In its 46-year history, Frederick Community College has grown from 77 students to more than 16,000 students registered this past year in the academic and continuing education/ customized training divisions. Started in 1957 as an evening school, FCC moved from Frederick High School to a facility on North Market Street, and finally, in 1970, to its permanent home on Opossumtown Pike.

Frederick Community College
Academic Catalog 2003-04

In this 2003 catalog you'll find helpful information on our courses, programs and services, and general information about Frederick Community College. Whether you're still in high school, a lifelong senior learner, or somewhere in between, I wish you the best in your studies. Often, taking that first step is the most difficult.

In an effort to better serve you, we've streamlined our admissions and registration process and created the "Welcome and Registration Center." Our counseling department was also moved closer to the admissions and financial aid areas so you no longer have to walk across campus to see a counselor.

As president of FCC for more than five years, I've discovered many great qualities that make the college a treasure in the community. I trust that you'll discover them as well, such as our friendly faculty and staff, diverse programs, first-class facilities and affordable tuition.

If you ever have questions or issues related to your studies at FCC, please stop in during one of my "open door" hours scheduled throughout the semester. I welcome your input into our processes and offerings at the College. Congratulations on your willingness to learn and grow. Please know that you're never going it alone.

Sincerely,

President Dr. Patricia Stanley

academic calendar

Fall Semester

Aug. 18 . . . . . Aviation Maintenance classes begin
Aug. 21 . . . . . Convocation - College offices open at 10 am
Aug. 22 . . . . . Surgical Technology classes begin
Aug. 23 . . . . . 15-week, Weekend College, 10-week, first 8-week, first 7-week and first 5-week classes begin
Aug. 30 . . . . . College closed thru Sept. 1st for Labor Day Holiday
Sept. 2. . . . . Classes resume
Sept. 29. . . . . First 5-week classes end
Sept. 30. . . . . Second 5-week classes begin
Oct. 3 . . . . . Professional Development Day, Offices closed, Classes in session
Oct. 13. . . . . First 7-week classes end
Oct. 14. . . . . Second 8-week classes begin
Oct. 20. . . . . First 8-week classes end
Oct. 21. . . . . Second 7-week classes begin
Nov. 3 . . . . . Last to day to withdraw from 15-week classes
Nov. 3 . . . . . Second 5-week and 10-week classes end
Nov. 25 and 26 . . . . No classes
Nov. 27 thru 30 . . . . Thanksgiving holiday - College closed
Dec. 1 . . . . . Classes resume
Dec. 12. . . . . Holiday breakfast - offices open at 10 am
Dec. 13. . . . . Last day of all fall classes
Dec. 23- Jan. 1. . . . . Holiday - College closed

Grades due to registrar on the 2nd business day following last day of each session

JanTerm

Jan. 2. . . . . College open
Jan. 5. . . . . J-Term classes begin
J-Term classes: Jan. 5 thru 9 and Jan. 12 thru 16
Jan. 16 . . . . . Last day of J-Term classes
Jan. 19 . . . . . College closed, Martin Luther King Birthday

Grades due to registrar on the 2nd business day following last day of each session

Spring Semester

Jan. 5. . . . . Aviation classes begin
Jan. 10 . . . . . Surgical Technology classes begin
Jan. 19 . . . . . College closed, Martin Luther King Birthday
Jan. 23. . . . . classes begin
Spring semester classes begin: 15-week, Weekend College, 10-week, first 8-week, first 7-week, first 5-week and 3-week classes begin
Feb. 6 . . . . . College Convocation - Offices open at 10 am
Feb. 12. . . . . 3 week classes end
Feb. 26 . . . . . First 5-week classes end
Feb. 27 . . . . . Second 5-week classes begin
Mar. 11. . . . . First 7-week classes end
Mar. 12. . . . . Second 8-week classes begin

Mar. 15-16 . . . . . No classes - College open
Mar. 17-21 . . . . . Mid-semester Break - College closed
Mar. 22 . . . . . Classes resume
Mar. 25 . . . . . First 8-week classes end
Mar. 26 . . . . . Second 7-week classes begin
Apr. 8. . . . . Second 5-week and 10-week classes end
Apr. 9-11. . . . . College closed, Holiday
Apr. 12 . . . . . Classes resume
Apr. 12 . . . . . Third 5-week classes begin
May 15. . . . . Last day of all spring classes
May 20. . . . . Commencement 7p.m. (College closed 5 p.m.)
May 29 thru 31. . . . . College closed, Memorial Day Holiday

Grades due to registrar on the 2nd business day following last day of each session

Summer Sessions

June 1 . . . . . Summer Session I:
First 5-week and 8-week summer classes begin
June 4 . . . . . Weekend College classes begin at 5 p.m.
July 3 thru 5 . . . . . July 4th Holiday - College closed
July 6. . . . . Classes resume
July 10 . . . . . Last day of first 5-week classes
July 12 . . . . . Second 5-week and JulyTerm classes begins
July 26. . . . . Last day of 8-week classes
Aug. 14 . . . . . Last day of second 5-week classes

Grades due to registrar on the 2nd business day following last day of each session

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Produced by the marketing & public relations office, May 2003

Frederick Community College does not discriminate in admissions, access, treatment, or employment in its programs and activities on the basis of race, color, gender, age, national origin, sexual orientation, religion or disability.

Frederick Community College subscribes to full access to all college facilities as outlined in the Americans with Disabilities Act of 1990 and as amended. The designated coordinator for the college's compliance with Section 504 of the Rehabilitation Act of 1973, and for the Americans with Disabilities Act is Dr. Rosemary Watson, 301.846.2409.

Frederick Community College reserves the right to amend or delete any administrative policies, academic rules or regulations, courses, or programs contained in this catalog without prior notice to persons who might be affected. Information regarding expenses, fees and other charges applies to the current academic year only. This publication is not intended to be a contract, merely a prospectus describing the college.

Frederick Community College is fully accredited by the Middle States Association of Colleges and Secondary Schools. Middle States Accreditation attests that the Commission on Higher Education considers the institution to be offering its students the educational opportunities implied by its objectives. A copy of the college's accreditation documentation is available in the library.

Frederick Community College is also approved by the Maryland State Department of Education. The college is certified for the education and training of veterans enabling them to receive VA benefits while attending classes.

7932 Opossumtown Pike • Frederick, Maryland 21702

301.846.2400 • 301.846.2625 (TDD) • 301.846.2498 Fax

www.frederick.edu

Services Guide

Information	Location	Phone
Academic Appeals	Welcome & Registration Center	301.846.2433
Admissions Information	Welcome & Registration Center	301.846.2431
Advisors	Counseling Office	301.846.2471
Allied Health Advising	Counseling Office	301.846.2471
Alumni Association	Development Office	301.846.2439
Application for Admission	Welcome & Registration Center	301.846.2431
ARTSYS	Counseling Office	301.846.2471
Athletics	Gymnasium	301.846.2500
Books	Bookstore	301.846.2463
Box Office (JBK Theater)	Arts & Student Center	301.846.2514
Bus Schedule (Frederick City)	Reception Desk	301.846.2400
Cafeteria (Cougar Cafe)	Arts & Student Center	301.846.2466
Career Planning Services	Counseling Office	301.846.2594
Catoctin Center for Regional Studies	B/C Knuckle	301.846.2703
Center for Teaching & Learning	Library Building	301.846.2521
Change of Address	Welcome & Registration Center	301.846.2431
Change of Curriculum	Welcome & Registration Center	301.846.2433
Change of Schedule	Welcome & Registration Center	301.846.2431
Children's Center	Children's Center	301.846.2612
CLEP Tests	Testing Center	301.846.2522
College Catalogs (Other Colleges)	Transfer Center	301.846.2471
College of the Air	Library	301.846.2447
Computer Lab	Computer Lab	301.846.2509
Conference Center	Facilities Office	301.846-2671
Continuing Education/Customized Training	CE/CT Office	301.846.2419
Cooperative Education	Staff & Workforce Development	301.846.2618
Copiers	Library & Bookstore	
Counseling Appointments	Counseling, PFS Adult Services Offices	301.846.2471
Dean of the College	Dean's Office	301.846.2490
Deferred Tuition Payment Plan	Cashier's Office	301.846.2456
Developmental Education	Center for Teaching & Learning	301.846.2521
Drop/Add Forms	Welcome & Registration Center	301.846.2431
Emergency (College Closing)	Reception Desk	301.846.2400
ESL Courses	ESL Coordinator	301.846.2558
Evening Services	Associate Dean of Instruction	301.846.2492
Financial Aid Information	Financial Aid Office	301.846.2480
Financial Assistance & Services for Single Parents & Homemakers	Project Forward Step Office	301.846.2483
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Learning Disabilities, Services for Students	Learning Specialist	301.846.2409
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Writing Center	Writing Center	301.846.2619
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Multicultural Student Support Services	Library Building	301.846.2531
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Phi Theta Kappa	Student Life Office	301.846.2489
Physical Disabilities, Services for Students	Counseling Office	301.846.2471
Placement Testing	Testing Center	301.846.2522
President of the College	President's Suite	301.846.2442
Project Forward Step	Adult Services	301.846.2483
Refunds	Cashier	301.846.2456
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Scholarship Information	Financial Aid Office	301.846.2480
Security	Security Office	301.846.2453
Service Learning	Student Life Office	301.846.2489
Stamps	Bookstore	301.846.2463
Student Employment (on campus)	Financial Aid Office	301.846.2480
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TDD	Counseling Office	301.846.2625
Transcript Services	Welcome & Registration Center	301.846.2653
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Tuition Payments	Cashier's Office	301.846.2456
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Veterans' Information	Financial Aid Office	301.846.2474
Vice President for Administration	President's Suite	301.846.2457
Vice President for Student Development	Counseling Office	301.846.2469
Weekend College	Counseling Office	301.846.2471
Work Study Information	Financial Aid Office	301.846.2480
Writing Center	Library Building	301.846.2619

The College

History

In its 46-year history, Frederick Community College has grown from 77 students to more than 16,000 students registered this past year in the academic and continuing education/customized training divisions. Started in 1957 as an evening school, FCC moved from Frederick High School to a facility on North Market Street, and finally, in 1970, to its permanent home on Opossumtown Pike.

The mission of the college is a comprehensive one that meets a diversity of human and community needs, while maintaining high-quality educational programs at affordable costs. FCC awards associate in arts, associate of arts in teaching, associate in applied science and associate in science degrees and certificates of accomplishment in more than 50 fields of study. Many students select transfer programs that allow them to continue on to a four-year college for a baccalaureate degree. The college offers an array of career-oriented programs that prepare students for immediate employment after graduation. The continuing education/customized training division offers noncredit courses in business, computers, real estate, and general interest, as well as contract training for business and industry.

The average age of FCC students is 29; about 66 percent attend part time, and three-fourths plan to transfer to four-year colleges. FCC understands the special scheduling and counseling needs of the adult part-time student and offers convenient evening and weekend classes, as well as TV and online courses. The weekend college program offers working adults alternative ways to earn a degree, complete a career specialty option, or take skill-advancing courses in a weekend format.

The Campus

The 100-acre campus encompasses an Arts & Student Center that includes a cafeteria, art gallery, bookstore and 400-seat theater; the Library Building; Field House and gymnasium; three classroom buildings with faculty offices, administrative space, science and computer laboratories; lecture hall; Conference Center and children's center. The college shares space with the Frederick County Public School System at the Career & Technology Center.

Institutional Identity

A. Character and Purpose

Frederick Community College prepares students to meet the challenges of a diverse, global society through quality, accessible, innovative, lifelong learning. We are a student-centered, community focused college. FCC offers degrees, certificates, and programs for workforce preparation, transfer, and personal enrichment to enhance the quality of life and economic vitality of our region.

Our core values are:

LEARNING, lifelong acquisition of knowledge and skills

DIVERSITY, the acceptance and appreciation of the differences essential to building community

GROWTH, a dynamic process of personal and institutional improvement

TRUST, belief and confidence in the integrity and reliability of others

INDIVIDUAL CONTRIBUTION, each person's effort to bring about results that support the college mission

TEAMWORK, cooperation that focuses individual efforts toward group unity, efficiency and results

QUALITY, excellence in all we do

B. Functional Emphasis

The primary emphasis of FCC is teaching/learning. Student learning outcomes are assessed to measure program and course effectiveness. FCC supports the highest level of student performance through comprehensive student services, creative partnerships, and leading-edge technology. FCC is committed to evaluating and promoting faculty on their success in facilitating learning and on the discipline expertise and scholarship they bring to the learning process. Faculty excellence is maintained through professional development and rigorous evaluation. The faculty evaluation process consists principally of peer review of a teaching portfolio which includes student ratings, peer teaching observations, annual administrative evaluations, and personal reflection of performance.

C. Degree Levels

FCC offers associate in arts, associate of arts in teaching, associate in science and applied science degrees, as well as certificates and letters of recognition in career programs.

D. Current Carnegie Classification

Associate in Arts College

Vision Statement "Student Learning First"

FCC is a premier Learning College, a student-centered system of relationships that facilitates, values, and measures learning.

Goal One

Provide learning opportunities based on student goals, needs for lifelong learning, and participation in society.

Objective(s)

1. Provide easily accessible comprehensive counseling, advising and assessment.
2. Provide an instructional process that integrates credit/non-credit options in a range of formats, characterized by currentness, scholarly excellence and effective instructional design.
2. Provide a wide variety of co-curricular integrated experiences that support learning and empower students to attain their goals.
4. Provide comprehensive on-going assessment and learning support enabling student goal attainment.

Goal Two

Organize college systems to support learning.

Objective(s)

5. Establish a one-stop student operations center to provide admissions, registration, and record services to all students.
6. Implement systems to identify and serve new populations of learners.
7. Conduct business process review of college systems and implement identified recommendations.
8. Focus internal decision-making processes on student learning.

Goal Three

Provide access to learning for all in the community.

Objective(s)

9. Achieve increased enrollment and offer competitive tuition rates based on applicable measures.
10. Integrate civic engagements into programs and services.
11. Offer flexible delivery of learning and learning support opportunities that are responsive to community needs.

Goal Four

Develop and implement a comprehensive college assessment program to drive improvement and facilitate decision-making focused on learning.

Objective(s):

12. Develop and implement outcome assessment for all student learning.
13. Develop and implement institutional outcomes assessment to support a Learning College.

Goal Five

Enhance employee work life to promote learning excellence.

Objective(s)

14. Provide a comprehensive, accessible professional development program for all employees that focuses on each employee's role in self and student learning.
15. Assess and improve the internal decision-making process to provide a voice for all employees.
16. Provide appropriate compensation, rewards and recognition for employees.

Goal Six

Provide resources to support a Learning College.

Objective(s)

17. Increase private and grant funding.
18. Evaluate budget processes/procedures and resource allocation to determine effectiveness in meeting college goals.
19. Ensure a financially sound institution.
20. Plan for and provide facilities, technology, and equipment to support a Learning College.
21. Develop and maintain a long-range financial plan to serve as a guide for allocating resources for programs, services, and personnel.

Goal Seven

Promote and enhance effective communication.

Objective(s)

22. Develop effective communication systems externally with the community and potential learners/customers.
23. Develop effective communication systems internally among employee groups, students, systems, and areas.

Goal Eight

Foster a climate of respect among students, faculty and staff with diverse backgrounds, ideas, and perspectives.

Objective(s)

24. Conduct a comprehensive campus-climate assessment.
25. Infuse diversity initiatives into the planning process for each FCC work area.
26. Ensure that programming of, and participation in, co-curricular activities reflect the diversity of students.
27. Increase diversity of faculty and staff.

Goal Nine

Model environmental responsibility in the community.

Objective(s)

28. Enhance resource conservation and waste reduction programs.

Community Outreach

The FCC Foundation, Inc.

The years 2002-2003 will be remembered by The FCC Foundation, Inc. for sponsoring the most ambitious fundraising effort in the history of the college. The Frederick First–The Benefits Really Hit Home! campaign runs through June 2003 and is expected to reach a goal of $3.5 million. The money will be used to provide many new scholarships, assist with critical information technology needs, and provide professional development opportunities for faculty and staff members.

This exciting new project showcases the unique role of the Foundation as the fundraising arm for Frederick Community College. Managed by an independent 20-member board of directors, the Foundation mission is to provide outstanding private support to fund prioritized needs of the college. Today the Foundation manages more than $3.6 million and maintains approximately $2.5 million in endowment funds. Last year, more than 380 students received individual scholarships totaling $145,000. In addition, the Foundation promotes all types of gifts and investment in the college including planning giving arrangements and gifts of stocks and bonds.

The Foundation office is in room A-209 as part of the Office of Development. More information about The FCC Foundation, Inc. or the Frederick First campaign is available by calling Marilyn Young, executive director, at 301.846.2439 or myoung@frederick.edu.

Alumni Association

Membership in the FCC alumni association offers graduates an opportunity to have a positive effect on the community, honor distinguished and outstanding alumni, and help the college provide scholarship support through various fund raising activities. The association sponsors cultural and sporting events, bus trips and other activities that are open to students and members of the community. These activities raise funds for scholarships and give the association an opportunity to represent FCC in the community. All alumni are welcome. Contact the development office at 301.846.2438.

Catoctin Center for Regional Studies

Created in 1998 by Frederick Community College and the National Park Service, the mission of the Catoctin Center for Regional Studies is to research and study the history and culture of central Maryland and the border areas of neighboring states. This region, in the midst of the Catoctin Mountain range, encompasses an area rich in history and cultural heritage, and one that has long been a crossroads of people and ideas. As more people enter this region, with consequent pressures to alter the existing landscape, both natural and built, there is a greater need to recover, analyze, and interpret the historical forces that shaped the region, and to assist the public in a continuing discussion about what is important to value and preserve.

The Catoctin Center publishes "Catoctin History, " a biannual magazine that explores the history and culture of the region. It is available by subscription ($15 per year).

Research projects and internships provide students with opportunities to apply classroom concepts to real world situations; develop skills in data collection, preservation, and analysis; and discover something about themselves by studying the past. For more on the Catoctin Center and current projects, see the Web page http://catoctincenter.frederick.edu or contact Dr. Michael Powell, FCC coordinator, at 301.846.2571.

Jack B. Kussmaul Theater and Mary Condon Hodgson Art Gallery

The Jack B. Kussmaul Theater is in the Arts & Student Center and offers quality musical and theatrical performances, exhibitions and educational programs for the college and the community. The Mary Condon Hodgson Art Gallery, also in the Arts & Student Center, displays a variety of works from national and local artists, FCC students, and faculty.

Conference Center

The 14,000-square-foot Conference Center provides meeting space for workshops or training sessions for area businesses and organizations. It includes high-end computer classrooms, integrated projection systems, satellite capabilities for teleconferencing, networked classrooms, large meeting and breakout rooms, and catering with formal sit-down or buffet service. For more information, call 301.846.2671.

The Children's Center

The Carl and Norma Miller Children's Center provides year-round full- and part-time care to children of FCC students, staff and faculty, as well as the community. The center is committed to a developmentally appropriate program for children ages six weeks and older. Staffed by professional early childhood educators, the center serves as a model child care center and provides student teaching experience for FCC students in early childhood education and related fields. For more information about the center, call 301.846.2612. A full-day kindergarten program, certified by the Maryland State Department of Education, is offered September through May. Summer camp offers fun and excitement throughout the summer months for elementary-aged children.

Use of Facilities by Outside Groups

College facilities are available to the community for civic, educational, cultural and community recreational purposes consistent with policies and procedures established by the college. Campus facilities may be used by noncollege groups when not being used by the college or for college-sponsored activities.

Application for the use of campus facilities must be in writing on a form provided by the college and signed by a responsible agent of the requesting organization or group. Applications should be submitted to the director of risk management/public services. Although availability of space may be confirmed verbally, authorization for use requires written approval. Application forms must be received by the college at least two weeks prior to the date of intended use. Included with the application must be a certificate of liability insurance form in the amount of one million dollars. The college may deny any application filed less than two weeks prior to the scheduled use.

The college reserves the right to revoke an applicant's approval to use its facilities if the college determines that any information contained in the application is false or misleading. For further information on use of facilities, call 301.846.2671.

Admission to the College

Philosophy

Frederick Community College subscribes to an open door admissions policy, which means that students 16 years of age or older may be admitted to the college. All who may benefit from the learning experience at FCC are welcome to apply to the college according to the various procedures outlined elsewhere in this catalog.

New Student Admissions Procedures

- **Apply**

Fill out and submit college application. You may be asked to provide proof of residency.

- **Send high school or other college transcripts**

Request a copy of your high school transcripts to be sent to FCC.

- **Apply for financial aid**

If you are seeking financial aid, fill out and return the FAFSA form. (See page 17.)

- **Take assessment tests or submit SATs/ACTs**

All incoming students are required to take assessment tests for reading, writing and math. Tests are given in the testing center on campus.

If you have taken the SATs and scored 550 or above in the quantitative or verbal areas, you are exempt from that portion of the assessment test. ACT scores of 21 or higher on either side will also satisfy this requirement. Send or bring in a copy of your SAT scores, which will be recorded in the testing center.

