced.

Transcript A student's formal academic record of grades received in all courses taken at Prince George's Community College, including transfer credits if applicable. Students can obtain official copies of their transcripts from the Office of Admissions and Records.

Transfer Program A program with another college or university enabling the student to transfer credits and work toward a bachelor's degree. Designated as an Associate of Arts (A.A.), Associate of Science (A.S.), or Associate of Arts in Teaching (A.A.T.).

Tuition The amount of money charged for each credit or noncredit course for which a student registers.

Video Enhanced Online Course Uses commercially produced video material as a supplement to an online course. The course activities are conducted online, while the video programs are delivered in a variety of formats. (Also see **eLearning**.)

W Grade A withdrawal (W) grade is received when the student voluntarily drops a course after the schedule adjustment period but before the completion of 75 percent of the course, normally the 12th week of classes. The withdrawal is not finalized until the necessary paperwork is completed and submitted. The student withdraws **only** from that course or courses but remains enrolled in the rest of the courses for which he or she is registered.

WDCE (Workforce Development and Continuing Education) Provides a variety of noncredit occupational, educational, multicultural and recreational opportunities at nominal costs to county residents. Additionally, WDCE assists area businesses with their employee training needs. (Also see **Continuing Education Course**.)

What-if Scenarios A report created by a student in Owl Link that allows the student to determine how courses taken might fit into a program of study other than the one currently being followed.

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Program Codes *

*Applicants must indicate one of the programs of study listed below by filling in the program's abbreviated name in the space providedon Item 17 of the paper application or by selecting it from the drop-down list available in the online application. For example, Accounting Professional would be ACCT.PROF.AAS.

Students who are still in high school or who are under the age of 16 may not select a curriculum until after they graduate or otherwise become eligible for enrollment in college. They must instead select one of the offerings listed below which begin with "SPEC".

A.A.   .... Associate of Arts
A.S.   .... Associate of Science
A.A.S.   .... .Associate of Applied Science
A.A.T.   .... Associate of Arts in Teaching
A.S.E.   .... Associate of Science in Engineering
Cert.   .... Certificate
LOR   .... Letter of Recognition

Accounting Programs
ACCT.TRANSFR.AS	Accounting Transfer Option (A.S.)
ACCT.PROF.AAS	Accounting Professional (A.A.S)
ACCT.CT	Accounting (CERT)
ACCT.LOR	Accounting (LOR)
ACCT.TAX.LOR	Accounting and Taxation (LOR)
ACCT.CPA.CT	CPA Preparation (CERT)

Arts and Sciences Program
ARSC.AA	Arts and Sciences (A.A.)
THTR.CT	Theatre/Entertainment Tech. (CERT)

Business Administration Program and Business Management Programs
BUAD.AS	Business Administration (A.S.)
BMGT.AAS	Business Management (A.A.S.)
BMGT.RISK. CT	Disaster Recovery and Risk Management (CERT)
BMGT.RISK. LOR	Disaster Recovery and Risk Management (LOR)
BMGT.ENTPRN.CT	Entrepreneurship (CERT)
BMGT.ENTPRN.LOR	Entrepreneurship Management (LOR)
BMGT.HR.CT	Human Resource Management (CERT)
BMGT.HR.LOR	Human Resource Management (LOR)
BMGT.HLTHCARE.CT	Health Care Management (CERT)
BMGT.HLTHCARE.LOR	Health Care Management (LOR)
BMGT.INTL.CT	International Management (CERT)
BMGT.INTL.LOR	International Management (LOR)
BMGT.PUBADM.CT	Public Administration (CERT)
BMGT.PUBADM.LOR	Public Administration (LOR)
BMGT.PURCON.CT	Purchasing and Contracting (CERT)
BMGT.PURCON.LOR	Purchasing and Contracting (LOR)
BMGT.RLEST.LOR	Real Estate (LOR)
BMGT.RPM.AAS	Residential Property Management Option (A.A.S.)
BMGT.RPM.CT	Residential Property Management (CERT)
BMGT.SMLBUS.CT	Small Business Management (CERT)
BMGT.SPORT.MGT.CT	Sports Management Management (CERT)
BMGT.SUPVS.CT	Supervisory Management (CERT)
BMGT.SUPVS.LOR	Supervisory Management (LOR)