- **Meet with an advisor**

Once you have completed your placement tests or submitted your standardized test scores, call the counseling department at 301.846.2471 to set up an appointment with an advisor. Your counselor will discuss your scores, talk about your academic goals, and help you design your fall class schedule.

- **Register for classes**

Bring your completed registration form to the Welcome & Registration Center, or go online to complete the registration process.

- **Pay your bill**

If you have been awarded financial aid, the money will be credited to your account. You are responsible for paying for any remaining charges.

- **Buy your books**

Take a copy of your schedule to the bookstore. If you need help, the bookstore staff can help you find your books.

High School Seniors

High school seniors with plans to attend Frederick Community College should apply and ask their guidance office to forward an official copy of the secondary school transcript to the Welcome & Registration Center. Students may wish to take either the SAT or the ACT, but neither test is required for admission to FCC. However, scores of 550 or higher on either section of the SAT or ACT scores of 21 or higher may exempt students from portions of assessment testing. Students need to submit official copies of these scores to the Welcome & Registration Center. Completion of FCC's assessment testing is required for all high school seniors, except as noted above. (See assessment policy, page 100).

New Student Registration and Orientation Programs

Recent high school graduates who plan to attend FCC in the fall semester are required to attend the freshman registration and orientation programs. FCC's registration sessions are held throughout the spring and summer. Students meet individually with a counselor or faculty advisor to plan their fall schedule and preregister for chosen classes. Additional information about orientation may be obtained from the counseling office, 301.846.2471.

Special Admissions

Transfer Students

Students may be admitted with advanced standing from other accredited institutions. A student may have an official transcript sent directly from the previous institution(s) to the Welcome & Registration Center or provide an official hand-carried copy in a sealed envelope. Students who plan to transfer to FCC from another college or university should arrange an appointment with the counseling office.

Credit may be granted for coursework completed at accredited colleges and universities. Transfer courses must apply to the student's program of study. For students transferring from any University of Maryland System college, all applicable general education coursework with a grade of "D" or above will be accepted in transfer. For non-general education coursework from a University of Maryland System college, grades of "D" will be accepted only if the calculated GPA for the block of non-general education transfer courses is 2.0 or higher.

For students transferring from outside of the UM system, grades of "D" will be accepted only if the cumulative GPA is 2.0 or higher.

A maximum of 45 semester hours can be transferred depending on the student's FCC major (except Servicemembers' Opportunity College [SOC students]). The following sources will be accepted forms of transfer:

1. College-level coursework at accredited institutions.
2. Credit by examination (i.e., CLEP, Advanced Placement, DANTES, FCC credit by examination).
3. Credit received in an evaluation of military education and/or training. (A veteran may submit a certified copy of the DD 214.)
4. Credit received in an evaluation of educational programs at non-collegiate organizations accredited by ACE or PONSI.
5. Credit received through Frederick County Public Schools' (FCPS) articulation agreement.

All transcripts received in the Welcome & Registration Center are the property of that office and cannot be released to the student. They will not be duplicated, returned to the applicant, or forwarded to any other college, university, individual, or agency. Students who experience extreme hardship in obtaining original copies may petition the registrar for assistance by completing a third-party document release form. These documents will not be available to any person not involved in the admissions or advising process.

FCC adheres to the general education and transfer policies of the Maryland Higher Education Commission. (See page 118 for General Education and Transfer Policy.)

Transfer Back to Home College or University

Students currently enrolled elsewhere who wish to earn credits at Frederick Community College for transfer to that college or university should obtain advanced written approval from the appropriate academic office or from the registrar of the institution they now attend. The approval should be presented at the time of registration. Non-native students must complete an admissions application and provide proof of having met course prerequisites.

Readmit Students

Students who have taken academic courses at FCC, but not during the previous four semesters (not including summer sessions), must complete a readmit application at registration. All advising procedures for current students also apply to readmitted students. In addition, students who previously had transcripts or military documents evaluated for transfer credit under a different major should complete a request for re-evaluation of transcripts/military records, available in the Welcome & Registration Center and the counseling office.

International Students

Prior to the issuance of an I-20 (certificate of eligibility) and formal admission to the college, applicants who are non-residents of the United States must do the following:

1. Submit a certified copy of secondary school and college/university transcripts with an English translation.
2. Submit a statement of financial resources that will cover the student's college expenses, including the amount and source of funds. Students must have a local sponsor to provide housing, meals, transportation, and health care. The sponsor should be a close relative or other responsible individual.
3. Produce English language proficiency test scores from Test of English as a Foreign Language (TOEFL). Admission to the college is contingent on achieving the minimum score of 500 on the paper-based test or 173 on the computer-based test.

4. Submit all materials, including the college application. All application requirements must be completed and submitted by the following dates: June 1 for fall semester; October 15 for spring semester.
5. Complete the college's assessment tests as appropriate. Referral to take the tests will be given at the time an international student arrives on campus.

Students attending the college under the student visa granted on the basis of an I-20 will be classified as out-of-state residents for tuition purposes while a student at FCC.

Tuition for International/Foreign National Students

International/foreign national students will be assigned residency and assessed tuition based upon their visa type. See page 15 for a chart of tuition residency status.

High School Students/Open Campus Program

The open campus program allows qualified students to enroll in courses at the college while concurrently enrolled in high school (administrative waiver program of the FCPS). Students who seek such enrollment must first gain approval from their high school. Students enrolled under the open campus program are subject to the same assessment and placement policies as other students.

Early Admission

High school juniors with outstanding academic records may apply for early admission to FCC. Students seeking early admission must follow the requirements of the Frederick County Public Schools prior to applying to FCC. All students interested in early admission should consult with their high school guidance counselor to ensure that their planned college program will satisfy high school graduation requirements. Early admission students will be required to submit proof of the ability to benefit from college-level courses and must meet with the director of enrollment services.

Gifted & Talented Students under 16 Years of Age

The college may accept for special admission certain underage students who are designated as "talented and gifted" but who are not yet recipients of a high school diploma or a high school equivalency certificate. Students who are under the age of 16 and who have completed at least the seventh grade may be considered for admission on a case-by-case basis. Students will be considered for such admission if they demonstrate the ability to profit from instruction based on a set of specific criteria. For more information, call the Welcome & Registration Center (301.846.2431).

Home School Students

Students who are home schooled and under the age of 16 must follow the procedures set forth in "Gifted & Talented Students under 16 Years of Age." Home schooled students who are 16 years of age or older must follow the requirements for new student admissions, page 8.

Non-High School Graduates

Applicants who have not completed either a formal high school diploma program or completed a General Equivalency Diploma (GED) are eligible to apply for admission to the college. The college strongly encourages students to complete their high school graduation requirements or obtain their GED prior to applying for admission. Eligibility for financial aid programs may be affected by absence of a high school diploma or GED. Students who wish to seek the GED should call 301.694.1829, the Adult Basic Ed/GED program.

Note: Admission to the practical nursing (PN) certificate does require the completion of a high school diploma or GED.

Special Program Admission

Associate Degree Nursing & Practical Nursing Certificate

Enrollment in the clinical portion of the associate degree nursing (ADN) program and the practical nursing (PN) certificate is limited by the availability of staff and facilities. To be considered for admission, students must:

1. Complete and return an admission application to the Welcome & Registration Center.
2. Complete and return a separate application for the ADN clinicals or PN clinicals by December 15 preceding expected fall semester entrance. Clinical applications are available from the allied health department. Residents of Frederick County are given priority consideration for admission.
3. Submit official transcripts from all previously attended colleges or universities to the Welcome & Registration Center.
4. Complete FCC's assessment testing unless otherwise exempted.
5. Arrange for an appointment with the allied health advisor, 301.846.2471.

A detailed description of the selection criteria to the ADN clinicals or the PN clinicals is available from the allied health department.

Emergency Medical Services (Paramedic) (EMT), Respiratory Therapy (RT) & Surgical Technology (ST)

Enrollment in the clinical portion of these curriculums is limited by the availability of staff and facilities. To be considered for admission, students must:

1. Complete and return an admission application to the Welcome & Registration Center.
2. Complete and return a separate application for the EMS, RT and ST clinicals by the deadline date. The deadline dates are set by the program managers. Call the allied health department for the deadline information, 301.846.2431.
3. Submit official transcripts from all previously attended colleges or universities to the Welcome & Registration Center.
4. Complete FCC's assessment testing unless otherwise exempted.
5. Arrange for an appointment with the allied health advisor, 301.846.2471.

A detailed description of the selection criteria is available from the allied health department.

Student Information

FCC considers the following to be essential elements of a student record:

Name
Social Security Number
Home Address
Birth Date
County and State of Legal Residence

Frederick Community College accords to students all rights under the Family Educational Rights and Privacy Act as amended. No one outside the institution shall have access to, nor will the institution disclose any information from, a student's educational record without the written consent of the student, except when prior written consent is not required by the act or the implementing regulations. A complete text of the college's compliance procedures is available upon request from the student development division.

Change of Student Information

Students who change their name or address during the year are responsible for completing a "Change of Address" form in the Welcome & Registration Center (A-102) or on the FCC Website: www.frederick.edu. Proof of residence may be required.

Ways to Earn Credit at FCC

Standard Format Classes

Most day classes are offered in a twice-a-week format, e.g., MW, TTh, for 1.25 hours each. Some day classes are offered in 2.5 hour blocks for one day only (e.g., F 8:00-10:30a.m.). Evening classes are generally offered in 2.5 hour blocks, at 5:00 and 7:45p.m.

Accelerated Format Classes

Some classes are offered in an accelerated format, from 3 to 8 weeks in length. These classes will meet for up to four hours at a time. Many accelerated format classes also require outside-of-class online assignments or group meetings.

Distance Learning Opportunities

Students who find it difficult to enroll in courses on campus may consider distance-learning options offered by the college. These include FCC on the Air, FCC on the Web, and Maryland Online.

FCC on the Web (online courses) requires off-campus Internet access with an Internet browser such as Netscape Communicator or Microsoft Internet Explorer 4. Some classes also require CD-ROM capability. Students must have an e-mail address. Online classes may be paired with CD-Rom instruction.

FCC on the Air is a series of weekly television broadcasts of college courses. The courses run on Channel 23 and, in some cases, on Maryland Public Television. Students can also borrow lesson tapes from the FCC Library. Exams are given on campus.

MarylandOnline is a statewide consortium dedicated to championing distance learning in Maryland. Through collaboration among Maryland community colleges, colleges, and universities, MarylandOnline gives students access to statewide articulated courses, certificates, and degree programs offered via distance. MarylandOnline enhances the quality and availability of higher education for the citizens and employers of Maryland and for students worldwide. Go to www.marylandonline.org for more information.

Study Abroad

FCC offers a fall work/study abroad in London. Students must meet the following requirements in order to participate:

- be 18 years of age or older prior to departure date
- take 8 credits or more during the spring semester prior to London fall semester
- be an American citizen
- have at least a 2.5 grade point average
- submit a complete application with $100 non-refundable deposit
- have a group interview with one or both of the coordinators
- have completed EN50A and EN52 or EN101
- attain acceptable number of points from the newly-introduced "point system"
- meet money due dates (application fee, May costs, August costs, FCC tuition)
- have two recommendations (one work-related; one academic-related)

Several informational meetings are held throughout the semester for interested students, family, and friends. The London experience is NOT limited to just FCC students—other qualified students may attend. For more information about the London Abroad Program, contact either of the coordinators: Peg Mauzy (pmauzy@frederick.edu), 301.846.2616, or Kathy Wood (kwood@frederick.edu), 301.846.2557.

College-Level Examination Program

CLEP is a national credit-by-examination program providing individuals the opportunity to receive credit for college-level achievement acquired in a wide variety of ways. General and subject examinations are available in many different areas. FCC administers CLEP examinations to current and prospective students on scheduled dates throughout the year. Additional information can be obtained by contacting the CLEP coordinator, 301.846.2522, or the counseling office, 301.846.2471, at FCC.

General Examinations	Score	Credits	Course Equivalent
Humanities	50	6	AR105, EN205
College Mathematics	50	3	MA103
Natural Sciences	50	7	BI109, PC103
Social Sciences/History	50	6	SO101, HI101

Subject Examinations	Score	Credits	Course Equivalent
Information Systems & Computer Applications	50	3	CIS101
Principles of Management	50	3	BU227
Principles of Accounting	50	5	BU101, 102
Intro Business Law	50	3	BU211
Principles of Marketing	50	3	BU225
American Literature	50	5	EN203, 204
English Composition w/ or w/o essay	50	3	EN101
Freshmen Composition w/ or w/o essay	50	3	EN101
French, Level 1	50	6	LF101, 102
French, Level 2	52	12	LF101, 102, 201, 202
German, Level 1	50	6	LG101, 102
German, Level 2	63	12	LG101, 102, 201,202
Spanish, Level 1	50	6	LS101, 102
Spanish, Level 2	54	12	LS101, 102, 201, 202
American Government	50	3	PI104
US History I: Early Colonization – 1877	50	3	HI201
US History II: 1865 to the Present	50	3	HI202
Human Growth Dev.	50	3	ED/PS208
Intro Educational Psychology	50	3	ED202
Macroeconomics	50	3	EC201
Microeconomics	50	3	EC202
Introductory Psychology	50	3	PS101
Introductory Sociology	50	3	SO101
Western Civilization I: Ancient Near East-1648	50	3	HI101
Western Civilization II: 1648 to Present	50	3	HI102
Calculus W/Elementary Functions	50	3	MA201
Algebra-Trigonometry	50	3	MA111
General Biology (lab tests required)	50	8	BI101, 102
General Chemistry	50	8	CH101, 102

FCC also offers CLEP exams in Analyzing & Interpreting Literature; English Literature w/ or w/o optional essay; Algebra; Trigonometry. These exams are not accepted by FCC but may be elsewhere.

Advanced Placement Examinations

These subject matter exams sponsored by the Educational Testing Service are generally administered through high schools at the culmination of AP course offerings. The program provides a practical way for high school students to receive advanced standing credit in college for college-level courses completed in high schools. Applicants for admission who have taken AP examinations should have an official copy of their scores sent to the FCC Welcome & Registration Center.

Test	Score	FCC Credit
Art - History	3 or better	AR 104 (3)
Art - Studio	3 or better	AR 101 or AR 106 (determined by art program manager) (credit varies)
Biology	3	BI 100 (4)
	4 or better	BI 101, 102 (8)
Calculus AB	3 or better	MA 210 (4)
Calculus BC	3 or better	MA 210, 211 (8)
Chemistry	3 or better	CH 101 (4)
Computer Science A	3	CIS 108 (3)
Computer Science AB	4 or better	CIS 240 (3)
Economics - Macro	3 or better	EC 201 (3)
Economics - Micro	3 or better	EC 202 (3)
English - Lang/Comp	3 or better	place in EN 101 (0)
	4 or better	EN 101 (3)
Environmental Science	4 or better	BI 202 or PC/BI 112 (3)
French - Language	3 or better	LF 101, 102 (6)
German - Language	3 or better	LG 101, 102 (6)
Government & Politics US	3 or better	PI 104 (3)
History - European	3 or better	HI 102 (3)
History - US	3 or better	HI 201 or HI 202 (3)
	4 or better	HI 201, 202 (6)
Music Theory	4 or better	Determined by music program manager (credit varies)
Physics B	4 or better	PY 201, 202 (8)
Physics C	see dept	PY 203 or PY 204
Psychology	3 or better	PS 101 (3)
Spanish - Language	3 or better	LS 101, 102 (6)
Statistics	3 or better	MA 206 (3)

Portfolio Development

The portfolio development process allows adult students an opportunity to demonstrate college-level knowledge acquired from work, independent reading, training programs, volunteer activities, and other life experiences. Compiled in notebook format, the portfolio reflects student-generated evidence of learning that satisfies campus-based course requirements. Following development, the portfolio is submitted to the college for credit review by the faculty. Students are responsible for the tuition costs of enrollment in the Portfolio Development course and for 50% of the tuition for any credits awarded and entered on the student's transcript. For additional information, call 301.846.2471 or 301.846.2431 to speak with a counseling or admissions representative.

Departmental Examination

If no CLEP exam is available for the subject in which a student is knowledgeable or skilled, students may contact the instructor teaching the equivalent course at FCC for permission to receive credit for the course by examination. Courses for which an examination is inappropriate (laboratory, experiential, or interactive courses) are excluded. A credit by examination may be taken only once. If the student passes a credit by examination with a grade of "C" or better, they will earn the stipulated number of credits for the course. A student's transcript will show credit for the specific courses that were taken on a credit-by-examination basis. No grade will be recorded, but credits may be counted toward degree requirements. All credits awarded through departmental examinations are assessed 50% of the college's current tuition for credit courses.

Independent Study

The independent study program permits students to follow individual interests beyond the limits of a more formalized course. It also encourages self-discipline and scholarly development.

Students can apply by obtaining an independent study application from the vice president for academic affairs or appropriate department chair and contacting a faculty member who is willing to supervise the independent study. Details are available from the vice president for academic affairs at 301.846.2490.

Cooperative Education

The cooperative education program allows students to gain work experience as well as earn academic credit for structured learning that occurs through full- or part-time employment related to their academic majors.

To be eligible, students must have met the following guidelines:

1. Completed a minimum of 12 credits prior to registering for co-op.
2. Earned a minimum grade point average of 2.0 and maintain this minimum throughout the co-op assignment.
3. Obtained approval from workforce development (room C-219) prior to registering for co-op.

Requirements

Cooperative education credits can be earned through either part- or full-time employment. Part-time employment (paid or unpaid) is normally carried on concurrently with full- or part-time school enrollment. Hours of employment may vary, according to type of position. Full-time employment under the cooperative education program is normally carried out while attending school part time. A written assignment is completed based on work experiences. A faculty member, selected by the program manager or department chair, will approve the assignment, assist with the development of student outcome goals, visit the work site, and assign a grade at the end of the semester. Grades are based on the student's completion of outcome goals, work experience evaluation and the employer's evaluations. Call 301.846.2618 for more information.

Articulation Agreements

FCC/FCPS Agreement

Frederick Community College and the Frederick County Public Schools have an articulation agreement that awards college credit for selected Frederick County Public Schools coursework. To receive credit for these courses, students must have earned a specific grade as designated in the various agreements. Students must submit an articulation agreement form signed by their high school guidance counselor. Forms and additional information are available from the FCC Welcome & Registration Center or from Frederick County high school guidance offices.

Tech-Prep

Frederick Community College and the Frederick County Public School System have jointly developed an educational plan for several career options requiring skills in the use of advanced technology. These plans and course articulation agreements between FCC and FCPS are available in the FCC Welcome & Registration Center or from Frederick County high school guidance offices.

Federal Emergency Management Agency (FEMA) Courses

FCC grants academic credit for courses in the FEMA Independent Study Program. Courses developed by FEMA are available to be completed online or through correspondence. Upon successful completion of a course, students can receive academic credit at FCC at a tuition cost of $60 per credit hour. See the FEMA Web site for information at fema.gov/home/EMI/ishome.htm or contact the FEMA program manager at FEMA-EMI, Independent Study Program, 16825 South Seton Ave., Emmitsburg, MD 21727, 301.447.1076.

Special Hood/Mount St. Mary's Agreements

The Hood College/Mount St. Mary's College Exchange program was developed to allow students from FCC, Hood College and Mount St. Mary's College to enroll in the other colleges without additional payment.

Full-time FCC students (12 credits or more) may take one course per semester at Hood College or Mount St. Mary's College; the course must not be offered at FCC during that particular semester. Interested students must obtain a permission form from the FCC Welcome & Registration Center attesting that they are full-time students, and the course must be approved by the registrar. Students must complete a Hood College/Mount St. Mary's College registration form during either college's registration period. A Hood College/Mount St. Mary's College course registration will not be accepted on an FCC registration form.

Full-time Hood College/Mount Saint Mary's College students may, likewise, register for one course per semester at FCC. A permission form certifying eligibility must be obtained from the Hood College/Mount St. Mary's College registrar and be presented to the FCC Welcome & Registration Center at the time of registration.

Registrars from each college will exchange lists of students enrolled in the program at the beginning of each semester and grade reports at the end of each semester.

FCC and Hood College's Summer and January Term Exchange program permits full-time students registered during the spring semester immediately preceding the summer sessions, or who are registered as full-time students for the fall semester immediately following, to register for one course per summer session. There are, however, additional eligibility requirements. Information about the program may be obtained from the Welcome & Registration Center.

Transferring In Courses

Credit may be granted for coursework completed at accredited colleges and universities. Transfer courses must apply to the student's program of study. (See transfer students, page 8 for requirements.)

USM/College & University Credit

Credit may be granted for coursework completed at accredited colleges and universities. Transfer courses must apply to the student's program of study. For students transferring from any University System of Maryland (USM) college, all applicable general education coursework with a grade of "D" or above will be accepted in transfer. For nongeneral education coursework from a USM college, grades of "D" will be accepted only if the calculated GPA for the block of nongeneral education transfer courses is 2.0 or higher.

Other College Credit

For students transferring from outside of the University System of Maryland, grades of "D" will be accepted only if the cumulative is 2.0 or higher.

Foreign College and University Credit

Credit may be granted for coursework completed at foreign colleges and universities based upon evaluation by credentialing services. Names of organizations that provide this service may be obtained from the Welcome & Registration Center. The student is responsible for the cost of the evaluation service.

Training in Noncollegiate Institutions and Organizations

Credit may be granted for educational programs which apply to the student's program which have been successfully completed at noncollegiate organizations such as government agencies, corporations and businesses. Noncollegiate courses must be described in *A Guide to Education Programs in Non-Collegiate Organizations*, compiled by the Commission of Education Credit of the American Council on Education and the University of the State of New York. Official transcripts or supporting documentation for such courses must be submitted to the Welcome & Registration Center at Frederick Community College.

Military Education & Training

Credit may be granted for a variety of formal military, vocational, and educational programs based upon a student's declared major at FCC. Programs must be described with credit recommendations in the American Council on Education's (ACE) *Guide to the Evaluation of Educational Experience in the Armed Services.* Official Community College of the Air Force, AARTS, DD214, DD295, or other military transcripts must be submitted to the Welcome & Registration Center.

Defense Activity for Nontraditional Support

DANTES is a testing program available to military personnel and civilians. Further information regarding DANTES is available at military education centers or the University of Maryland, University College. Information regarding required scores and credits awarded is available at the FCC Welcome & Registration Center. Official score transcripts should be submitted to the FCC Welcome & Registration Center.

Servicemembers' Opportunity Colleges/SOCAD

FCC has been designated an institutional member of Servicemembers' Opportunity Colleges (SOC), a group of more than 400 colleges and universities providing postsecondary education to members of the military throughout the world. SOC has been developed jointly by educational representatives of each of the armed services, the office of the secretary of defense and a consortium of 13 leading national higher education associations. SOC is sponsored by the American Association of State Colleges and Universities (AASCU) and the American Association of Community Colleges (AACC).

FCC participates in the Servicemembers' Opportunity College Army Degree program for general studies students. Contact the Welcome & Registration Center (301.846.2433) for more information.

Transfer Out

For specific information on transferring, go to the counseling office, A-106. See page 103 for more information on transfer services.

ARTSYS–USM

ARTSYS is a computerized data information system created to help students from Maryland community colleges transfer to University System of Maryland (USM) and other participating four-year institutions. ARTSYS gives students and staff quick access to transfer-related information such as course equivalency, recommended programs of study and general education requirements. ARTSYS is available for student use in the transfer center in the student development suite, in the computer lab and in all counselor and faculty advising offices. Students can access ARTSYS through the counseling office at 301.846.2471 or from the Web at http:www.acaff.usmd.edu/artweb.

Other College/University Agreements

Frederick Community College has articulation agreements with a number of four-year public and private colleges and universities in the region. These agreements specify which courses offered at FCC will transfer to the four-year institution. Students can access articulation information for institutions in the University System of Maryland (which includes UMBC, UMCP, Frostburg, Towson, Salisbury and others) and some private colleges like Hood and McDaniel on the following websites: www.artweb.usmd.edu and http://mdtransfer.edu. For articulation information for additional colleges and universities, contact the counseling office at 301.846.2471.

College of Notre Dame of Maryland

The College of Notre Dame and Frederick Community College Associate Degree Nursing Program have an articulation agreement for graduates who wish to pursue their BSN through part-time study on weekends. Both nursing and non-nursing classes are offered at FCC on Friday evenings, and all day Saturday on an as needed basis. Clinicals can be completed in the Frederick area. Student can begin studying for the BSN while enrolled as a student in the Associate Degree Nursing program through the dual enrollment program also available. For additional information on CND's Weekend College, call 410.532.5500 or email: wec@ndm.edu.

Shepherd College

The Board of Directors of the West Virginia College System and the Maryland Higher Education Commission have approved a tuition waiver program for Maryland residents attending Shepherd College as undergraduates if they are: 1) Graduates from either Frederick Community College or Hagerstown Community College and hold the associate's degree; 2) Residents of either Frederick or Washington County; 3) Enrolled as full-time students in degree programs at Shepherd College. Fifty annual tuition waivers are awarded for one year. Waivers may be renewed once for students who complete the waiver application procedure. Waiver awards are based on cumulative GPA's. Additional information is available from the admissions office at Shepherd College.

FCC-UMUC Alliance

FCC and University of Maryland University College have formed an alliance that offers dual admission to both institutions. The alliance allows for a seamless education from associates to bachelors degrees for Computer Science, Information Systems Management and Psychology. Once students complete the Alliance application, they are admitted to both FCC and UMUC. Alliance students have the benefit of full library privileges and other resources at both institutions. For an application, visit the Welcome & Registration Center. For more information, contact the counseling office at 301.846.2471 or visit the UMUC website at www.umuc.edu/ugp.

Shippensburg University

Similar to the FCC-UMUC Alliance, FCC has a dual admission agreement with Shippensburg. Students may complete one application to be admitted to both institutions. Students enrolled under dual admission also receive a significant tuition reduction when they continue their study at Shippensburg. For more information, contact Shippensburg at 1.800.822.8208 or via e-mail at admiss@ship.edu.

University of Phoenix

University of Phoenix is probably best known for its online delivery of courses. Students can earn their degree via the Internet. FCC has an articulation agreement with the University of Phoenix that guarantees acceptance of FCC coursework toward completion of the bachelor's degree. There is also specific program articulation for Accounting, Business Administration, and Information Systems. For more information, contact the counseling office at 301.846.2471 or visit the University of Phoenix website at www.uophx.edu/maryland.

Tuition and Fees

Tuition and Fees

Below are tuition rates for fall semester, 2003. Tuition rates are subject to change.

Tuition Amount

In-county per credit hour	$ 80.00
Out-of-county per credit hour	177.00
Out-of-state per credit hour	245.00

Fees

Instructional Materials (per credit hour)	$ 8.50
Activity per Credit Hour (10 credit max.)	1.60
Admissions Application	no charge
Comprehensive Registration Fee (per semester)	17.50
Schedule Change	no charge
Evaluation of Credit (per credit)	50% of tuition
Credit by Portfolio (per credit)	50% of tuition
Credit by Exam (per credit hour)	50% of tuition
Applied Music (per credit hour)	141.00
Parks/Recreation Fees:	
Backpacking	36.00
Canoeing	36.00
Mountaineering	36.00
Park Maintenance	36.00
Basic Grounds	36.00
Outdoor Recreation	44.00
Search and Rescue	110.00
Skiing–based on actual rental cost	TBA
Aviation per credit hour	
In-county student	37.00
Out-of-county student	69.00
Out-of-state student	117.00
Culinary Arts cooking classes (per class)	83.00

Example of Tuition and Fees

A Frederick County resident enrolling in a three-credit course would pay the following:

Comprehensive Registration Fee	$ 17.50
Tuition	240.00
Instructional Materials Fee	25.50
Activity Fee	4.80
Total	$ 287.80

A Frederick County resident enrolling for a total of 15 credits would pay the following:

Comprehensive Registration Fee	$ 17.50
Tuition	1,200.00
Instructional Materials Fee	127.50
Activity Fee	16.00
Total	$ 1,361.00

In special cases the college may charge additional fees. These fees will be printed in the academic schedule each semester.

SUBJECT TO CHANGE

Explanation of Student Tuition & Fee Charges

Tuition and fees partially cover the cost of a student's education. While students contribute a substantial amount toward the cost of attendance at FCC through the tuition and fee charges listed above, the majority of funding for a student's education is provided by Frederick County and the State of Maryland. Student tuition and fees represented 35% of college revenues for the year ended June 30, 2002. The remaining 65% of college revenues came from Frederick County (36%), the State of Maryland (26%) and other sources (3%).

Tuition

Tuition charges are the primary source of student revenue and partially offset the cost of instruction at FCC. Tuition is charged based on each credit hour. Out-of-county and out-of-state students are charged higher tuition rates per credit hour to offset state and county funding provided.

Instructional Materials Fee

The instructional materials fee is charged as a simple alternative to the multitude of lab fees that many colleges assess students. It offsets costs to provide various classroom materials and equipment needed to successfully offer classes, including instructional equipment, lab and classroom supplies, computer paper and software, course syllabi and exams. The fee is charged on a credit hour basis.

Comprehensive Registration Fee

This fee is charged once per semester. It partially covers the cost to register at FCC, issue student transcripts, process student schedule changes, and complete graduation activities.

Activity Fee

The revenues generated from the activity fee go into a special account administered by the student government association. These funds provide activities and cultural events open to all FCC students. The fee is charged on a credit hour basis for up to a maximum of ten credit hours.

Applied Music Fee

The applied music fee is charged on a credit hour basis to students enrolled in private lesson music courses. The fee offsets the cost of the private lesson instructor.

Aviation Program Fee

The aviation program fee is charged to all students enrolled in aviation maintenance program courses on a credit hour basis. The additional fee is charged to offset the higher costs of operating courses on a credit hour basis and additional costs of maintaining a separate facility at the Frederick Municipal Airport. The fee is higher for out-of-county and out-of-state students to offset local and state funding.

Special Fees for Recreation, Skiing & Other Courses

The college charges special fees for courses that require significant out-of-classroom experiences which generate additional expenses. Many of the recreation courses require overnight field trips. The skiing course requires skis and lift tickets. These extra costs are included in the special fees charged for these courses as listed in the semester schedule of courses. Some courses may require field trips which may also incur minimal fees.

Books and Supplies

Students are responsible for the purchase of the required texts and/or materials for course(s). The average cost is about $100 per course. Book information is available on the bookstore Website. Books can be ordered online. The bookstore will hold books for in-store pick-up or will ship books to you.

With the student's approval, books can be charged at the FCC bookstore against available financial aid. When the aid is credited to the student's college account, bookstore charges will be deducted from the aid after tuition, fees, and all other school charges are paid. Financial aid awards do not automatically cover the cost of books and supplies.

Schedule of Payments

All tuition charges and fees must be paid by the scheduled due date. Acceptable payment methods include cash, check, money order, credit cards (Discover, Visa and MasterCard). FCC also participates in a deferred tuition payment plan (see below).

Checks and money orders should be made payable to Frederick Community College. They should include the student's name and I.D or social security number.

Bills not paid in full by the due date are considered past-due accounts, and are subject to collection action. Students whose accounts are turned over to outside collection agencies will be held financially responsible for all tuition, feels, late fees, and reasonable collection costs.

Financial Responsibility

Students are individually responsible for payment of tuition, fees and all other charges at FCC. If the college does not receive payment from third parties, students will be billed directly for all charges and are expected to pay.

Stopping payment on checks written to FCC to cover tuition and fees does not relieve students of their responsibility to pay for incurred charges. Students must follow the designated procedure for withdrawing from classes and obtaining tuition refunds. Outstanding financial balances must be paid before future registration is permitted, grades are released, or enrollment certifications, diplomas or transcripts are issued.

Deferred Tuition Payment Plan

The college offers a payment plan for students who can't pay their bill at one time. Students pay a minimal (non-refundable) application fee, then spread payment over the course of the semester. For more information contact the cashier's office at 301.846.2456. (Plan subject to change without notice.)

Educational Tax Credits

Hope Scholarship/Lifetime Learning Tax Credits

Despite its name, the Hope Scholarship and the Lifetime Learning Credits are tax credits, not scholarships. Tax credits are subtracted from the tax your family owes. The exact amount of the Hope credit depends on your family's income, the amount of qualified tuition and fees paid, and the amount of certain scholarships and allowances subtracted from tuition. An eligible taxpayer must file a federal tax return and owe taxes to claim the Hope credit, and must claim an eligible student as a dependent on the tax return. The Hope Scholarship is specifically for students in their first two years of undergraduate study. Lifelong Learning includes all levels of instruction.

In order to claim your tax credit, you must report the amount of tuition and fees paid during the year as well as the amount of certain scholarships, grants, and untaxed income used to pay the tuition. The form used to report the credit is IRS Form 8863. FCC will mail each student a copy of Form 1098-T, Tuition Payments Statement, by January 31 of each year, which will help you decide if you can claim educational tax credits.

For more information about filing for the Hope and Lifelong Learning tax credits, go to www.irs.gov/pub/irs-pdf/p970.pdf.

Tuition Refund Procedure

To obtain a refund of tuition and fees upon withdrawal from the college, students must submit a withdrawal form to the Welcome & Registration Center. Refunds will be calculated from the date the withdrawal form is received by the Welcome & Registration Center.

Total refunds will be issued for courses cancelled by the college due to insufficient enrollment.

Schedule of Refunds

Period of Enrollment	*Portion of Tuition & Fees*
Fall-Spring Semester	
Through the first week of the semester	100%
Through the second week	75%
Through the third week	50%
After the third week	No refund
Summer Semester (8-week session)	
Through the first week of the semester	100%
Through the second week	75%
Through the third week	50%
After the third week	No refund
Summer Semester (5-week sessions)	
Through the first week of the term	100%
Through the second week	75%
After the second week	No refund
January Semester	
Through third day of class	100%
Through fifth day of class	75%
After first week	No refund

The college will offer courses of varying length during the fall, spring, and summer terms. The college reserves the right to establish additional refund schedules for terms of variable length. In no case will the minimum refund amount be less than 50%.

Tuition Refund Appeals

In cases where the student withdraws after the normal refund period, the college will consider granting a partial refund of tuition and fees for the following reasons: (1) Medical reasons dated and certified by a physician; (2) Job transfer dated and certified by the employer; (3) Job schedule (shift) change which causes a conflict with class schedule, dated and certified by the employer; or (4) Military transfer dated and certified by documentation (copy of orders) from the military unit.

To be eligible for consideration the student must: (1) officially withdraw from the course(s) and (2) submit a tuition refund request form with documentation to the registrar, A-102.

Tuition Refund Policies for Students Receiving Title IV Funding

All students who are awarded Title IV financial aid funds who completely withdraw from classes either officially or unofficially are subject to the Return of Title IV Funds calculation. This calculation will determine if any percentage of Title IV funds must be returned to the appropriate program. The amount of Title IV aid that a student must repay is determined by the federal formula for return of Title IV funds as specified in the Higher Education Act of 1998 (34 CFR 668).

The financial aid office is required to determine the last date of attendance and calculate the percentage of the payment period the student attended. This is the percentage of funds that the student has earned. After this percentage of aid earned is determined, the financial aid office will compare the amount earned and the amount disbursed. If the amount that has been earned is greater than the amount disbursed, a late disbursement will be calculated. However, if the amount earned is less than the amount disbursed, this amount will be calculated and the student will be notified. FCC will refund the unearned Title IV aid back to the appropriate programs as specified by law. The student will be notified of the amount that is required to be returned and the finance office will bill the student for this amount. Funds must be returned to the Title IV programs in the following order:

1. Unsubsidized Stafford Loans
2. Subsidized Stafford Loans
3. PLUS Loans
4. Pell Grant
5. FSEOG

Students may obtain a sample copy of the Return of Title IV Funds worksheet with sample calculations from the financial aid office, A-105.

Residency and Tuition

Residents of Frederick County are entitled to a lower tuition rate than other Maryland residents. Maryland residents outside of Frederick County receive a lower rate than out-of-state applicants. For questions regarding residency, contact the Welcome & Registration Center, 301.846.2431.

The residency policy is as follows:

1. Residence is determined at the time the student is admitted to the college. The burden of proof of residency is upon the student and he/she will be required to sign a statement substantiating their claim.
2. Regulations for full- and part-time students are identical.
3. All requests for change of residence must be made in writing, and proper proof of residence must be presented before a change will be made.
4. Students who change their residence during a semester will not have their tuition adjusted during that semester, but may be entitled to such adjustment the following semester.
5. The word "domicile" as used in this regulation shall mean the place of permanent abode. For the purpose of this rule only one domicile may be maintained. Local addresses that pertain only during the school year will not be considered for determination of tuition charges.
6. Non-self-supporting students* are considered to be Frederick County residents if, at the time of their admission, their parents have been domiciled in Frederick County for three consecutive months prior to admission. Exceptions will be made for newly arriving families who can prove their intent to become indefinite Frederick County residents (i.e., property tax receipt, mortgage receipt, etc.).
7. Non-self-supporting students* are considered to be residents elsewhere in the state of Maryland if, at the time of their admission their parents are domiciled elsewhere in the State of Maryland.
8. Adult students (age 18 years or over and self-supporting) are considered residents of Frederick County if, at the time of admission, they have been domiciled in Frederick County for three consecutive months prior to admission. Exceptions will be made for newly arriving individuals who can prove their intent to become permanent Frederick County residents (i.e., property tax receipt, mortgage receipt, etc.).
9. Military personnel and their dependents stationed at a military installation in Frederick County are considered Frederick County residents if they can establish evidence of their domicile.
10. Military personnel and their dependents stationed at a military installation elsewhere in the state of Maryland are considered residents of the state of Maryland if they can establish evidence of their domicile.
11. A person attempting to establish residency must be a United States citizen or must have indicated by formal action their intention to become a citizen, or must have been admitted to the United States on an immigrant visa. A tourist or student visa is not proof of intent to permanently reside in the United States. Such persons are treated as out-of-state residents.

Questions about residence classification should be referred to the director of enrollment services.

**Note: A non-self-supporting student is defined as an unmarried individual claimed by parents or guardians as an income tax exemption in the previous taxable year.*

Procedures for Reclassification of Residency

Students whose tuition would be affected by a change in residency must present proof of actual address change to the Welcome & Registration Center. The student will be notified of the decision affecting their residency status. Students may appeal the decision through the appropriate channels.

Individuals may be required to provide convincing evidence such as:

1. A Maryland driver's license indicating county of residency or a vehicle registration card indicating the same.
2. Evidence of Maryland State tax or local property tax. Newly arriving county and state residents having such documentation are exempt from the three-month residency requirement.
3. Rent receipts or lease on a Frederick County address for three months prior to admission date.
4. A statement from the education officer for military personnel living in "on-post" quarters attesting to three-month in-county residence, or official military orders indicating a Fort Detrick (and therefore a Frederick County) domicile.

Tuition for International/Foreign National Students

A foreign national lawfully admitted for residence in the United States may be considered a resident for tuition purposes if he/she meets the domicile requirements stated in this policy. A foreign national lawfully admitted to the United States on a visa type with a corresponding date-certain authorized stay may not be considered a resident for tuition purposes. A foreign national lawfully admitted to the United States on certain visa types with an indeterminate authorized stay may be considered as a resident for tuition purposes if the domicile requirements of this policy have been satisfied. The following visa types determine residency as indicated:

Visa

A	(Diplomats, family, staff)	In-County
B	(Temporary visitor)	Out-of-State
C	(Aliens in transit)	Out-of-State
E	(Treaty trader-Taiwan only)	In-County
F	(Student and dependents)	Out-of-State
G	(Rep. of a world organization)	In-County
H or TN	(Temporary worker)	In-County
I	(Foreign media/journalist)	In-County
J	(Exchange visitor, au pair, scholar)	Out-of-State
K	(Fiancee' of US citizen/ Frederick Co. resident)	In-County
L	(Intracompany transferee)	In-County
M	Foreign vocational student, dependents	Out-of-State
R	(Religious worker)	In-County
V	(Spouse or child of permanent resident)	In-County
Permanent Resident; Green Card; Refugee; Asylee		In-County

Waivers and Tuition Reductions

Health Manpower Shortage

The Maryland Higher Education Commission designates certain Maryland public community college programs as Health Manpower Shortage Programs. Students who are Maryland residents may attend a designated Health Manpower Shortage Program at any Maryland public community college in the state at in-county tuition and fees regardless of their county of residence.

Allegany College of Maryland
Practical Nursing Certificate
Health Care Technician Certificate
Medical Lab Technology Degree
Nursing Degree
Occupational Therapy Degree
Respiratory Therapy Degree
Physical Therapy Assistant Degree
Pharmacy Technician Certificate
Radiologic Technician Degree

Anne Arundel Community College
Licensed Practical Nursing Certificate
Nursing Degree
Physical Therapy Assistant Degree
Medical Coding Specialist Certificate
Pharmacy Technician Certificate
Physician Assistant Certificate
Radiologic Technology Degree

Baltimore City Community College
Practical Nursing Certificate
Nursing Degree
Respiratory Care Degree
Cooling Specialist Certificate
Surgical Technologist Degree
Health Information Technologist Degree
Physical Therapy Assistant Degree

Carroll Community College
Licensed Practical Nursing Certificate
Physical Therapy Assistant Degree

Cecil Community College
Nursing Degree and Certificate

Chesapeake College
Physical Therapy Assistant Degree

Licensed Practical Nurse Certificate
Surgical Technologist Certificate
Radiologic Sciences Degree
Nursing Degree
Physical Therapy Assistant Degree

College of Southern Maryland
Practical Nursing Certificate
Directed Technology (Health Care Technology) Certificate
Nursing Degree
Physical Therapy Assistant Degree
Medical Coding Specialist Certificate

Community College of Baltimore County
Nursing Degree
Occupational Therapy Assistant Degree
Respiratory Care Technology Degree
Physician Assistant Certificate
Radiation Therapy Technician Degree and Certificate
Radiography Degree

Frederick Community College
Practical Nursing Certificate
Respiratory Therapy Degree
Surgical Technology Certificate and Degree
Nursing Degree

Hagerstown Community College
Practical Nursing Certificate
Nursing Degree

Harford Community College
Practical Nursing Certificate
Nursing Degree

Howard Community College
Licensed Practical Nursing Certificate
Nursing Degree

Montgomery College
Nursing Degree
Physical Therapy Assistant Degree
Health Information Technologist Degree
Radiologic Technologist Degree
Surgical Technologist Degree

Prince George's Community College
Practical Nursing Certificate
Nursing Degree
Respiratory Therapist Degree
Health Information Technician Certificate and Degree
Radiography (X-Ray) Technician Degree

Wor-Wic Community College
Licensed Practical Nursing Certificate
Nursing Degree

Mid-Maryland Healthcare Consortium

Frederick, Carroll and Howard counties have formed the Mid-Maryland Allied Healthcare Education Consortium. The consortium allows residents of all three counties to enroll in selected healthcare programs at any of the colleges at in-county tuition rates and makes it easier for students to pursue careers in the field.