Computer Engineering Technology Programs
COMP.ENGR.AAS	Computer Engineering Technology (A.A.S.)
COMP.CISCO.CT	Cisco CCNA Preparation (CERT)
COMP.APLUS.CT	A+ Preparation (CERT)
COMP.SERV.CT	Computer Service Technology (CERT)

Information Technology Programs
COMP.INFOTECH.AAS	Information Technology (A.A.S.)
COMP.PROG.CT	Computer Programming Option (CERT)
COMP.NETADM.CT	Network Systems Administrator (CERT)
COMP.GRAPH.CT	Computer Graphics (CERT)
COMP.DBAS.CT	Database Systems (CERT)
COMP.TECH.CORE.CT	Information Tech Core Concepts (CERT)
COMP.TECHSUP.CT	Technical Support Specialist (CERT)
COMP.WEB.CT	Web Technology (CERT)

Computer Science Programs
COMP.INFOSCI.AS	Information Science Option (A.S.)
COMP.SCI.AS	Computer Science (A.S.)

Construction Management Programs
CNST.AAS	Construction Management (A.A.S.)
CNST.CT	Construction Management (CERT)
CNST.LOR	Construction Management (LOR)

Criminal Justice Programs
CRJU.AA	Criminal Justice Transfer Option (A.A.)
CRJU.AAS	Criminal Justice (A.A.S.)
CRJU.CT	Criminal Justice Technology (CERT)
CRJU.ACAD.AAS	Police Science Option (A.A.S.)
CORR.AAS	Correctional Services Option (A.A.S.)
CRJU.CYBER.AAS	Cybercrime Investigation Option (A.A.S.)
CRJU.CYBER.CT	Cybercrime Investigation (CERT)

Culinary Arts Programs
FOOD.CULIN.AAS	Culinary Arts (A.A.S.)
FOOD.CULIN.CT	Culinary Arts (CERT)
FOOD.DIET.AA	Dietetics Option (A.A.)
FOOD.DIET.CT	Dietetics (CERT)
FOOD.SCI.AA	Food Science Option (A.A.)

Early Childhood Education Programs
TCHR.ECHILD.AAT	Early Childhood Education (A.A.T.)
TCHR.ECHILD.AAS	Early Childhood Education (A.A.S.)
TCHR.MASTERY.CT	Mastery in Early Childhood Education (CERT)
TCHR.SPECED.CT	Early Childhood Special Education (CERT)
TCHR.ECHILD.LOR	Early Childhood Special Education (LOR)
TCHR.SCHOOLAGE.CT	Proficiency in School Age Care and Management (CERT)
TCHR.INFANT.TOD.CT	Proficiency in Infant and Toddler Development (CERT)

Engineering Technology Programs
COMP.CAD.CT	Computer-Aided Drafting (CERT)
ELEC.TECH.AAS	Electronic Engineering Technology (A.A.S.)
ELEC.SVCOPT.AAS	Electronic Service Technology Option (A.A.S.)
ELEC.ANREP.CT	Electronics Analysis and Repair (CERT)
ENGR. TECH. AAS	Engineering Technology (A.A.S.)

Engineering Programs
ENGR.AS   Engineering (A.S.)

Environmental Studies Program
ENVR.STUD.AS   Environmental Studies (A.S.)
ENVR.STUD.CT   Environmental Studies (Cert.)

Fire Science Program
FIRE.AAS   Fire Science (A.A.S.)

Forensic Science Program
FORS.AS   Forensic Science (A.S.)