Programs participating in the consortium, and the college offering them, are:

Carroll Community College: Physical Therapy Assistant

Frederick Community College: Bioscience Laboratory Technician, Emergency Medical Services, Associate Degree Nursing, Respiratory Therapy, and Surgical Technology

Howard Community College: Biomedical Engineering Technology, Cardiovascular Technology, Emergency Medical Technician, Registered Nurse

Contact the allied health advisor at 301.846.2471 for more information.

Maryland National Guard

Any member of the Maryland National Guard who is certified by the Maryland Adjutant General to have at least 24 months remaining to serve or has agreed in writing to serve for a minimum of 24 months is entitled to a waiver of 50% of the tuition charged for classes offered by Frederick Community College, regardless of class size, location and number of semester hours the student is taking. Eligible individuals shall be charged in-county, in-state rates, regardless of their place of residence. This waiver does not apply to fees.

Tuition Waiver for Persons 60 Years and Older

The tuition charge will be waived for Maryland residents who have enrolled in any credit or credit-equivalent course offered by Frederick Community College who are 60 years or older. Senior citizens are required to pay all fees associated with classes. The senior citizens' waiver will be given on a space-available basis.

Senior citizens who wish to take advantage of the tuition benefit may only register tuition-free during a specified time period as published in the credit schedule. Those eligible for waivers who agree to pay full tuition and fees may register at any time during the registration period. However, refunds will not be granted to seniors paying full tuition who then drop and later add the same course under the tuition-free benefit provision.

Tuition Waiver for Persons Retired and Disabled

FCC also waives course tuition for any individual who is retired from employment by reason of a total and permanent disability. In order to receive the tuition waiver, individuals must obtain certification from the Social Security Administration or Railroad Retirement Board. Qualified disabled persons are liable for fees. Information regarding certification may be obtained from the Welcome & Registration Center at Frederick Community College, 301.846.2430.

Tuition Sponsorship by a Third Party

Students are responsible for all tuition and fees. If a third party such as, but not limited to, a federal, state or municipal government agency or employer agrees to pay tuition and fees, students are not relieved of their primary responsibility. In the event that such a party fails to honor its agreement, Frederick Community College reserves the right to bill students directly.

Statewide Instructional Programs

Certain programs offered at community colleges throughout Maryland are designated by the Maryland Higher Education Commission as statewide. This means that Maryland residents may enroll in these specialized programs and receive all or a portion of the difference in tuition between the in-county and out-of-county tuition costs if a similar program does not exist in their county of residence. Students interested in these programs should contact the appropriate college directly.

Colleges may delete programs from the statewide designation at their discretion.

Statewide Programs List

Allegany College of Maryland
Automotive Technology Cert/AA
Communication Media AA
Dental Hygiene AA
Electromechanical Technology AA
Forest Technology AA
Nursing/LPN Cert
Medical Lab. Tech AA
Nursing/RN AA
Radiologic Tech AA
Respiratory Therapy AA

Anne Arundel Community College
EMT Paramedic Cert/AA
Computer Network Mgt AA
Medical Assistant Cert/AA

Baltimore City Community College
Dental Hygiene AA
Dietetic Manager Cert
Dietetic Tech Cert/AA
International Trade Cert/AA
Medical Records Tech Cert/AA
Operating Room Tech Cert/AA
Physical Therapist Assistant AA
Respiratory Therapy Tech Cert/AA

Catonsville Community College
Air Transportation AA
Auto Technology (GM, FORD, & TTEN options) AA
Automated Manufacturing Technology Cert/AA
Computer Graphics Cert/AA
Interpreting for the Deaf Cert
Mortuary Science Cert/AA
Nursing/RN AA
Occupational Safety & Health Technology Cert/AA
Occupational Therapy Assistant Cert
Printing Management Technology Cert/AA
Recreation, Parks & Leisure Studies Cert/AA

Cecil Community College
Equine Science Cert
Professional Photography Cert/AA

Charles Community College
Nursing/RN AA
Nursing/LPN Cert

Chesapeake Community College
Radiologic Technology AA

Dundalk Community College
Chemical Dependency Counseling Cert/AA
Commercial HVAC Design AA
Labor Studies Cert/AA
Physical Fitness Technology Cert/AA
Retail Floristry Cert
Stationary Engineering Cert/AA
Water Systems Technology/AA

Essex Community College
Medical Lab Tech AA
Medical Records Technology AA
Nuclear Med Tech Cert/AA
Physician Assistant AA
Radiography AA
Radiation Therapy Tech Cert/AA
Respiratory Therapy Cert
Veterinary Tech AA

Frederick Community College
Aviation Technology Cert/AAS
Park Management Cert/AAS
Practical Nursing Cert
Respiratory Therapy AAS
Surgical Technology Cert/AAS

Garrett Community College
Resort Management Cert/AA
Wildlife Mgt Cert/AA

Hagerstown Community College
Radiologic Tech AA

Harford Community College
Electroneurodiagnostic Tech AA
Nursing/LPN Cert
Science Lab Tech/Hisotech Option AA

Howard Community College
Biomedical Engineering Cert/AA
Vision Care Tech Cert

Montgomery Community College
Biotechnology Lab Tech AA
Dental Assistant Cert/AA
Diagnostic Medical Sonography Cert/AA
Fire Science Cert/AA
Medical Records Technology Cert/AA
Medical Lab Tech AA
Medical Assistant Cert/AA
Radiologic Technology AA
Technical Writing Cert

Prince George's Community College
Culinary Arts AA
Medical Records Tech Cert/AA
Nuclear Medicine Technology AA
Radiography (X-ray) Technology AA
Respiratory Therapy AA

Wor-Wic Tech Community College
Hotel-Motel Restaurant Management Cert/AA
Nursing/LPN Cert
Nursing/RN AA
Radiologic Technology AA

Student Financial Services

Financial Aid

Introduction

Frederick Community College works to ensure that all students have equal access to financial assistance that will help them attend college. FCC participates in a wide range of federal, state and local financial aid programs that includes grants, loans, employment, and scholarships (see chart, page 19).

Eligibility Criteria

Financial Need: Financial need is the difference between educational expenses at FCC and the amount expected from students and/or their families. The college uses the FAFSA to determine the amount of financial need.

Citizenship: Students must be United States citizens, nationals, or permanent residents of the United States.

Academic Program: Students must be enrolled in or accepted for enrollment in a state-approved degree or certificate program. For most types of financial aid, students must enroll in and attend at least six credit hours or more per semester. Some financial aid awards have different minimum enrollments. Some students with exceptional financial need who are enrolled in less than six credit hours may receive Pell Grants.

Enrollment Status: Awards are adjusted for full-time (at least 12 credit hours), three-quarter-time (9-11 credit hours) or half-time (6-8 hours) enrollment after the third week of classes. Students may receive financial aid for developmental classes and these courses will be considered in determining a student's enrollment status. (See the academic schedule for the credit hour equivalent assigned to developmental classes.)

High School Diploma/GED: Students without either a high school diploma or a GED must contact the financial aid office to discuss eligibility.

Application Procedures

Complete the FCC financial aid application and the Free Application for Federal Student Aid (FAFSA), available in the FCC financial aid office, to begin the application process. The FAFSA can be accessed and transmitted electronically at www.fafsa.ed.gov. The FCC financial aid application form is available in the financial aid office, A-104.

Reapplying: Students must reapply each academic year to continue receiving financial aid. Each year's information is based on the previous year's federal tax returns.

Verification

Some students will be randomly selected to provide verification of the accuracy of information provided on the FAFSA. Students whose applications are selected for verification must provide copies of requested information in order for financial aid to be awarded.

When to Apply/Reapply

The priority deadline for Maryland state aid is March 1. Students who miss this priority deadline should still file a FAFSA as soon as possible after March 1, but they may only be considered for federal and institutional aid. To obtain information about eligibility for financial aid before the tuition bill is due, it is recommended that you file the FAFSA by:

June 15 for fall semester

October 15 for spring semester.

Applications submitted after these dates will be processed as quickly as possible, but financial aid awards cannot be released until all necessary information is received and processed.

Transfer Students

Mid-year transfer students planning to attend FCC in the spring semester who received a Pell Grant in the fall semester must list Frederick Community College on their student aid report.

Transfer students who have a Stafford Student Loan at another college in the fall semester and plan to attend FCC the following spring semester must cancel the loan at the prior college and reapply through FCC.

Recipients of a Maryland State Scholarship should check with the Maryland State Scholarship Administration to see if that award can be transferred to FCC and, if so, to calculate the amount of the award.

Financial Aid Eligibility– Satisfactory Academic Progress

Federal regulations require that students make satisfactory progress toward completion of a degree or certificate to receive financial aid. Students must attend their classes, complete all classes in which they enroll, and obtain passing grades (usually a "C" or better). Students must successfully complete a minimum percentage of credit hours each semester. Withdrawing from a class after the semester has begun can affect current financial aid and future eligibility. A description of satisfactory progress requirements is available in the financial aid office. Students must meet the following completion rate and minimum grade point averages:

Total Credits Attempted	Minimum Cumulative GPA	Completion Rate (of total attempted)
0-15	1.499	50%
16-30	1.749	60%
31-59	1.899	70%
60 & above	2.000	80%

Financial aid recipients are required to attend classes on a regular basis. Failure to attend classes can result in a reduction or cancellation of financial aid awards. Financial aid is cancelled for classes a student is enrolled in but never attends. A student cannot receive financial aid for courses that are audited.

Typical Expenses used to Determine Financial Need

The following estimated budgets are used when calculating the need of average full-time in-county students (14 credits per semester) for the full academic year. Budgets for other categories of students can be obtained from the financial aid office.

	Living at Home	Living Away from Home
Estimated Tuition & Fees	$2,545	$2,545
Books & Supplies	1,000	1,000
Room & Board	1,650	4,500
Transportation	1,200	1,200
Personal	1,000	1,000
	$7,295	$10,145

Financial Aid Appeals Process

Students who feel that their financial aid application was not given proper consideration or who have been suspended from financial aid eligibility due to lack of satisfactory academic progress may appeal the decision. The appeal must be made in writing and submitted to the financial aid director. All appeals are reviewed by a financial aid committee.

Veterans

FCC is approved by the Maryland Higher Education Commission to certify eligible veterans and eligible dependents of veterans. The FCC veterans' office assists students in applying for their educational benefits. In order to apply for benefits, students must first apply for admission to the college and register for classes. Veterans are responsible for paying tuition and fees by the specified deadlines.

After registering for classes, eligible students should schedule an appointment with the VA representative to complete the required paperwork. Students are required to complete the Declaration of Intent form each semester in which they wish to receive VA educational benefits. Students are only certified to receive benefits for courses that are required for a selected major. Students are required to notify the FCC veterans' office if they reduce their course load, withdraw from classes or change majors. To schedule an appointment, call 301.846.2474.

The U.S. Department of Veterans' Affairs requires that students who receive VA educational benefits must meet the standards of "satisfactory progress" as defined by the college. Students who fail to make satisfactory academic progress may lose their approval to receive VA educational benefits.

When students apply for admission they must request official transcripts from all postsecondary institutions attended and have these transcripts mailed directly to the Welcome & Registration Center at FCC. To request credit for military training, students must bring a court certified copy of DD214 to the Welcome & Registration Center. These transcripts must be sent and evaluated within a year of enrollment.

The telephone number of the Veterans' Administration in Buffalo, NY is 1.888.442.4551.

Transfer Evaluation Information

Students who joined the Army after October 1, 1981, should contact the Fort Detrick Education Center, Bldg. 501, at 301.619.2854.

Students who joined the Army prior to October 1, 1981, or served in any other branch of service should send Standard Form 180, Request Pertaining to Military Records, to the address on the back of the form.

Scholarships

Frederick Community College sponsors a number of need- and merit-based scholarships. College-sponsored scholarships have application deadlines of May 25 for fall semester and December 1 for spring semester. The financial aid office maintains a reference guide describing the eligibility requirements for all FCC scholarships.

For applications or information on additional scholarships, call 301.846.2480, or visit the financial aid office.

Special Scholarships for 2003 High School Graduates

Loats Scholarship

Students who are residents of Frederick County with demonstrated financial need and good grades may be awarded this scholarship. (Completion of a Free Application for Federal Student Aid is required.) Priority consideration is given to orphans and students from single parent families. Recipients need to pursue careers in public service such as teaching, nursing or social work. The average award is $600 per semester with the number of awards made each semester based on available funds. Students apply by completing the FCC scholarship application by May 25 for the fall semester and December 1 for the spring semester. Call the financial aid office, 301.846.2480, for a scholarship application.

Frederick Singles Scholarship

This scholarship is awarded to a Frederick County high school senior who is the child of a single parent. Eligibility is based on financial need and academic achievement. Recipients must attend FCC immediately following their graduation from high school. The amount of the award varies. This is a nonrenewable, two-semester award. Nominations are made to the FCC scholarship committee by high school guidance counselors by April 30.

Trustees Scholarship

Each year 30 Frederick County high school seniors are awarded the FCC Trustees Scholarship for maintaining a 3.5 grade average through grades 9-12. It is awarded to students who attend the fall term following their graduation from high school.

Full-time students will receive $250 per semester, renewable for the second semester if their fall GPA is at least 3.0. Part-time students' awards will be prorated based upon the number of credits taken.

Trustees Scholarships are renewable based upon service hours as an FCC Ambassador.

Application Procedures:

- Complete an application form and return it to the Welcome & Registration Center at Frederick Community College. Forms are available in the high school guidance office and the FCC Welcome & Registration Center.
- Request the guidance office to send a copy of a current transcript to the Welcome & Registration Center.
- Request the guidance office to send a copy of a final high school transcript if the first submission did not include the last semester's grades.

Conditions:

- Qualifying students must be June 2003 graduates of a Frederick County high school and must enroll at FCC the fall semester following their June graduation.
- Scholarships will be awarded to qualified students based upon date of receipt.
- Recipients must earn a minimum 3.5 grade point average at the point of application and at the time of graduation from high school.
- Recipient must earn a minimum 3.0 grade point average at FCC to be eligible for renewal in the spring.
- Trustees Scholars will be required to participate in leadership development activities while attending FCC (e.g., FCC Ambassadors Program) in order to qualify for renewal.

Routzahn Business Scholarship

Each year one senior in each of the public high schools in Frederick County is awarded the Routzahn Business Scholarship. Students who choose to attend Frederick Community College in the fall semester immediately following their high school graduation, and who plan to major in a business-related curriculum, may apply. Each high school may develop its own criteria for eligibility which may include, but not necessarily be limited to, grade point average, standardized test scores, teacher recommendation and essay.

The amount of the award is $250 per semester. The scholarship is renewable for a maximum of four semesters of full-time attendance provided a grade point average of 2.5 is maintained in each semester. The total award to any recipient may not exceed $1,000.

Application Procedures:

- Complete an application form and return it to the high school guidance office. Forms are available in the high school guidance office and the FCC Welcome & Registration Center.
- Contact the guidance office for the specific requirement for their school.
- Applications should be submitted by May 15.

Conditions:

- Qualifying students must be June 2003 graduates of a Frederick County public high school and must enroll at FCC the fall semester following their June graduation.
- Scholarships will be awarded to one student from each of the public high schools.
- Recipients must plan to major in a business-related curriculum at FCC.
- Recipients must maintain a 2.5 grade point average at FCC in order to qualify for renewal.

Other Freshmen Scholarships

Freshmen are welcome to apply for other internal scholarships awarded through FCC. Pick up a scholarship application from the FCC financial aid office.

Student Consumer Rights and Responsibilities

Section 493.A of the Higher Education Act as amended in 1992 requires postsecondary educational institutions to disseminate relevant, candid information on student financial aid programs available at the college. These rights and responsibilities may be found in *The Student Guide* (U.S. Department of Education) which is available in the financial aid office. All financial aid awards are for one academic year. It is the student's responsibility to reapply each year.

Financial Aid Programs

Type of Aid	Source	Award Amounts	Who is Eligible to Apply	How to Apply
Grants Federal Pell Grant	Federal government	Annual award may range from $400 to $4,000 as determined by a Federal formula. Based on financial need.	Students enrolled at least half time (6 credit hours/semester) in a degree or certificate program at FCC. Some students with exceptional financial need may receive only Pell Grants for less than half-time enrollment.	Complete the Free Application for Federal Student Aid and the FCC financial aid application. Students must reapply each academic year.
Federal Supplemental Educational Opportunity Grant (FSEOG)	Federal government through FCC	Award may range $100-$200 per semester. Based on financial need according to a federal formula.	Same as Pell Grant program. Priority must be given to the neediest Pell Grant recipients. Must be enrolled at least half time.	Same as Pell Grant program
FCC Grant	FCC	Average $250 per semester. Based on financial need.	Same as Pell Grant program. Must be enrolled at least half time.	Same as Pell Grant program
Maryland Part-time Grant	State of Maryland through FCC	Average $200 per semester. Based on financial need.	Students enrolled for 6–11 credit hours in a degree or certificate program.	Same as Pell Grant program
Scholarships Maryland State Scholarships	State of Maryland	Variable. Refer to state scholarship brochure.	Maryland residents enrolled in a degree or certificate program. Refer to state scholarship brochure.	Complete the Free Application for Federal Student Aid. Apply by March 1. Additional state applications may be required.
FCC Scholarships	FCC Foundation	Variable. Listings available in the financial aid office.	Based on criteria of scholarship.	Complete the FCC Scholarship Application and the FCC financial aid application. Students must reapply each semester. Fall deadline: May 25, Spring deadline: December 1.
Loans Federal Stafford Loan	Local banks and lending agencies	$2,625 maximum for dependent freshmen; $6,625 maximum for independent freshmen; $3,500 for dependent sophomores; $7,500 maximum for independent sophomores. Note: Amounts are requested by the student and are subject to approval by the financial aid office and lender.	Students enrolled at least half time (6 credit hours per semester) in a degree or certificate program at FCC	Complete the FAFSA, FCC financial aid application, and a loan form. Students must reapply each academic year.
Federal Parent Loan for Undergraduate Students (FPLUS)	Local banks and lending agencies	Annual loan limit is the student's cost of education minus any estimated financial aid received	Parents of dependent students. Students enrolled at least half time (6 credit hours per semester) in a degree or certificate program at FCC	FCC financial aid application and a loan form. Parents must reapply each year.
Employment Federal College Work Study (FCWS)	Federal government through FCC	Variable. Based on financial need. A variety of jobs are available on campus.	Students enrolled at least half time (6 credit hours per semester) in a degree or certificate program at FCC	Same as Pell Grant program. Also must complete an FCC student employment application.
Student Assistant Program	FCC	Variable. Awards are not based on financial need.	Students enrolled at least half time (6 credit hours per semester) in a degree or certificate program at FCC	Same as FCWS program

Academic Departments

There are seven academic departments at Frederick Community College. Each department has a department chair responsible for all academic matters within that department.

Following is a list of programs of study offered by the various departments.

Allied Health & Wellness Department

Chair: Mark Paugh (301.846.2528)

Associate in Arts (A.A.)
General Studies: Emergency Services/Fire Science Option
General Studies: Therapeutic Massage Option
Physical Education

Associate in Science (A.S.)
Associate Degree Nursing
Pre-Dental Hygiene
Pre-Medical Technology
Pre-Nursing
Pre-Pharmacy
Pre-Physical Therapy

Associate in Applied Science (A.A.S.)
Respiratory Therapy
Surgical Technology
Emergency Medical Services

Certificates
Emergency Medical Services
Practical Nursing
Surgical Technology

Communications, Humanities & Arts Department

Chair: Richard Fulton (301.846.2547)

Associate in Arts (A.A.)
Art
Communications (Speech)
Communications (Visual)
Drama
Music
Philosophy

Certificates
Computer Graphics
Deaf Studies
Television Production

English Department

Chair: Pamela Clark (301.846.2562)

Associate in Arts (A.A.)
English/Literature

Computing & Business Technology Department

Chair: Rebecca Yankosky (301.846.2632)

Associate in Arts (A.A.)
Business Administration
Information Systems Management
International Business

Associate in Applied Science (A.A.S.)
Accounting
Banking & Financial Management
Business Management
Computer Hardware/Software Specialist
Computer Technology
Construction Management
Drafting Technology
Electronics Technology
Hospitality Services: Culinary Arts & Supervision
Information Technology: Information Technology Specialist (Computer Programming Specialist; Microcomputer Applications Specialist; PC/Network Support Specialist); Office Systems Specialist (Office Applications Specialist, Business Applications Specialist); Network Engineer Cisco; Network Engineer MCSE; Network Engineer Novell

Associate in Science (A.S.)
Computer Science
Engineering

Certificates
Banking & Financial Management
Business Management (Banking & Financial Management, Business Studies)
Computerized Accounting
Construction Management
Culinary Arts
Drafting Technology
Electronics Technology
Hospitality Supervision
Information Technology: Office Applications (Business Software, Medical, Software); Computer Software Specialist (Programming); Help Desk Specialist (Software, Hardware); Personal Computer Support Specialist, Technical Studies

Credentials of Completion
A+ Training
Microsoft Certified System Engineer

Letter of Recognition
Medical Transcription Basics

Series of Courses
CPA Preparation courses

Mathematics Department

Chair: Timothy Swyter (301.846.2582)

Associate in Science (A.S.)
Mathematics

Science & Aviation Department

Chair: Robert H. Ford (301.846.2628)

Associate in Science (A.S.)
Biology
Chemistry

Associate in Applied Science (A.A.S.)
Aviation Technology
Bioscience Laboratory Technician

Certificates
Aviation Technology

Social Sciences Department

Chair: Michael A. Powell (301.846.2571)

Associate in Arts (A.A.)
Criminal Justice
Economics
Government & Politics
History
Human Services
Psychology
Sociology

Associate in Applied Science (A.A.S.)
Early Childhood Development
Legal Assistant
Police Science

Associate of Arts in Teaching (A.A.T.)
Education (Elementary)

Certificates
Early Childhood Development
Legal Assistant

Associate in Arts (A.A.) General Studies

The general studies (A.A.) degree program is assigned to the jurisdiction of all departments listed for the instructional area, with final decisions resting within the office of the vice president of academic affairs and dean.

Associate in Arts (A.A.) Arts & Sciences

The arts and sciences A.A. degree program falls under the jurisdiction of the department in which the option selected is located. Please refer to the available options listed on page 26.

Degree Requirements

Description of Degrees

Frederick Community College awards an associate's degree to those students who complete a prescribed curriculum with a 2.0 grade point average or better. The certificate of accomplishment is awarded to those students who complete a prescribed curriculum of specialized training with a 2.0 grade point average or better.

Associate in Arts (A.A.) Degree & Associate in Science (A.S.) Degree

To be eligible to receive the associate in arts or associate in science degree, students must:

1. Successfully complete a prescribed curriculum as approved by the college.
2. Complete a minimum of 60 credit hours.
3. Complete a core of at least 34 credit hours of general education courses that will include the following: English 101; arts, humanities and communications (one course from each discipline) - 9 credits; social & behavioral sciences (one course each from two disciplines) - 6 credits; biological & physical sciences (two courses, one of which must be a laboratory course) - 7 credits; mathematics - 3/4 credits; and interdisciplinary/emerging issues - 6 credits. For the complete list of general education courses, see pages 23-24. In addition to the general education requirements, a health or physical education course (1/3 credits) is required.
4. Obtain a minimum grade point average of 2.0 (in addition, certain programs of study may require a 2.0 grade point average for all designated major courses).
5. Complete at least 15 semester hours of academic credit at FCC.
6. Complete a graduation application and submit to the Welcome & Registration Center.

Diplomas are issued three times a year: August, December and May. The actual commencement ceremony is held in May.

Associate of Arts in Teaching (A.A.T.) Degree

To be eligible to receive the associate of arts in teaching degree, students must:

1. Successfully complete a prescribed curriculum as approved by the college.
2. Complete a minimum of 60 credit hours.
3. Complete a core of at least 34 credit hours of general education courses as described in the program of study.
4. Obtain a minimum grade point average of 2.75 and earn a "C" or better in all courses used to satisfy the A.A.T. program of study.
5. Complete at least 15 semester hours of academic credit at FCC.
6. Submit official scores from PRAXIS I at the level established by the Maryland State Department of Education.

Diplomas are issued three times a year: August, December and May. The actual commencement ceremony is held in May.

Associate in Applied Science Degree

To be eligible to receive the associate in applied science degree, students must:

1. Successfully complete a prescribed curriculum as approved by the college.
2. Complete a minimum of 60 credit hours.
3. Complete a core of at least 20 credit hours of general education courses that will include at least one three- or four-credit course from each of the following areas: English 101; arts, humanities & communications; social & behavioral sciences; biological & physical sciences; and mathematics. For the complete list of general education courses, see pages 23-24. In addition to the general education requirements, a health or physical education course (1/3 credits) is required.
4. Obtain a minimum grade point average of 2.0 (in addition, certain programs of study may require a 2.0 grade point average for all designated major courses).
5. Complete at least 15 semester hours of academic credit at FCC.
6. Complete a graduation application and submit to the Welcome & Registration Center.

Diplomas are issued three times a year: August, December and May. The actual commencement ceremony is held in May.

Certificate Requirements

To be eligible to receive the certificate of accomplishment, students must:

1. Complete a prescribed curriculum approved by the college.
2. Obtain a minimum grade point average of 2.0 in the courses required by the certificate.
3. Transfer students must complete at least one three-credit course to receive the certificate of accomplishment.
4. Complete a graduation application and submit it to the Welcome & Registration Center.

Diplomas are issued three times a year: August, December and May. The actual commencement ceremony is held in May.

Letter of Recognition (LOR)

To be eligible to receive a letter of recognition, students must:

1. Complete a prescribed curriculum approved by the college.
2. Obtain a minimum grade point average of 2.0 in the courses required by the letter of recognition.
3. Transfer students must complete at least one three-credit course in the letter of recognition at FCC to receive a letter of recognition.
4. At least three hours of the letter of recognition must be taken for a grade other than Pass/Fail.
5. Complete a letter of recognition application and submit it to the Welcome & Registration Center.

Letter of recognition recipients do not take part in commencement ceremonies, unless they have also completed a degree or certificate. Letters of recognition are issued three times a year: August, December, and May.

Program Requirements

Pages 25-62 contain information regarding programs of study offered by FCC. This information describes both transfer programs and career programs.

Career programs are designed for those students who wish to seek employment in a specific career immediately upon completion of coursework that leads to an associate's degree. Although the majority of the coursework will transfer to other institutions, these programs are oriented toward employment in entry-level positions. Career programs are designated with the word "career" following the program title (e.g., Accounting Program - Career). The associate in applied science (A.A.S.) degree is awarded upon the completion of most career programs.

Transfer programs are designed to prepare students to transfer to a baccalaureate-granting institution. Students completing the described programs will ordinarily be received as juniors at receiving colleges. Transfer programs are designated with the word "transfer" following the program title, (e.g. History - Transfer). The associate in arts (A.A.) degree, the associate in science (A.S.) degree, or the associate of arts in teaching (A.A.T.) degree is awarded upon the completion of transfer programs.

Both career and transfer programs generally incorporate three different categories of coursework. The categories include a general education core, required departmental courses and free elective courses which the student may select. In addition, all programs require a physical education or health course.

General Education Core

General education is that foundation of the higher education curriculum providing a coherent intellectual experience for all students. The general education core is designed to introduce undergraduates to the fundamental knowledge, skills and values which are essential to the study of academic disciplines, to the pursuit of life-long learning and to the development of educated members of the community and the world. The complete list of general education goals is listed below.

For programs awarding the associate of arts (A.A.) degree, the associate in science (A.S.) degree, or the associate of arts in teaching (A.A.T.) degree, the general education core consists of at least 34 credit hours which must include the following:

English Composition 101–one course (3 credits)

Arts, Humanities & Communications–three courses, one selected from each area (9 credits)

Social & Behavioral Sciences–two courses, selected from different disciplines (6 credits)

Biological & Physical Science–two courses, one of which must be a lab science (7-8 credits)

Mathematics–one course (3-4 credits)

Interdisciplinary & Emerging Issues–two courses (6 credits)

For programs awarding the associate in applied science (A.A.S.) degree, the general education core consists of at least 20 credit hours which must include the following:

English Composition 101–one course (3 credits)

Arts, Humanities & Communications–one course (3 credits)

Social & Behavioral Sciences–one course (3 credits)

Biological & Physical Science–one course (3-4 credits)

Mathematics–one course (3-4 credits)

Students in the associate of arts in teaching (A.A.T.) program should complete the approved general education courses listed in the A.A.T. program of study.

Courses that fulfill the general education core requirement are listed on pages 23-24.

General Education Goals and Objectives

I. Students will demonstrate college-level communications skills.

1. Students will be able to write and speak effective, organized, clear, and grammatically correct English appropriate for a specific subject, purpose and audience.

2. Students will demonstrate the ability to understand and interpret both written texts and oral presentations in English.

3. Students will demonstrate an understanding of the critical role of listening in communication.

II. Students will demonstrate critical thinking skills.

4. Students will be able to evaluate evidence by differentiating among facts, opinions, and inferences.

5. Students will be able to generate and evaluate alternative solutions to problems.

6. Students will be able to research, analyze, compare, synthesize, and draw inferences from readings and other research materials in order to make valid judgements and rational decisions.

7. Students will demonstrate a disposition toward critical thinking.

III. Students will display general knowledge and historical awareness.

8. Students will demonstrate a general knowledge of history, culture, society, and of relationships among various disciplines of study.

9. Students will display a knowledge of and appreciation for American culture.

10. Students will display historical awareness and will demonstrate an understanding of contemporary issues within their historical and cultural context.

IV. Students will demonstrate quantitative problem solving.

11. Students will apply mathematical operations to practical situations.

12. Students will demonstrate a variety of problem-solving techniques with application to numerical data.

13. Students will be able to interpret and analyze tables, graphs, and diagrams to convey quantitative information.

V. Students will demonstrate an understanding of science.

14. Students will demonstrate knowledge of fundamental scientific principles.

15. Students will be able to apply the scientific method in problem solving.

16. Students will evaluate the historical, cultural, political and ethical issues related to the application of science.

17. Students will relate scientific concepts to a changing natural environment.

18. Students will be able to use instrumentation appropriate to the scientific discipline.

VI. Students will demonstrate an understanding of technology and its uses.

19. Students will use the technology of a changing world.

20. Students will evaluate historical, cultural, political and ethical issues related to the application of technology.

21. Students will be able to use computer systems and other instruments of modern technology appropriate to their discipline or program of study.

VII. Students will demonstrate an understanding of and be able to interpret social and educational values.

22. Students will be able to identify and evaluate moral issues and conflicts.

23. Students will display academic honesty and adhere to professional standards in their fields.

24. Students will value the importance and responsibility of the individual.

25. Students will appreciate lifelong learning and understand its applicability to their educational goals.

VIII. Students will be able to make informed critical responses to the arts and to the human values expressed in all art forms.

26. Students will demonstrate an awareness of literature and the visual and performing arts as both a record and a reflection of our culture.

27. Students will recognize that the visual and performing arts provide opportunities for self-expression and personal growth.

IX. Students will demonstrate an understanding of and pursue wellness.

28. Students will develop skills and practice physical fitness activities that will promote long-term wellness.

29. Students will demonstrate a working knowledge of health/wellness concepts in order to make critically informed lifestyle choices.

X. Students will value the emergence of a multicultural society.

30. Students will acknowledge a plurality of cultural and personal values and will demonstrate respect for the right of others to express their viewpoints.

31. Students will be able to examine a global issue/event from multiple perspectives.

32. Students will recognize the importance of language in understanding cultural differences.

33. Students will be able to work cooperatively in groups with diverse membership and contribute to the group's efforts with ideas and suggestions.

Required Departmental Courses

Courses determined by the faculty to be essential for students in a selected major or discipline are incorporated into each program of study as departmental requirements. In some cases they are specified. At other times they are listed as electives for the student to make the final choice.

Courses that fulfill the departmental requirements in a program are listed by discipline (i.e., business, computer & information sciences, mathematics, etc.) on pages 63-66.

Free Elective Courses

Many programs incorporate a third category of required courses. This category is designated by the term "elective(s)." Students are free to select from any academic course offered by the college to fulfill this program requirement.

Selection may be made from general education courses, departmental courses and various other academic courses offered by the college.

Courses that fulfill this requirement are listed on pages 67-99, where descriptions of all courses are provided.

Selecting Courses

On the following pages are listed academic credit courses that may be used by students to fulfill certain program requirements. The courses listed are grouped by discipline or majors.

Students should use the following criteria when selecting courses to meet program elective requirements.

1. All general education courses are listed in the appropriate category (i.e., Communications, Arts & Humanities, Mathematics, etc) on pages 23-24.
2. Departmental courses are listed under the appropriate discipline (i.e., Business, Computer & Information Sciences, Mathematics, etc.) on pages 63-66 (complete course list).
3. Elective courses include any course in the following list along with any academic course listed on pages 67-99, where all course descriptions are listed.

Please note - where programs require selecting courses from two disciplines, the following example may be helpful:

General Education Elective: Social Sciences, 6 credits required, select from two disciplines: Select HI 101 and PS 101 or select PI 104 and SO 101.

Please note: Course prerequisites may be waived where mastery of course content has been acquired. Students should contact the course instructor and/or department chairperson for permission.

General Education Courses

1. Arts and Humanities

Arts

AR 100 - Introduction to the Creative Arts 3.00
AR 101 - Fundamentals of Design I 3.00
AR 103 - Survey of Non-Western Art 3.00
AR 104 - Survey of Art I 3.00
AR 105 - Survey of Art II 3.00
AR 106 - Drawing I 3.00
CMM 101 - Intro to Electronic Media 3.00
CMM 103 - Introduction to Film 3.00
DR 101 - Introduction to Theater 3.00
DR 201 - Modern Drama 3.00
MU 101 - Introduction to Music History & Appreciation 3.00
MU 101H Honors Introduction to Music History & Appreciation 3.00
MU 103 - Fundamentals of Music 3.00
MU 104 - Music Listening & Literature I 3.00
MU 105 - Music Listening & Literature II 3.00
MU 111 - Music Theory I 3.00
MU 112 - Music Theory II 3.00
MU 211 - Music Theory III 3.00
MU 212 - Music Theory IV 3.00

Humanities

EN 102* - English Composition & Literature 3.00
EN 102H* Honors English Composition & Literature 3.00
EN 201 - British Literature 3.00
EN 202 - British Literature 3.00
EN 203 - American Literature 3.00
EN 204 - American Literature 3.00
EN 205 - World Literature 3.00
EN 206 - World Literature 3.00
EN 214 - The Poem 3.00
EN 215 - The Novel 3.00
EN 216 - The Short Story 3.00
EN 223 - Classical Mythology 3.00
EN 225 - The Bible as Literature 3.00
EN 226 - Film as Literature 3.00
HU 201 - Humanities I 3.00
HU 202 - Humanities II 3.00
ITR 102 - American Sign Language I 3.00
ITR 103 - American Sign Language II 3.00
ITR 106 - Introduction to the Deaf Community 3.00
ITR 202 - American Sign Language III 3.00
ITR 203 - American Sign Language IV 3.00
LF 101 - Introductory French 3.00
LF 102 - Introductory French 3.00
LF 201 - Intermediate French 3.00
LF 202 - Intermediate French 3.00
LG 101 - Introductory German 3.00
LG 102 - Introductory German 3.00
LG 201 - Intermediate German 3.00
LG 202 - Intermediate German 3.00
LI 101 - Introductory Italian 3.00
LI 102 - Introductory Italian 3.00
LI 201 - Intermediate Italian 3.00
LI 202 - Intermediate Italian 3.00
LL 101 - Introductory Latin 3.00
LL 102 - Introductory Latin 3.00
LL 201 - Intermediate Latin 3.00
LL 202 - Intermediate Latin 3.00
LS 101 - Introductory Spanish 3.00
LS 102 - Introductory Spanish 3.00
LS 201 - Intermediate Spanish 3.00
LS 202 - Intermediate Spanish 3.00
PH 101 - Introductory Philosophy 3.00
PH 204 - World Religions 3.00
PH 205 - Ethics 3.00
PH 206 - Logic 3.00
PH 207 - Biomedical Ethics 3.00
PH 208 - Business Ethics 3.00

Communications

CMSP 103 - Speech Fundamentals 3.00
CMSP 103H - Honors Speech Fundamentals 3.00
CMSP 105 - Group Discussion 3.00
CMSP 107 - Career Communications 3.00
EN 102* - English Composition & Literature 3.00
EN 102H* - Honors English Composition & Literature 3.00

2. English Composition

EN 101 - English Composition 3.00
EN 101S - English Composition with Supplementary Instruction 5.00
EN 101H - Honors English Composition 3.00

3. Interdisciplinary & Emerging Issues

Computer Literacy

CIS 101 - Introduction to Computers & Information Processing 3.00

Wellness

HE 201 - Stress Management 3.00
HE 204 - Health Education 3.00
HE 204H - Honors Health Education 3.00
PE 154 - Fitness for Living 3.00

Interdisciplinary Courses

ID 102 - Environmental Action 3.00
ID 104H - The Individual and Society 3.00
ID 110H - Media and Human Values 3.00
ID 113 - Introduction to Leadership 3.00
ID 209 - Ethnic Diversity 3.00
ID 214 - Issues of the Aging & Aged 3.00
ID 222 - The Sixties 3.00

Multicultural Issues & Perspectives

EN 227 - Literature: Multicultural Perspectives 3.00
PI 220 - Africa Today 3.00
PS 209 - Women's Studies: A Multicultural Perspective on the Psychology & Sociology of Women 3.00
SD 101 - Freshman Seminar: Foundations of Multiculturalism 3.00

4. Mathematics

MA 103 - Foundations of Math 3.00
MA 105 - Fundamental Concepts of Math 4.00
MA 106 - Fundamental Concepts of Mathematics II 4.00
MA 109H Foundations of Geometry 3.00
MA 111 - Algebra & Trigonometry 4.00
MA 115 - Mathematics of Finance 3.00
MA 201 - Applied Calculus 3.00
MA 202 - Introduction to Discrete Mathematics 3.00
MA 206 - Elementary Statistics 3.00
MA 206H - Honors Elementary Statistics 3.00
MA 207 - Elementary Statistics with Probability 4.00
MA 210 - Calculus I 4.00
MA 211 - Calculus II 4.00
MA 212 - Calculus III 4.00
MA 213 - Differential Equations 3.00
MA 218 - Linear Algebra 3.00

5. Science

BI 100 - Fundamental Concepts of Biology 4.00
BI 101 - General Biology 4.00
BI 101H - Honors General Biology 4.00
BI 102 - General Biology 4.00
BI 102H - Honors General Biology 4.00
BI 103 - Anatomy & Physiology 4.00
BI 104 - Anatomy & Physiology 4.00
BI 107 - Human Biology 4.00
BI 117 - Study of the Human Body 3.00
BI 120 - Microbiology for Allied Health 4.00
BI 130 - Forensic Biology 4.00
BI 201 - General Ecology 4.00
BI 202 - Human Ecology 3.00
CH 100 - Chemistry & Society 4.00
CH 101 - General Chemistry 4.00
CH 102 - General Chemistry 4.00
PC 103 - Elements of Physical Science 3.00
PC 105 - Introduction to Science of Weather 3.00
PC 107 - Introductory Astronomy 4.00
PC 107H - Honors Introductory Astronomy 4.00
PC 108 - Historical Geology 4.00
PC 109 - Physical Geology 4.00
PC 114 - Contemporary Physical Science 4.00
PC 115 - Introduction to Geoscience 4.00
PY 101 - Survey of Physics 3.00
PY 201 - Fundamentals of Physics 4.00
PY 202 - Fundamentals of Physics 4.00
PY 203 - Introductory Physics I 5.00
PY 204 - Introductory Physics II 5.00

6. Social Sciences

Anthropology

AN 101 - Introduction to Anthropology	3.00

Economics

EC 101 - History of Economic Development	3.00
EC 103 - Contemporary Economic Problems	3.00
EC 201 - Principles of Economics (Micro)	3.00
EC 201H - Honors Principles of Economics (Micro)	3.00
EC 202 - Principles of Economics (Macro)	3.00
EC 202H - Honors Principles of Economics (Macro)	3.00

Education

ED/PS 208 Human Growth & Development	3.00

Geography

GG 101 - Elements of Geography	3.00
GG 102 - Cultural Geography	3.00

History

HI 101 - History of Western Civilization	3.00
HI 102 - History of Western Civilization	3.00
HI 201 - History of the United States	3.00
HI 202 - History of the United States	3.00

Human Services

HS 102 - Human Relations	3.00

Political Science

PI 104 - American Government: National	3.00
PI 105 - American Government: State/Local	3.00

Psychology

PS 101 - General Psychology	3.00
PS 101H - Honors General Psychology	3.00
PS 202 - Social Psychology	3.00

Sociology

SO 101 - Introduction to Sociology	3.00
SO 101H - Honors Introduction to Sociology	3.00
SO 102 - Social Problems	3.00

* EN102/102H can be taken to satisfy either the General Education requirement in Communications or in the Humanities, but not both.