General Studies Programs
ARTS.AA   Art Option (A.A.)
AFRI.AMER.AA   African American Studies Option (A.A.)
BIOL.AA   Biology Option (A.A.)
CHEM.AA   Chemistry Option (A.A.)
COMM.SPEECH.AA   Communication/Speech Option (A.A.)
COMM.WRIT.AA   Communication/Writing Option (A.A.)
ECON.AA   Economics Option (A.A.)
ENGL.AA   English Option (A.A.)
GENL.STUDIES.AA   General Studies (A.A.)
HLTH.ED.AA   Health Education Option (A.A.)
INTL.AA   International Studies Option (A.A.)
COMM.MASS.AA   Mass Communication Option (A.A.)
MATH.AA   Mathematics Option (A.A.)
MUSI.AA   Music Option (A.A.)
PHIL.AA   Philosophy Option (A.A.)
PHYS.EDUC.AA   Physical Education Option (A.A.)
PREP.LAW.AA   Pre-Law Option (A.A.)
PREP.MED.AA   Pre-Medicine Option (A.A.)
PREP.PHARM.AA   Pre-Pharmacy Option (A.A.)
PREP.PT.AA   Pre-Physical Therapy Option (A.A.)
PSYCH.AA   Psychology Option (A.A.)
COMM.PR.AA   Public Relations/Journalism Option (A.A.)
SOCI.AA   Sociology Option (A.A.)
THTR.AA   Theatre Option (A.A.)
GENL.TRAN.CT   Transfer Studies (CERT)
WMST.STUDIES.AA   Women's Studies Option (A.A.)
WMST.LOR   Women's Studies (LOR)

Health Technology Programs
EMTI.CT.PETIT   EMT/Intermediate (CERT) (petitioner)**
EMTP.CT.PETIT   EMT/Paramedic (CERT) (petitioner)**
EMTP.AAS.PETIT   EMT/Paramedic (A.A.S.) (petitioner)**
HLTH.INFO.PETIT   Health Information Management (A.A.S.)(petitioner)**
HLTH.BILL.PETIT   Medical Coding/Billing Specialist (CERT)(petitioner)**
NUCL.MED.PETIT   Nuclear Medicine Technology (A.A.S.)(petitioner)**
NUCL.CT.PETIT   Nuclear Medicine Technology (CERT)(petitioner)**
NURS.TRANS.PETIT   Nursing, LPN to RN Transition (petitioner)**
NURS.EMT.PETIT   Nursing, EMT to RN Transition (petitioner)**
NURS.RN.PETIT   Nursing, RN (A.S.)(petitioner)**
NURS.LPN.PETIT   Nursing, LPN (CERT)(petitioner)**
RADI.AAS.PETIT   Radiography (A.A.S.)(petitioner)**
RESP.AAS.PETIT   Respiratory Therapy (A.A.S.)(petitioner)**

Hospitality Services Management Programs
HOSP.SERV.AAS   Hospitality Services Management (A.A.S.)
HOSP.SERV.CT   Hospitality Services Management (CERT)
HOSP.LODGE.MGT.LOR   Lodging Management (LOR)
FOOD.SERV.LOR   Food Service Management (LOR)

Meeting and Event Management
HOSP.MTG.EVENT.AAS   Meeting and Event management (A.A.S.)
                        (pending approval)
HOSP.MTG.EVENT.CT   Meeting and Event management (CERT)
                        (pending approval)
HOSP.MTG.MGT.LOR   Meeting and Event Management (LOR)

Human Services Program
HUMN.SERV.AAS   Human Services (A.A.S.)