Completion Note for Degree and Certificate Programs

All associate degree programs require minimum coursework of 60 semester credit hours. Because of many factors (student work schedules, class scheduling problems, required developmental work, certain prerequisites, etc.) the average full-time student may take somewhat longer to complete a degree program. However, almost all associate degree transfer programs are designed to allow full-time students to complete all requirements over a period of two calendar years. Certificates require substantially fewer semester credit hours and are normally completed in less time than associate degree programs. Due to insufficient enrollment, certain courses in career programs may not be offered every year. In order not to delay graduation, students may consult with the appropriate department chair and identify substitutes for such courses.

Programs of Study

Accounting Program

A.A.S. Degree (Career)
Designed to prepare students for immediate employment in the accounting field in an entry-level professional position. Students will gain an in-depth knowledge of accounting principles and procedures and apply them to business situations. Students will also use application software to solve business and accounting problems. A grade of "C" or better must be earned in the following courses: BU 100, BU 101, BU 201, BU 202, BU 233 and CIS 111C. (Transfer students should follow the business administration program.)

Course		Credits
English		
EN 101	**English Composition**	**3**
Mathematics		
	Mathematics Elective (GenEd course list)	**3/4**
Social & Behavioral Sciences		
	HS 102 or EC 201 recommended	**3**
Arts & Humanities		
	Arts Elective (GenEd course list) or	
	Humanities Elective (GenEd course list) (PH 208 recommended)	**3**
	Communications Elective (GenEd course list)	**3**
Biological & Physical Sciences		
	Biological & Physical Sciences Elective (GenEd course list)	**3/4**
Interdisciplinary & Emerging Issues		
CIS 101	**Introduction to Computers and Information Processing**	**3**
PE/Health Elective		1/3
Other Requirements		
BU 100	Business Accounting	3
BU 101	Principles of Accounting I	3
BU 103	Introduction to Business	3
BU 117	Payroll Accounting	3
BU 201	Intermediate Accounting III	4
BU 202	Intermediate Accounting IV	4
BU 203	Managerial Cost Accounting	3
BU 233	Applied Accounting	3
BU 273	Business Communications	3
CIS 111C	Computerized Accounting	3
CIS 111E	Spreadsheets	3
Elective	(Select from BU, CIS, or COS)	3
		60/64

Computerized Accounting Certificate

(Career)
Designed to prepare students for immediate employment in the accounting field in a support position. Students will learn how to apply accounting concepts in a computerized environment to assist the business with their record keeping requirements. A grade of "C" or better must be earned in the following courses: BU 100, BU 101, CIS 111C.

Course		Credits
Requirements		
BU 100	Business Accounting	3
BU 101	Principles of Accounting I	3
BU 117	Payroll Accounting	3
CIS 111C	Computerized Accounting	3
CIS 111E	Spreadsheets	3
COS 116D	Windows	1
		16

CPA Examination Preparation Courses for Persons with a Non-Accounting Bachelor's Degree

(Not a degree or certificate program)
A series of courses designed for individuals who already have a bachelor's degree and wish to sit for the CPA exam even though they did not major in accounting. These courses are recommended based on information provided by the Department of Licensing & Regulation. However, the college has no authority over the state's acceptance of any courses to satisfy specific requirements. Those interested in more information regarding the requirements to sit for the CPA exam in Maryland should contact the Department of Licensing & Regulation at 501 St. Paul Place, Room 902, Baltimore, MD 21202, send an e-mail to dllr.state.md.us or call 410.333.6322.

Course		Credits
BU 101	Principles of Accounting I	3
BU 102	Principles of Accounting II	3
BU 201	Intermediate Accounting III	4
BU 202	Intermediate Accounting IV	4
BU 203	Managerial Cost Accounting	3
BU 205	Federal Income Tax Accounting	3
BU 206	Federal Taxation: Corporation & Partnership	3
BU 211	Business Law I *	3
BU 213	Principles of Finance	3
BU 214	Auditing	3
BU 225	Marketing	3
BU 227	Principles of Management	3
BU 273	Business Communication	3
CIS 101	Introduction to Computers & Information Science	3
CIS 111C	Computerized Accounting	3
CMSP 103	Speech Fundamentals	3
EC 201	Principles of Economics	3
EC 202	Principles of Economics	3
MA 206	Elementary Statistics	3
PH 208	Business Ethics	3
		62

** While not required, students should consider taking BU 212, Business Law II.*

Art

A.A. Degree (Transfer) **An Option of Arts & Sciences**

The art option enables the student to explore and develop areas of concentration which may lead to an associate in arts degree, transfer to a four-year college program or to pursue individual artistic directions.

Course		Credits
English		
EN 101	**English Composition**	**3**
EN 102	English Composition & Literature	3
Mathematics		
Mathematics Elective (GenEd course list)		**3/4**
Social & Behavioral Sciences		
HI 101	**History of Western Civilization**	**3**
Social & Behavioral Sciences Elective (GenEd course list) (Other than HI)		**3**
Arts & Humanities		
Arts:		
AR 101	**Fundamentals of Design I**	**3**
AR 102	Fundamentals of Design II	3
AR 103	Survey of Non-Western Art or	
AR 104	Survey of Art I or	
AR 105	Survey of Art II	6
AR 106	Drawing I	3
AR 107	Drawing II or	
AR 204	Illustration I	3
AR 108	Painting I or	
AR 207	Introduction to Watercolor I	3
3-D Art Elective (AR 203, AR 213, AR 111, AR 112)		3
Humanities:		
Humanities Elective (GenEd course list)		**3**
Communications:		
Communications Elective (GenEd course list)		**3**
Biological & Physical Sciences		
Biological & Physical Sciences Elective (Lab course) (GenEd course list)		**4**
Biological & Physical Sciences Elective (GenEd course list)		**3/4**
Interdisciplinary & Emerging Issues		
Choose from 2 categories:		
Computer Literacy Elective (GenEd course list)		
Interdisciplinary Issues Elective (GenEd course list)		
Multicultural Issues & Perspectives (GenEd course list)		
Wellness Elective (GenEd course list)		**6**
PE/Health Elective (A Wellness course will satisfy this requirement)		1/3
Other Requirements		
CMM 131	Introduction to Photography I (formerly PX 200)	4
		63/67

Arts & Sciences Program

A.A. or A.S. Degree (Transfer)

A broad-based transfer program designed for students who plan to go on to a four-year school and major in one of the traditional arts and sciences subjects.

Students may not select arts & sciences as a major. Select from one of the following options to this program: art, biology, chemistry, communications (visual), communications (speech), criminal justice, drama, economics, English/ literature, government & politics, history, human services, massage therapy, mathematics, philosophy, pre-dental hygiene, premedical technology, pre-nursing, pre-pharmacy, pre-physical therapy, psychology, and sociology.

Students wishing to concentrate in one of these individual options should study the specific listing in the catalog and consult with an advisor. The general education requirements for this program include at least one course from each of the following areas:

Course		Credits
English		
EN 101	**English Composition**	**3**
Mathematics		
Mathematics Elective (GenEd course list)		**3/4**
Social & Behavioral Sciences (Electives must be from two disciplines)		
Social & Behavioral Sciences Elective (GenEd course list)		**3**
Social & Behavioral Sciences Elective (GenEd course list)		**3**
Arts & Humanities		
Arts Elective (GenEd course list)		**3**
Humanities Elective (GenEd course list)		**3**
Communications Elective (GenEd course list)		**3**
Biological & Physical Sciences (One lab course required)		
Biological & Physical Sciences Elective (Lab course) (GenEd course list)		**4**
Biological & Physical Sciences Elective (GenEd course list)		**3/4**
Interdisciplinary & Emerging Issues		
Choose from 2 categories:		
Computer Literacy Elective (GenEd course list)		
Interdisciplinary Issues Elective (GenEd course list)		
Multicultural Issues & Perspectives (GenEd course list)		
Wellness Elective (GenEd course list)		**6**
PE/Health Elective (A Wellness course will satisfy this requirement)		1/3
Other Requirements		
Additional credits needed to meet requirements of each option		25/30
		60/69

Aviation Technology Program *

A.A.S. Degree (Career)

Designed for students who wish to expand their educational experience beyond basic aircraft maintenance training; enables transfer to baccalaureate degree programs in aircraft maintenance management and aircraft maintenance engineering. The associate in applied science degree program combines a rigorous Federal Aviation Administration approved aircraft maintenance technician course and required general education courses. High school academic preparation for this program is recommended.

Successful completion of the curriculum qualifies graduates to take the Federal Aviation Administration Aircraft Maintenance Technician Airframe and Powerplant Written Exams.

Course		Credits
English		
EN 101	**English Composition**	**3**
Mathematics		
MA 111	**Algebra & Trigonometry**	**4**
Social & Behavioral Sciences		
PS 101	**General Psychology**	**3**
Arts & Humanities		
Communications Elective (GenEd course list)		**3**
Biological & Physical Sciences		
Biological & Physical Sciences Elective (Lab course) (GenEd course list)		**4**
PE/Health Elective		1
Other Requirements		
Elective (GenEd course list)		**3**
AP 100	Aircraft Physical Science	4
AP 101	Introduction to Aviation Technology	3
AP 102	Maintenance Publications & Regulations	2
AP 103	Advanced Aviation Technology	3
AP 104	Primary Airframe	1
AP 105	Airframe Structures	3
AP 106	Advanced Airframe	3
AP 107	Aircraft Electrical Systems	4
AP 108	Aircraft Utility Systems	2
AP 109	Airframe System & Components	4
AP 110	Reciprocating Engine Theory & Maintenance	8
AP 111	Reciprocating Engine Subsystems	2
AP 112	Reciprocating Engine Aircraft Integration	3
AP 113	Turbine Engines	4
AP 114	Advanced Powerplant	3
		70

**** This program will be discontinued as of June, 2004. The college is accepting no new students into the program.***

Aviation Technology Certificate *

(Career)

Provides students with the basic technical knowledge and practical skills necessary to successfully function as an aircraft maintenance technician in a challenging career field. Courses emphasize the practical aspects of aircraft maintenance by employing actual hands-on experience on both fixed and rotary wing aircraft, as well as reciprocating and gas turbine powerplants. Upon completion of the certificate, students will be qualified to take the Federal Aviation Administration Aircraft Maintenance Technician Airframe and Powerplant Written Exams.

Frederick Community College is a Federal Aviation Administration approved aviation maintenance technician school, and federal guidelines are strictly followed concerning both program content and student attendance.

Course		Credits
Requirements		
AP 100	Aircraft Physical Science	4
AP 101	Introduction to Aviation Technology	3
AP 102	Maintenance Publications & Regulations	2
AP 103	Advanced Aviation Technology	3
AP 104	Primary Airframe	1
AP 105	Airframe Structures	3
AP 106	Advanced Airframe	3
AP 107	Aircraft Electrical Systems	4
AP 108	Aircraft Utility Systems	2
AP 109	Airframe System & Components	4
AP 110	Reciprocating Engine Theory & Maintenance	8
AP 111	Reciprocating Engine Subsystems	2
AP 112	Reciprocating Engine Aircraft Integration	3
AP 113	Turbine Engines	4
AP 114	Advanced Powerplant	3
		49

**** This program will be discontinued as of June, 2004. The college is accepting no new students into the program.***

Banking & Financial Management

A.A.S. Degree (Career) **An Option of Business Management**

This option prepares students for immediate employment with all types of financial institutions. Upon completion, the student should be ready for entry-level management or management-trainee positions with banks, investment firms and other financial institutions.

Course		Credits
English		
EN 101	**English Composition**	**3**
Mathematics		
Mathematics Elective (GenEd course list)		**3/4**
Social & Behavioral Sciences		
EC 201	**Principles of Economics**	**3**
Social & Behavioral Sciences Elective (GenEd course list) (Other than EC)		**3**
EC 202	Principles of Economics	3
Arts & Humanities		
Arts Elective (GenEd course list) or		
Humanities Elective (GenEd course list)		**3**
Communications Elective (GenEd course list)		**3**
Biological & Physical Sciences		
Biological & Physical Sciences Elective (GenEd course list)		**3/4**
PE/Health Elective		1/3
Other Requirements		
BU 101	Principles of Accounting I	3
BU 102	Principles of Accounting II	3
BU 227	Principles of Management	3
BU 250	Principles of Bank Operations	3
CE 102	Cooperative Education or	
CE 103	Cooperative Education	2
CIS 101	Introduction to Computers & Information Processing	3
EC 210	Money & Banking	3
Electives Select 15 credits from the following:		
	BU 213 Principles of Finance (3)	
	BU 221 Public Relations (3)	
	BU 223 Human Resources Management (3)	
	BU 240 Real Estate Finance (3)	
	BU 252 Introduction to International Finance (3)	
	BU 260 Bank Investment (3)	
	BU 265 Home Mortgage Lending (3)	
	BU 270 Installment Credit (3)	15
		60/64

Banking & Financial Management Certificate

(Career)

This certificate has been developed with the assistance of the banking industry. Students are prepared for immediate employment with financial institutions.

Course		Credits
Requirements		
BU 101	Principles of Accounting I	3
BU 227	Principles of Management	3
BU 250	Principles of Bank Operations	3
CIS 101	Introduction to Computers & Information Processing	3
EC 201	Principles of Economics	3
EN 101	English Composition	3
Banking Electives (See list in A.A.S. curriculum above)		9
Communications Elective (CMSP)		3
		30

Banking and Financial Management Short Certificate

(Career)

This certificate is designed for students seeking to enter a financial institution in an entry-level management-trainee position. It is meant to give students a knowledge of basic business practices.

All courses in this certificate option may be applied toward the completion of the two-year A.A.S. Degree in Business Management.

Course		Credits
Requirements		
BU 103	Introduction to Business	3
BU 107	Business Mathematics	3
BU 227	Principles of Management	3
BU 250	Principles of Bank Operations	3
BU 273	Business Communications	3
COS 116	Elective (Select one from the following list)	1
	COS 116 A, B, C, D, F, G	
		16

Biology

A.S. Degree (Transfer) **An Option of Arts & Sciences**

Offers a selection of biology and other natural and physical science related courses for the student who wishes to pursue a bachelor of science degree in biology. Pre-dental and pre-medical students can obtain transfer information from the American Association of Dental Schools, 1625 Massachusetts Avenue, N.W., Washington, D.C. 20036 or the Association of American Medical Colleges, One Dupont Circle, N.W., Washington, D.C. 20036, or from the prospective schools.

Course		Credits
English		
EN 101	**English Composition**	**3**
Mathematics		
Select 2 of the following:		
MA 111	**Algebra and Trigonometry**	
MA 201	**Applied Calculus**	
MA 206	**Elementary Statistics**	
MA 210	**Calculus I**	
MA 211	**Calculus II**	**6/8**
Social & Behavioral Sciences (GenEd electives must be from two disciplines)		
Social & Behavioral Sciences Elective (GenEd course list)		**3**
Social & Behavioral Sciences Elective (GenEd course list)		**3**
Arts & Humanities		
Arts Elective (GenEd course list)		**3**
Humanities Elective (GenEd course list)		**3**
Communications Elective (GenEd course list)		**3**
Biological & Physical Sciences		
BI 101	**General Biology**	**4**
BI 102	**General Biology**	**4**
BI 203	Elements of Microbiology or	
BI 240	Genetics	4
CH 101	General Chemistry	4
CH 102	General Chemistry	4
CH 201	Organic Chemistry	4
CH 202	Organic Chemistry	4
Interdisciplinary & Emerging Issues		
CIS 101	**Introduction to Computer & Information Processing**	**3**
Interdisciplinary Issues Elective (GenEd course list) or		
Multicultural Issues & Perspectives (GenEd course list) or		
Wellness Elective (GenEd course list)		**3**
PE/Health Elective (A Wellness course will satisfy this requirement)		1/3
Other Requirements		
Electives (Science or Math; PY 201, PY 202 or PY 203 strongly recommended)		3/4
		61/67

Bioscience Laboratory Technician Program

A.A.S. Degree (Career)

Prepares students for careers as laboratory technicians in the bioscience industry. A strong emphasis is placed on obtaining practical experience in modern laboratory procedures, applying basic principles of the natural sciences, and developing effective written and oral communication skills. Students will complete a cooperative work experience as part of their degree requirements. High school preparation should include algebra, biology and chemistry.

Course		Credits
English		
EN 101	**English Composition**	**3**
Mathematics		
MA 206	**Elementary Statistics**	**3**
Social & Behavioral Sciences		
Social & Behavioral Sciences Elective (GenEd course list)		**3**
Arts & Humanities		
Arts Elective (GenEd course list) or		
Humanities Elective (GenEd course list)		**3**
CMSP 105 Group Discussion		**3**
EN 115	Technical Writing	3
Biological & Physical Sciences (One lab course required)		
BI 101	**General Biology**	**4**
CH 101	**General Chemistry**	**4**
BI 203	Elements of Microbiology	4
BLT 109	Introduction to Biotechnology	2
BLT 110	Professional Practicum II	2
BLT 111	Basic Laboratory Techniques	3
BLT 211	Molecular Biological Techniques	4
PE/Health Elective		1/3
Other Requirements		
CIS 101	Introduction to Computers & Information Processing	3
CIS 111E	Microcomputer Software Applications: Spreadsheets	3
CE 103	Cooperative Education	3
Restricted Electives		
Choose 2 of the following:		
	BI 240 Genetics (4)	
	CH 102 General Chemistry (4)	
	CH 105 Essentials of Organic Chemistry (4)	
	CH 201 Organic Chemistry (4)	
	CH 202 Organic Chemistry (4)	8
Elective		1/3
		60/64

FCC also provides a 2-year Histotechnology program through an articulation agreement with Harford Community College. For additional information, call 301.846.2618.

Business Administration Program

A.A. Degree (Transfer)

For students seeking to complete the first two years of a four-year program. Completed coursework can then be transferred to a four-year institution where a bachelor's degree may be earned with the completion of additional coursework.

Course		Credits
English		
EN 101	**English Composition**	**3**
Mathematics		
MA 206	**Elementary Statistics**	**3**
Mathematics Elective (GenEd course list)		**3/4**
Social & Behavioral Sciences		
EC 201	**Principles of Economics**	**3**
Social & Behavioral Sciences Elective (GenEd course list) (Other than EC)		**3**
EC 202	Principles of Economics	3
Arts & Humanities		
Arts Elective (GenEd course list)		**3**
Humanities Elective (GenEd course list)		**3**
Communications Elective (GenEd course list)		**3**
Biological & Physical Sciences		
Biological & Physical Sciences Elective (GenEd course list)		**3/4**
Biological & Physical Sciences Elective (Lab course) (GenEd course list)		**4**
Interdisciplinary & Emerging Issues		
CIS 101	**Introduction to Computer & Information Processing**	**3**
Interdisciplinary Issues Elective (GenEd course list) or		
Multicultural Issues & Perspectives (GenEd course list) or		
Wellness Elective (GenEd course list)		**3**
PE/Health Elective (A Wellness course will satisfy this requirement)		1/3
Other Requirements		
BU 101	Principles of Accounting I	3
BU 102	Principles of Accounting II	3
BU 103	Introduction to Business	3
Electives		12
		61/66

Business Management Program

A.A.S. Degree (Career)

Designed for students seeking immediate employment in entry-level management or management trainee positions upon completion of the program.

Although the majority of the coursework will transfer to other institutions, the program is oriented toward employment preparation. Transfer students should follow the business administration program.

Course		Credits
English		
EN 101	**English Composition**	**3**
Mathematics		
Mathematics Elective (GenEd course list)		**3/4**
Social & Behavioral Sciences		
EC 201	**Principles of Economics**	**3**
Social & Behavioral Sciences Elective (GenEd course list) (Other than EC)		**3**
Arts & Humanities		
Arts Elective (GenEd course list) or		
Humanities Elective (GenEd course list)		**3**
Communications Elective (GenEd course list)		**3**
Biological & Physical Sciences		
Biological & Physical Sciences Elective (GenEd course list)		**3/4**
PE/Health Elective		1/3
Other Requirements		
BU 101	Principles of Accounting I	3
BU 102	Principles of Accounting II	3
BU 103	Introduction to Business	3
BU 203	Managerial Cost Accounting	3
BU 211	Business Law I	3
BU 227	Principles of Management or	
BU 272	Supervisory Management	3
CIS 101	Introduction to Computers & Information Processing or	
COS 114	Business Software Applications	3
CIS 111E	Microcomputer Software Applications: Spreadsheets	3
Choose five (5) of the following courses:		
BU 116	Business Practice Firm	3
BU 212	Business Law II *	3
BU 213	Principles of Finance	3
BU 221	Public Relations	3
BU 223	Human Resource Management	3
BU 225	Marketing	3
BU 273	Business Communications	3
CIS 111B	Microcomputer Software Applications: Database	3
CIS 111C	Microcomputer Software Applications: Computerized Accounting	3
EC 202	Principles of Economics	3
CE 103	Cooperative Education	3
		61/65

** CE 103 may be substituted for one of these requirements.*

Business Studies Short Certificate

(Career)

This certificate is designed for students seeking to enter the business field in an entry-level management-trainee position. It is meant to give students a knowledge of basic business practices.

All courses in this certificate option can be applied toward the completion of the two-year A.A.S. Degree in Business Management.

Course		Credits
Requirements		
BU 100	Business Accounting	3
BU 103	Introduction to Business	3
BU 107	Business Mathematics	3
BU 273	Business Communications	3
COS 116	Elective (Select one from the following list) COS 116 A, B, C, D, F, G	1
HS 102	Human Relations	3
		16

Cardiovascular Technology

A.A.S. Degree (Career)

Mid-Maryland Allied Healthcare Education Consortium

Howard Community College Degree

This program prepares students to enter the allied health career field of cardiovascular technology to gather data and perform various cardiac and/or vascular diagnostic tests and procedures under the direction of a physician. The invasive technologist may be found in cardiac catheterization, blood gas, and electrophysiology laboratories. Working in the cardiac catheterization laboratory, operating area, and/or electrophysiology, the technologist utilizes x-ray and monitoring equipment in performing invasive diagnostic tests to determine the condition of the patient's heart. New therapeutic steps may be taken to treat an existing condition during the catheterization procedure. The program is accredited by the Joint Commission on Accreditation of Allied Health Education Programs. Graduates may apply to take the national certification examination to become a registered cardiovascular invasive specialist (RCIS).

This program is offered to Frederick Community College students through the Mid-Maryland Allied Healthcare Education Consortium. Students will typically complete most of the general education classes at Frederick Community College and then matriculate to Howard Community College to complete the Cardiovascular Technology courses. Students participating in consortium programs pay in-county rates at the institutions to which they matriculate. Contact Jane Hemberger-Brown, assistant director of admissions, allied health programs at Howard Community College, 410.772.4711 or jbrown@howardcc.edu for information.

Course		Credits
English		
EN 101	**English Composition**	**3**
Mathematics		
MA 111	**Algebra and Trigonometry or**	
MA 210	**Calculus**	**4**
Social & Behavioral Sciences		
SO 101	**Introduction to Sociology**	**3**
Arts & Humanities		
CMSP 103	**Fundamentals of Speech or**	
CMSP 107	**Career Communications**	**3**
Biological & Physical Sciences		
BI 101	**General Biology or**	
BI 120	**Microbiology for Allied Health**	**4**
BI 103	**Anatomy & Physiology I**	**4**
BI 104	**Anatomy & Physiology II**	**4**
CH 101	General Chemistry	4
PY 201	Fundamentals of Physics	4
PY 202	Fundamentals of Physics	4
Cardiovascular Technology courses offered at Howard Community College		
HEAL 110	The Health Care Professional	2
HEAL 112*	Health Care Professional Lab	1
CARD 101	Cardiovascular Assessments	3
CARD 103	Physical Principles of Medicine	3
CARD 108	Advanced Anatomy and Pathophysiology	3
CARD 115	X-ray Theory	1
CARD 201	Cardiovascular Pharmacology	2
CARD 203	Medical Instrumentation	2
CARD 207	Diagnostic and Interventional Procedures	9
CARD 231	Applied Clinical Practicum	3
CARD 251	Advanced Interventional Procedures	5
CARD 261	Clinical Internship	4

A grade of "C" or better is required in cardiovascular, mathematics, and science courses. Admission to the cardiovascular technology program is based upon successful completion of specific courses in the degree program.

Contact Howard Community College admissions office to schedule an information session regarding the cardiovascular technology program.

** Advanced standing awarded for students who have approved prior experience in a health care setting.*

Chemistry

A.S. Degree (Transfer) **An Option of Arts & Sciences**

Offers a variety of science and math courses for students pursuing a course of study in chemistry. Students planning to transfer to a four-year college should check the requirements of that institution. If there are significant differences, the student should consult an advisor for guidance.

Course		Credits
English		
EN 101	**English Composition**	**3**
Mathematics		
MA 210	**Calculus I**	**4**
MA 211	Calculus II	4
MA 212	Calculus III	4
Social & Behavioral Sciences (Electives must be from two disciplines)		
Social & Behavioral Sciences Elective (GenEd course list)		**3**
Social & Behavioral Sciences Elective (GenEd course list)		**3**
Arts & Humanities		
Arts Elective (GenEd course list)		**3**
Humanities Elective (GenEd course list)		**3**
Communications Elective (GenEd course list)		**3**
Biological & Physical Sciences		
CH 101	**General Chemistry**	**4**
CH 102	**General Chemistry**	**4**
CH 201	Organic Chemistry	4
CH 202	Organic Chemistry	4
PY 203	Introductory Physics I	5
PY 204	Introductory Physics II	5
Interdisciplinary & Emerging Issues		
Choose from 2 categories:		
Computer Literacy Elective (GenEd course list)		
Interdisciplinary Issues Elective (GenEd course list)		
Multicultural Issues & Perspectives (GenEd course list)		
Wellness Elective (GenEd course list)		**6**
PE/Health Elective (A Wellness course will satisfy this requirement)		1/3
		62/65

Communications (Speech)

A.A. Degree (Transfer) **An Option of Arts & Sciences**

Designed for students interested in all fields stressing human interaction. In addition to communications courses, a broad range of social science and humanities courses are recommended. The option is designed to prepare the student to transfer to a four-year institution.

Course		Credits
English		
EN 101	**English Composition**	**3**
EN 102	English Composition & Literature	3
EN 212	Journalism I	3
English Elective (EN 201, 202, 203, 204, 205 or 206)		3
Mathematics		
Mathematics Elective (GenEd course list)		**3/4**
Social & Behavioral Sciences		
PS 202	**Social Psychology**	**3**
History (HI)	**Elective (GenEd course list)**	**3**
HS 102	Human Relations	3
Social & Behavioral Sciences Elective (Political Science)		3
Arts & Humanities		
Arts:		
DR 101	**Introduction to Theater**	**3**
DR 214	Readers' Theater	3
Humanities:		
PH 101	**Introduction to Philosophy**	**3**
CMM 101	Introduction of Electronic Media	3
Communications:		
CMSP 103	**Speech Fundamentals**	**3**
CMSP 105	Group Discussion	3
Biological & Physical Sciences		
Biological & Physical Sciences Elective (Lab course) (GenEd course list)		**4**
Biological & Physical Sciences Elective (GenEd course list)		**3/4**
Interdisciplinary & Emerging Issues		
Choose from 2 categories:		
Computer Literacy Elective (GenEd course list)		
Interdisciplinary Issues Elective (GenEd course list)		
Multicultural Issues & Perspectives (GenEd course list)		
Wellness Elective (GenEd course list)		**6**
PE/Health Elective (A Wellness course will satisfy this requirement)		1/3
Other Requirements		
Elective (Business)		3
		62/66

Communications (Visual)

A.A. Degree (Transfer) **An Option of Arts & Sciences**

Designed for students whose career goals are oriented toward the mass media in the fields of graphics and publication design, video production, photography, public relations and corporate communications.

Course		Credits
English		
EN 101	**English Composition**	**3**
Mathematics		
Mathematics Elective (GenEd course list)		**3/4**
Social & Behavioral Sciences (Electives must be from two disciplines)		
Social & Behavioral Sciences Elective (GenEd course list)		**3**
Social & Behavioral Sciences Elective (GenEd course list)		**3**
Arts & Humanities		
Arts:		
AR 101	**Fundamentals of Design**	**3**
AR 103	Survey of Non-Western Art or	
AR 104	Survey of Art I or	
AR 105	Survey of Art II	3
AR 106	Drawing I	3
Humanities:		
EN 102	**English Composition & Literature**	**3**
Communications:		
CMSP 103	**Speech Fundamentals**	**3**
CMM 101	Introduction to Electronic Media	3
CMM 111	Communication Graphics I	3
CMM 112	Communication Graphics II	3
CMM 152	Video Production	4
CMM 212	Communications Graphics III	3
Biological & Physical Sciences		
Biological & Physical Sciences Elective (Lab course) (GenEd course list)		**4**
Biological & Physical Sciences Elective (GenEd course list)		**3/4**
Interdisciplinary & Emerging Issues		
Choose from 2 categories:		
Computer Literacy Elective (GenEd course list)		
Interdisciplinary Issues Elective (GenEd course list)		
Multicultural Issues & Perspectives (GenEd course list)		
Wellness Elective (GenEd course list)		**6**
PE/Health Elective (A Wellness course will satisfy this requirement)		1/3
Other Requirements		
CE 102/103 Cooperative Education		2/3
Elective (CMM 252, AR 204, CMM 131, CMM 132)		3/4
		61/68

Computer Graphics Certificate

(Career)

Designed to provide the core skills needed to function in the fields of graphic communication, publishing and computer-aided design. The challenging and rapidly changing world of visual communications requires creative problem-solving using a combination of tools and techniques. In hands-on classes, students solve design problems with instruction from active communications professionals, using hardware and software they will encounter in the workplace. College-level writing is expected.

Course		Credits
Arts & Humanities		
CMM 101	Introduction to Electronic Media	3
CMM 111	Communications Graphics I	3
CMM 112	Communications Graphics II	3
CMM 131	Darkroom Photography I or	
CMM 132	Digital Photography	3/4
CMM 152	Video Production	4
CMM 212	Communications Graphics III	3
		19/20

Computer Hardware/Software Specialist

A.A.S. Degree (Career) **An Option of Computer Technology**

Under revision. This program is being incorporated into the computer and information systems area. Currently enrolled students should contact the department chair to design a completion program. New students are not being admitted to the computer technology program. Anyone wishing information about the changes to the program should contact the department chair.

Computer Technology

A.A.S. Degree (Career) **An Option of Electronics Technology**

Under revision. This program is being incorporated into the computer and information systems area. Currently enrolled students should contact the department chair to design a completion program. New students are not being admitted to the computer technology program. Anyone wishing information about the changes to the program should contact the department chair.

Computer Science Program

A.S. Degree (Transfer)

Provides a core of courses which enables the student to transfer to a four-year college and major in computer science. The program is designed to give broad coverage of both mathematics and computer science which is comparable to that offered in the first two years of a four-year college's computer science major with an emphasis on object-oriented design and programming.

Course		Credits
English		
EN 101	**English Composition**	**3**
Mathematics		
MA 210	**Calculus I**	**4**
Mathematics: Select 6/8 credits from the following list:		
	MA 202, MA 206 or MA 207, MA 211, MA 212, MA 213, MA 218	**6/8**
Social & Behavioral Sciences (Electives must be from two disciplines)		
Social & Behavioral Sciences Elective (GenEd course list)		**3**
Social & Behavioral Sciences Elective (GenEd course list)		**3**
Arts & Humanities		
Arts Elective (GenEd course list)		**3**
Humanities Elective (GenEd course list)		**3**
Communications Elective (GenEd course list)		**3**
Biological & Physical Sciences		
Biological & Physical Sciences Elective (Lab course) (GenEd course list)		**4**
Biological & Physical Sciences Elective (GenEd course list)		**3/4**
Interdisciplinary & Emerging Issues		
CIS 101	**Introduction to Computer & Information Processing**	**3**
Interdisciplinary Issues Elective (GenEd course list) or Multicultural Issues & Perspectives (GenEd course list) or Wellness Elective (GenEd course list)		**3**
PE/Health Elective		1/3
Other Requirements		
CIS 106	Introduction to Object Design and Programming	3
CIS 201	Computer Science I	3
CIS 202	Computer Science II	3
CIS 203	System Analysis & Design or	
CIS 250	Microprocessor Assembly Language	3
CIS Electives: Select six (6) credits from the following list:		
	CIS 111B, CIS 111E, CIS 121, CIS 130, CIS 140, CIS 206, CIS 208, CIS 210, CIS 212, CIS 230, CIS 235, CIS 240, CIS 241, CIS 250	6
		60/65

Construction Management Program

A.A.S. Degree (Career)

Designed for individuals who wish to seek employment in management positions within the construction industry immediately upon completion of the coursework that leads to the associate in applied science degree.

Upon request, the department chair of management & information sciences may permit students to make substitutions for certain required courses in this program.

Course		Credits
English		
EN 101	**English Composition**	**3**
Mathematics		
Mathematics Elective (GenEd course list)		**3/4**
Social & Behavioral Sciences		
HS 102	**Human Relations**	**3**
Arts & Humanities		
Arts Elective (GenEd course list) or		
Humanities Elective (GenEd course list)		**3**
EN 115	Technical Writing	3
Biological & Physical Sciences		
Biological & Physical Sciences Elective (GenEd course list)		
PY 101 or PY 201 is recommended)		**3/4**
PE/Health Elective		1
Other Requirements		
CIS 101	**Introduction to Computers & Information Processing**	**3**
Elective	**(GenEd course list)**	**3**
BU 101	Principles of Accounting I	3
BU 227	Principles of Management *	3
CON 101	Introduction to Construction Management	3
CON 110	Construction Materials	3
CON 120	Construction Methods	3
CON 131	Construction Law	3
CON 201	Project Management	3
CON 229	Construction Cost Estimating I	3
CON 230	Construction Cost Estimating II	3
CON 240	Construction Management and Finance	3
EG 120	Architectural Blueprint Reading/Residential	3
EG 121	Architectural Blueprint Reading/Commercial	3
Engineering Elective (EG 107, EG 111, EG 116, EG 150, EG 204 or CE 103 [recommended])		3/4
		64/67

** Construction management majors may substitute CON 101 for BU 103 as the prerequisite for this course.*

Construction Management Certificate

(Career)

Designed for persons already employed in the construction industry who will benefit from management-type courses related to that industry. Completion of this program should open opportunities for promotion.

Upon request, the department chair of management and information sciences may permit students to make substitutions for certain required courses in this program.

Course		Credits
English		
EN 101	English Composition or	
EN 114	Business English	3
Mathematics		
Mathematics Elective		3/4
Requirements		
BU 101	Principles of Accounting I	3
BU 227	Principles of Management *	3
CON 101	Introduction to Construction Management	3
CON 110	Construction Materials	3
CON 120	Construction Methods	3
EG 120	Architectural Blueprint Reading/Residential or	
EG 121	Architectural Blueprint Reading/Commercial	3
CON 240	Construction Management and Finance	3
Electives		
Select any 9 credits from the following:		
	HS 102 Human Relations (3)	
	EN 115 Technical Writing (EN 101 is a prerequisite) (3)	
	CON 131 Construction Law (3)	
	CON 201 Project Management (3)	
	CON 229 Construction Cost Estimating I (3)	
	CON 230 Construction Cost Estimating II (3)	9
		36/37

** Construction management majors may substitute CON 101 for BU 103 as the prerequisite for this course.*

Criminal Justice

A.A. Degree (Transfer) **An Option of Arts & Sciences**

The criminal justice option leads to a highly specialized and sophisticated profession in which education has become an important factor for placement and continued career advancement. The criminal justice student will become acquainted with the principles underlying technical skills and procedures, will acquire knowledge of the administration and operation of criminal justice organizations, and will gain insight to the psychological and sociological origins of human behavior. Upon completion of the criminal justice option, the student will be prepared to enter the job market or transfer to another institution.

Course		Credits
English		
EN 101	**English Composition**	**3**
Mathematics		
Mathematics Elective (GenEd course list)		**3/4**
Social & Behavioral Sciences		
HI 201	**History of the United States**	**3**
PS 101	**General Psychology**	**3**
CJ 101	Introduction to Criminal Justice	3
CJ 110	Criminal Law	3
CJ 204	Police Operational Services	3
CJ 214	The Correctional Process	3
CJ 220	Criminal Evidence & Procedure	3
HS 102	Human Relations	3
PI 104	American Government: National	3
SO 201	Criminology	3
Arts & Humanities		
Arts Elective (GenEd course list)		**3**
Humanities Elective (GenEd course list)		**3**
CMSP 103 Speech Fundamentals		**3**
Biological & Physical Sciences		
Biological & Physical Sciences Elective (Lab course) (GenEd course list)		**4**
Biological & Physical Sciences Elective (GenEd course list)		**3/4**
Interdisciplinary & Emerging Issues		
Computer Literacy Elective (GenEd course list)		**3**
Interdisciplinary Issues Elective (GenEd course list) or Multicultural Issues & Perspectives (GenEd course list) or Wellness Elective (GenEd course list)		**3**
PE/Health Elective (A Wellness course will satisfy this requirement)		1/3
Other Requirements		
Electives		3
		62/66

Deaf Studies Certificate

(Career)

This certificate is designed to introduce signing and give students the chance to practice and gain confidence in communication with those who are deaf and hard of hearing. The knowledge gained through this certificate will provide a strong foundation for working in the deaf community and will enhance the quality of service to the deaf. Human service workers, allied health professionals, and those involved in education who learn to communicate through American Sign Language will provide their workplace with an important and urgently needed service to the deaf and hard of hearing members of our community.

Course		Credits
Requirements		
ITR 100	Finger Spelling	1
ITR 101	Non-Verbal Communication	3
ITR 102	American Sign Language I	3
ITR 103	American Sign Language II	3
ITR 105	Deaf Culture and History	3
ITR 106	Introduction to the Deaf Community	3
ITR 202	American Sign Language III	3
ITR 203	American Sign Language IV	3
CE 103	Cooperative Education	3
		25

Drafting Technology Program

A.A.S. Degree (Career) and Certificate, all options

Under revision. This program is being incorporated into the computer and information systems area. Currently enrolled students should contact the department chair to design a completion program. New students are not being admitted to any of the options under this program. Anyone wishing information about the changes to the program should contact the department chair.

Drama

A.A. Degree (Transfer) **An Option of Arts & Sciences**

Offers students an opportunity to experience theater on a variety of levels, enabling them to participate as theatrical apprentices, to transfer to a four-year theater program or to obtain an associate in arts degree.

Course		Credits
English		
EN 101	**English Composition**	**3**
EN 102	English Composition & Literature	3
Mathematics		
Mathematics Elective (GenEd course list)		**3/4**
Social & Behavioral Sciences		
PS 101	**General Psychology**	**3**
HI 101	**History of Western Civilization**	**3**
HI 102	History of Western Civilization	3
Arts & Humanities		
Arts:		
AR 101	**Fundamentals of Design**	**3**
DR 101	Introduction to Theater	3
DR 102	Introduction to Acting	3
DR 121	Stagecraft	3
DR 204	Production Survey or	
DR 205	Acting Survey	2
DR 206	Advanced Acting or	
DR 214	Readers' Theater	3
Drama (DR) / Communications (CMSP) Elective		3
MU 101	Introduction to Music History & Appreciation	3
Humanities:		
Humanities Elective (GenEd course list)		**3**
Communications:		
CMSP 103 Speech Fundamentals		**3**
Biological & Physical Sciences		
Biological & Physical Sciences Elective (Lab course) (GenEd course list)		**4**
Biological & Physical Sciences Elective (GenEd course list)		**3/4**
Interdisciplinary & Emerging Issues		
Choose from 2 categories:		
Computer Literacy Elective (GenEd course list)		
Interdisciplinary Issues Elective (GenEd course list)		
Multicultural Issues & Perspectives (GenEd course list)		
Wellness Elective (GenEd course list)		**6**
PE/Health Elective (A Wellness course will satisfy this elective)		1/3
		60/65

Early Childhood Development Program

A.A.S. Degree (Career)

Prepares students to work in child care centers, Head Start programs, nursery schools, pre-kindergarten and for self employment as family child car providers or nannies. Program courses fulfill the educational requirements for senior staff, group leader, director and also meets the Maryland child care credential and state requirements. Upon completion of a two-year degree, students may opt to transfer to a four-year college or university. Students who desire to transfer courses should check with the program coordinator and/or an academic advisor.