Information Security Programs
COMP.SECUR.AAS   Information Security (A.A.S.)
COMP.SECUR.CT   Information Security (CERT)
COMP.SECUR.MGT.CT   Information Security Management (CERT)

Marketing Management Programs
MKTG.AAS   Marketing Management (A.A.S.)
MKTG.CT   Marketing Management (CERT)

Media Production Program
COMM.MEDIA.CT   Media Production (CERT)

Ornamental Horticulture Program
HORT.LOR   Ornamental Horticulture (LOR)

Paralegal/Legal Assistant Programs
PARA.AAS   Paralegal/Legal Assistant (A.A.S.)
PARA.CT   Paralegal/Legal Assistant (CERT)

Teacher Education Programs
TCHR.ELEM.AAT   Elementary Education/Generic Special Education
                        PreK–12 (A.A.T.)
TCHR.CHEM.AAT   Secondary Education—Chemistry (A.A.T.)
TCHR.ENGLISH.AAT   Secondary Education—English (A.A.T.)
TCHR.PHYSICS.AAT   Secondary Education—Physics (A.A.T.)
TCHR.MATH.AAT   Secondary Education—Mathematics (A.A.T.)
TCHR.SPAN.AAT   Secondary Education—Spanish (A.A.T.)

Technical Studies Programs
TECH.STUDY. AAS   Technical Studies (A.A.S.)
TECH.ECT. AAS   Electrical Construction Technology Option (A.A.S.)
TECH.ECT. CT   Electrical Construction Technology Option (CERT)

Visual Communication Programs
ARTS.GRAPHD.AAS   Visual Communication/Graphic Design (A.A.S.)
ARTS.GRAPHD.CT   Graphics (CERT)
ARTS.ILLUS.CT   Illustration (CERT)
ARTS.ANIM.CT   Animation/Hypermedia (CERT)

Special, Non-Degree Offerings
TCHR.CERTIF.ND   Teacher Certification for School Employees
TCHR.RESID.ND   Resident Teacher Program for PGCPS Employees
SPEC.EARLY.ND   Early Admission for high school students
SPEC.TAG.ND   TAG for talented/gifted students under age 16
SPEC.CONCUR.ND   Concurrent Enrollment for high school students
NDEG.ND   Non-Degree-Seeking

Programs which show "Pending MHEC approval" had not yet been approved by the Maryland Higher Education Commission for the award of a degree at the time this catalog was published.

** Students also should complete the Petition for Admission to Health Sciences Programs (after consulting with a Health Sciences advisor).

Phone Numbers (area code is 301 unless otherwise noted.)

Academic Affairs, Vice President's Office 322-0406
Admissions, General. 336-6000
      Allied Health. 322-0863
      International 322-0815
Advising and Transfer Services 322-0151
Alumni Association 322-0858
Athletics 322-0518
Bookstore 322-0912
Campus Police 322-0666
Career Services 322-0109
Cashier's Office 322-0691
Center for Business and Industry Training (CBIT) . . .322-0726
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
      or. 322-0092
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
Joint Base Andrews (Formerly Andrews Air Force Base) 981-5949
Laurel College Center. 1-443-518-4162
      Toll Free. 1-866-228-6110
Library General Information. .322-0476
      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 336-6000
Registration Information, noncredit. 336-6000
      or. 322-0875
Senior Citizens Program (SAGE) 322-0882

Service Learning 322-0713
Skilled Trades Center 322-0034
Student Accounting. 322-0691
Student Governance Board 322-0887
Student Records. 336-6000
Student Services, Vice President's Office 322-0412
Student Support Services 322-0681
Testing Center 322-0147
Transfer Center 322-0151
Tutoring Center 322-0748
University Town Center 277-5934
Upward Bound. 240-456-0120
Veterans Services. 583-5282
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
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.

Health Sciences 322-0699
        or 322-0738
Learning Foundations. 322-0495
Learning Resources. 322-0462
Liberal Arts. 322-0561
Sciences, Technology, Engineering and Math. 322-0419
Social Sciences and Business 322-0524

For numbers not listed, please call 301-336-6000,
8:30 a.m.–9:00 p.m., Monday through Thursday
8:30 a.m.-6:00 p.m. Friday
9:00 a.m.-1:00 p.m. Saturday