Course		Credits
English		
EN 101	**English Composition**	**3**
Mathematics		
Elective (GenEd course list)		**3**
Social & Behavioral Sciences		
PS 101	**General Psychology**	**3**
ECD 101	Introduction to Early Childhood Education	3
ECD 104	Activities I for Children	3
ECD 106	Infants & Toddlers Development & Care	3
ECD 107	Child Health, Safety & Nutrition	3
ECD 108	Activities for the School-Age Child	3
ECD 210	Directed Practicum	3
ECD 212	Administration of Child Development Centers	3
ECD 213	Understanding & Guiding the Young Child's Behavior	3
ECD 230	Language & Literacy Development in Early Childhood or	
ED 214	Processes and Acquisitions of Reading (targeted for transfer students)	3
ED 100	Child Development & Behavior	3
ED 203	Foundations of Special Education	3
Arts & Humanities		
ITR 102	**American Sign Language I or**	
LS 101	**Introductory Spanish**	**3**
CMSP 103	**Speech Fundamentals or**	
CMSP 105	**Group Discussion**	**3**
Biological & Physical Sciences		
Elective (GenEd course list)		**3/4**
Interdisciplinary & Emerging Issues		
CIS	**Elective (GenEd course list)**	**3**
ID 209	**Ethnic Diversity or**	
EN 227	**Literature: Multicultural Perspectives or**	
PI 220	**Africa Today or**	
PS 209	**Women's Studies**	**3**
PE/Health Elective		1/3
Other Requirements		
Elective	Free Elective	3
		61/64

Early Childhood Development Certificate

(Career)

Course		Credits
English		
EN 101	English Composition	3
Social & Behavioral Sciences		
ECD 104	Activities I for Children	3
ECD 105	Activities II for Children	3
ECD 106	Infants & Toddlers Development & Care	3
ECD 107	Child Health, Safety, & Nutrition	3
ECD 108	Activities for the School-Age Child	3
ECD 210	Directed Practicum	3
ECD 213	Understanding & Guiding the Young Child's Behavior	3
ED 100	Child Development & Behavior	3
ED 203	Foundations of Special Education	3
PS 101	General Psychology	3
		33

Early Childhood Development Short Certificate

(Career)

This four course certificate prepares students to quickly enter the work force in early childhood development. The certificate targets four courses that are required to meet the educational requirements for Maryland Child Care Credential and State training requirements. The certificate highlights the following positions: lead teacher of preschool; infant/toddler classrooms; and group leader (school age before/after school programs). Students must complete each course with a C in order to receive this certficate.

Course		Credits
Social & Behavioral Sciences		
ECD 104	Activities I for Children	3
ECD 106	Infants & Toddlers Development & Care	3
ECD 108	Activities for the School-Age Child	3
ED 100	Child Development & Behavior	3
		12

Economics

A.A. Degree (Transfer) **An Option of Arts & Sciences**

Designed to prepare the student for transfer to a four-year college. The curriculum offers a sound foundation in basic micro and macro economics and quantitative analysis.

Course		Credits
English		
EN 101	**English Composition**	**3**
Mathematics		
MA 111	**Algebra & Trigonometry**	**4**
MA 206	Elementary Statistics	3
Social & Behavioral Sciences		
EC 201	**Principles of Economics (Macro)**	**3**
Social & Behavioral Sciences Elective (GenEd course list) (Other than EC)		**3**
EC 202	Principles of Economics (Micro)	3
Economics (EC) Electives		6
Social & Behavioral Sciences Electives (Other than EC)		6
Arts & Humanities		
Arts Elective(GenEd course list)		**3**
EN 102	**English Composition & Literature**	**3**
CMSP 103	**Speech Fundamentals**	**3**
Biological & Physical Sciences		
Biological & Physical Sciences Elective (Lab course) (GenEd course list)		**4**
Biological & Physical Sciences Elective (GenEd course list)		**3/4**
Interdisciplinary & Emerging Issues		
Computer Literacy Elective (GenEd course list) or Interdisciplinary Issues Elective (GenEd course list) or Multicultural Issues & Perspectives (GenEd course list)		**3**
Wellness Elective (GenEd course list)		**3**
Other Requirements		
Electives		9
		62/63

Education Program

Associate of Arts in Teaching Degree (Transfer)
The associate of arts in teaching (A.A.T.) is designed for students preparing to complete a bachelor's degree and teacher certification in elementary education at a four-year college or university. Education majors must see an advisor prior to registering for classes. Students who are interested in early childhood or special education should also follow this program of study.

Course		Credits
English		
EN 101 *	**English Composition**	**3**
EN 102 *	**English Composition & Literature**	**3**
Mathematics		
MA 105	**Fundamental Concepts of Mathematics I**	**4**
MA 106	**Fundamental Concepts of Mathematics II**	**4**
MA 207	**Elementary Statistics with Probability**	**4**
Social & Behavioral Sciences		
PS 101 *	**General Psychology**	**3**
HI 102	**History of Western Civilization or**	
HI 201 *	**History of the United States or**	
HI 202 *	**History of the United States**	**3**
GG 102 *	**Cultural Geography**	**3**
Arts & Humanities		
AR 100	**Introduction to the Creative Arts**	**3**
CMSP 103 *	**Speech Fundamentals or**	
CMSP 105	**Group Discussion**	**3**
Biological & Physical Sciences		
BI 100	**Fundamental Concepts of Biology or**	
BI 101 *	**General Biology**	**4**
PC 114	**Contemporary Physical Science**	**4**
PC 115	**Introduction to Geoscience**	**4**
Interdisciplinary & Emerging Issues		
CIS 101 *	**Introduction to Computers & Information Processing**	**3**
HE 204	**Health Education**	**3**
Other Requirements		
ED 102	Schools and Society	3
ED 202	Educational Psychology	3
ED 203	Foundations of Special Education	3
ED/PS 208	Human Growth and Development	3
ED 214	Processes and Acquisition of Reading	3
ED 220	Observation and Practice in Schools (1 credit) (Students complete 3 fieldwork experiences.)	3
		69

** Honors-level courses are available. See page 87 for information.*

A.A.T. program requirements:

1. Students must achieve a 2.75 cumulative G.P.A. and earn a "C" or better in all courses used to satisfy the A.A.T. requirements.
2. Students must submit passing scores for the PRAXIS I: Academic Skills Assessment prior to the completion of the 45th credit hour. Praxis I is a standardized national test used to measure reading, writing, and mathematical skills and is administered in paper and pencil format six times a year. Scores are established by the Maryland State Department of Education and are subject to change. Students should have their scores sent to the college by entering code 5230 on the PRAXIS I registration form.
3. Students will develop and submit a portfolio for approval.

In consultation with their advisor, students majoring in education prior to fall 2002 may complete the A.A. education program from previous catalogs or change their major to the A.A.T. education program.

Students seeking to transfer to a four-year college or university outside of Maryland are strongly advised to consult with the education advisor at their transfer institution.

All general education courses are listed in the appropriate category and are in bold print.

Secondary Education

Students can complete the first two years of preparation for a broad range of secondary teaching careers. In consultation with an advisor at the college and an advisor at the transfer institution, students can complete their first two years of a four-year program in the following areas:

Teaching Area	Major
Art	Art
Biology	Biology
Business Education	Business Administration
Chemistry	Chemistry
Computer Science	Computer Science
English	English/Literature
Family and Consumer Studies	Consult advisor
Foreign Languages	Consult advisor
Mathematics	Mathematics
Music	Music
Physical Education	Physical Education
Sciences	Consult advisor
Social Studies	Consult advisor
Technology Education	Consult advisor

Future secondary teachers are advised to pass PRAXIS I and complete ED 218 Teaching Reading in the Content Area, Part I before transferring.

Electronics Technology Program

A.A.S. Degree (Career) and Certificate
Under revision. This program is being incorporated into the computer and information systems area. Currently enrolled students should contact the department chair to design a completion program. New students are not being admitted to the electronics technology program. Anyone wishing information about the changes to the program should contact the department chair.

Emergency Medical Services Program

A.A.S. Degree (Career)

Provides the skills, knowledge and clinical experience required to deliver emergency pre-hospital care. Students may elect to take core courses leading to certification as an emergency medical technician-basic (EMT-B) and/or emergency medical technician-paramedic (EMT-P) or prepare for leadership and training positions in the EMS field through completion of the certificate or degree options.

Students may sit for EMT-B certification upon successful completion of EMS 105. Students may sit for EMT-P Certification upon completion of the EMS certificate or A.A.S. degree program.

Course		Credits
English		
EN 101	**English Composition**	**3**
Mathematics		
Mathematics Elective (GenEd course list)		**3/4**
Social & Behavioral Sciences		
PS 101	**General Psychology**	**3**
Arts & Humanities		
Humanities or Arts Elective (GenEd course list)		**3**
Communications Elective (GenEd course list)		**3**
Biological & Physical Sciences		
BI 103	**Anatomy & Physiology**	**4**
BI 104	**Anatomy & Physiology**	**4**
PE/Health Elective		1
Other Requirements		
EMS 105	Emergency Medical Technician-Basic	7
EMS 106	Field Work in EMS	4
EMS 120	Pharmacology for EMS	3
EMS 200	Introduction to Prehospital Environment	2
EMS 201	Medical Emergencies	8
EMS 202	Paramedic Practicum I	4
EMS 203	Traumatic Emergencies	3
EMS 206	Paramedic Practicum II	4
EMS 207	Preparation for EMT-P Certification	1
EMS 208	Pathophysiology for EMS	3
EMS 209	Behavioral and Developmental Emergencies	3
		66/67

Emergency Medical Services Certificate

(Career)

Course		Credits
Biological & Physical Sciences		
BI 103	Anatomy & Physiology	4
BI 104	Anatomy & Physiology	4
Other Requirements		
EMS 105	Emergency Medical Technician-Basic	7
EMS 106	Field Work in EMS	4
EMS 120	Pharmacology for EMS	3
EMS 200	Introduction to Prehospital Environment	2
EMS 201	Medical Emergencies	8
EMS 202	Paramedic Practicum I	4
EMS 203	Traumatic Emergencies	3
EMS 206	Paramedic Practicum II	4
EMS 207	Preparation for EMT-P Certification	1
EMS 208	Pathophysiology for EMS	3
EMS 209	Behavioral and Developmental Emergencies	3
		50

Engineering Program

A.S. Degree (Transfer)

Currently under revision. Intended to provide the basis for transfer to a four-year engineering course of study. Every course is not applicable to all engineering fields and different schools vary in their transfer requirements. Students entering the program who lack high school precalculus, chemistry or physics may need to satisfy these requirements before taking MA 210, CH 101 or PY 203. Therefore, it is imperative that each student meet periodically with an advisor to establish and/or confirm a personal direction for future study.

Course		Credits
English		
EN 101	**English Composition**	**3**
Mathematics		
MA 210	**Calculus I**	**4**
MA 211	Calculus II	4
MA 212	Calculus III	4
MA 213	Differential Equations	3
Social & Behavioral Sciences (Electives must be from two disciplines)		
Social & Behavioral Sciences Elective (GenEd course list)		**3**
Social & Behavioral Sciences Elective (GenEd course list)		**3**
Arts & Humanities		
Arts Elective (GenEd course list)		**3**
Humanities Elective (GenEd course list)		**3**
Communications Elective (GenEd course list)		**3**
Biological & Physical Sciences		
CH 101	**General Chemistry**	**4**
CH 102	**General Chemistry**	**4**
PY 203	Introductory Physics I	5
PY 204	Introductory Physics II	5
Interdisciplinary & Emerging Issues		
CIS 101	**Introduction to Computers and Information Processing**	**3**
Wellness Elective (GenEd course list)		**3**
Other Requirements		
EG 105	Engineering Graphics	3
EG 110	Engineering Statics	3
EG 210	Mechanics of Materials	3
EG 211	Engineering Dynamics	3
		69

English/Literature

A.A. Degree (Transfer) **An Option of Arts & Sciences**

Offered as a solid preparation for myriad career fields in the liberal arts. It also provides an excellent preparation for the competitive admission to such professional schools as law and medicine.

Course		Credits
English		
EN 101	**English Composition**	**3**
Mathematics		
Mathematics Elective (GenEd course list)		**3/4**
Social & Behavioral Sciences		
PS 101	**General Psychology**	**3**
Social & Behavioral Sciences Elective (GenEd course list) (Other than PS)		**3**
Arts & Humanities		
Arts:		
AR 104	**Survey of Art I or**	
AR 105	**Survey of Art II or**	
MU 101	**Introduction to Music History & Appreciation or**	
DR 101	**Introduction to Theater**	**3**
Humanities:		
EN 102	**English Composition & Literature**	**3**
PH 101	Introduction to Philosophy or	
PH 205	Ethics	3
Electives	*(12 credits from the following 6 courses)*	
	EN 201 British Literature (3)	
	EN 202 British Literature (3)	
	EN 203 American Literature (3)	
	EN 204 American Literature (3)	
	EN 205 World Literature (3)	
	EN 206 World Literature (3)	12
EN 115	Technical Writing or	
EN 210	Creative Writing or	
EN 211	Creative Writing or	
EN 212	Journalism or	
EN 217	Advanced Composition	3
Electives	[Additional literature (EN) courses]	6
Communications:		
CMSP 103 Speech Fundamentals or		
CMSP 105 Group Discussion		**3**
Biological & Physical Sciences		
Biological & Physical Sciences Elective (Lab course) (GenEd course list)		**4**
Biological & Physical Sciences Elective (GenEd course list)		**3/4**
Interdisciplinary & Emerging Issues		
Choose from 2 categories:		
Computer Literacy Elective (GenEd course list)		
Interdisciplinary Issues Elective (GenEd course list)		
Multicultural Issues & Perspectives (GenEd course list)		
Wellness Elective (GenEd course list)		**6**
PE/Health Elective (A Wellness course will satisfy this requirement)		1/3
Other Requirements		
Electives		3
		61/66

General Studies Program

A.A. Degree (Transfer)

Designed to provide students with a broad educational experience and an opportunity to explore academic and occupational interests. It allows maximum flexibility in choice of courses to help students achieve their educational goals. Students who are exploring various academic and career options or who are undecided about their educational goals should begin their educational experience with this program. All students who select this program should consult an academic advisor for transfer information and/or career guidance.

Courses may be taken in any sequence as long as course prerequisites are met. However, it is suggested that all students in the general studies program complete English 101 and their mathematics requirement as early as possible in their educational experience.

Course		Credits
English		
EN 101	**English Composition**	**3**
Mathematics		
Mathematics Elective (GenEd course list)		**3/4**
Social & Behavioral Sciences (Electives must be from two disciplines)		
Social & Behavioral Sciences Elective (GenEd course list)		**3**
Social & Behavioral Sciences Elective (GenEd course list)		**3**
Arts & Humanities		
Arts Elective (GenEd course list)		**3**
Humanities Elective (GenEd course list)		**3**
Communications Elective (GenEd course list)		**3**
Biological & Physical Sciences		
Biological & Physical Sciences Elective (Lab course) (GenEd course list)		**4**
Biological & Physical Sciences Elective (GenEd course list)		**3/4**
Interdisciplinary & Emerging Issues		
Choose from 2 categories:		
Computer Literacy Elective (GenEd course list)		
Interdisciplinary Issues Elective (GenEd course list)		
Multicultural Issues & Perspectives (GenEd course list)		
Wellness Elective (GenEd course list)		**6**
PE/Health Elective (A Wellness course will satisfy this requirement)		1/3
Other Requirements		
Electives		26/27
		60/65

General Studies Program: Emergency Services/Fire Science Option

A.A. Degree (Transfer)

This option is designed for individuals who work in the emergency and fire service who want to prepare for advancement in the various service areas. Principles of fire prevention, protection, combustion, hydraulics, and building construction are included as well as leadership, supervision, and management.

Course		Credits
English		
EN 101	**English Composition**	**3**
Mathematics		
Mathematics Elective (GenEd course list) (MA 111 or MA 201 recommended		**3/4**
Social & Behavioral Sciences (Electives must be from two disciplines)		
Social & Behavioral Sciences Elective (GenEd course list)		**3**
Social & Behavioral Sciences Elective (GenEd course list)		**3**
Arts & Humanities		
Arts Elective (GenEd course list)		**3**
Humanities Elective (GenEd course list) (Foreign Language recommended)		**3**
Communications Elective (GenEd course list)		**3**
Biological & Physical Sciences (Physical Science recommended)		
Biological & Physical Sciences Elective (Lab course) (GenEd course list)		**4**
Biological & Physical Sciences Elective (GenEd course list)		**3/4**
Interdisciplinary & Emerging Issues		
Choose from 2 categories:		
Computer Literacy Elective (GenEd course list)		
Interdisciplinary Issues Elective (GenEd course list)		
Multicultural Issues & Perspectives (GenEd course list)		
Wellness Elective (GenEd course list)		**6**
PE/Health Elective (A Wellness course will satisfy this requirement)		1/3
Other Requirements		
BU 223	Human Resources Management	3
BU 272	Supervisory Management	3
BU 275	Fundamentals of Leadership	3
Courses provided through Maryland Fire and Rescue Institute (American Council on Education (ACE) Recommended Credit)		
FFI	Firefighter I	3
FFII	Firefighter II	2
FII	Fire Inspector I or Fire Inspection Principles (R220)	3
FIII	Fire Inspector II or Principles of Fire Inspection: Structures & Systems (R222)	3
ITIR	Methods of Instruction Level I - Teaching Techniques	2
BCNCNFA	Building Construction: Non-combustible and Fire Resistive	1
BCOCNFA	Building Construction: Principles - Wood and Ordinary Construction	1
HMO	Hazardous Materials Operations	1
PO	Pump Operator	1
		60/64

General Studies Program: Therapeutic Massage Option

A.A. Degree (Transfer)

The Therapeutic Massage option of the General Studies program prepares students to meet the credit requirements necessary to apply for Maryland State Certification to practice medical massage therapy. Upon completion, graduates receive an associate of arts degree from Frederick Community College. This option is offered through an articulation agreement between Synergy Therapeutic Massage Center & Training School and Frederick Community College. Frederick Community College students may complete 550 clock hours of specific massage therapy training at Synergy Therapeutic Massage Center and be eligible for national certification. The 550 clock hours completed at Synergy and proof of passing the National Certification Examination for Therapeutic Massage and Bodywork (NCETMB) will be accepted as the Massage Therapy Practicum* by Frederick Community College.

Course		Credits
English		
EN 101	**English Composition**	**3**
Mathematics		
Mathematics Elective (GenEd course list)		**3/4**
Social & Behavioral Sciences (Electives must be from two disciplines)		
Social & Behavioral Sciences Elective (GenEd course list)		**3**
Social & Behavioral Sciences Elective (GenEd course list)		**3**
Arts & Humanities		
Arts Elective (GenEd course list)		**3**
Humanities Elective (GenEd course list)		**3**
Communications Elective (GenEd course list)		**3**
Biological & Physical Sciences		
BI 103	**Anatomy & Physiology**	**4**
BI 104	**Anatomy & Physiology**	**4**
Interdisciplinary & Emerging Issues		
Choose from 2 categories:		
Computer Literacy Elective (GenEd course list)		
Interdisciplinary Issues Elective (GenEd course list)		
Multicultural Issues & Perspectives (GenEd course list)		
Wellness Elective (GenEd course list)		**6**
PE/Health Elective (A Wellness course will satisfy this requirement)		1/3
Other Requirements		
ED/PS 208	Human Growth & Development	3
Electives		3/6
MT 200	Massage Therapy Practicum *	20
		61/68

Recommended electives for those students interested in opening their own business:

BU 100 Business Accounting (3)
BU 103 Introduction to Business (3)
BU 211 Business Law (3)

Government & Politics

A.A. Degree (Transfer) **An Option of Arts & Sciences**

Designed primarily to prepare students to transfer to four-year institutions. Students studying government and politics can expect to find careers in government, law, business and teaching.

Course		Credits
English		
EN 101	**English Composition**	**3**
Mathematics		
Mathematics Elective (GenEd course list)		**3/4**
Social & Behavioral Sciences		
HI 201	**History of the United States**	**3**
PI 104	**American Government: National**	**3**
EC 101	History of Economic Development	3
EC 201	Principles of Economics (Macro)	3
HI 202	History of the United States	3
PI 105	American Government: State & Local	3
PI 206	Civil Liberties	3
SO 102	Social Problems	3
Arts & Humanities		
Arts Elective (GenEd course list)		**3**
EN 102	**English Composition**	**3**
PH 101	Introduction to Philosophy	3
CMSP 103	**Speech Fundamentals or**	
CMSP 105	**Group Discussion**	**3**
Biological & Physical Sciences (One lab course required)		
Biological & Physical Sciences Elective (Lab course) (GenEd course list)		**4**
Biological & Physical Sciences Elective (GenEd course list)		**3/4**
Interdisciplinary & Emerging Issues		
Choose from 2 categories:		
Computer Literacy Elective (GenEd course list)		
Interdisciplinary Issues Elective (GenEd course list)		
Multicultural Issues & Perspectives (GenEd course list)		
Wellness Elective (GenEd course list)		**6**
PE/Health Elective (A Wellness course will satisfy this requirement)		1/3
Other Requirements		
Electives		6
		62/66

History

A.A. Degree (Transfer) **An Option of Arts & Sciences**

Designed to prepare students to transfer to four-year institutions. This option provides the opportunity to acquire knowledge about how people have interacted within societies and between societies in relation to a multitude of disciplinary areas.

Course		Credits
English		
EN 101	**English Composition**	**3**
Mathematics		
Mathematics Elective (GenEd course list)		**3/4**
Social & Behavioral Sciences		
HI 101	**History of Western Civilization**	**3**
Social & Behavioral Sciences Elective (GenEd course list) (Other than HI)		**3**
HI 102	History of Western Civilization	3
HI 201	History of the United States	3
HI 202	History of the United States	3
History Elective (Any 3 courses, other than the above, with the HI prefix)		9
Arts & Humanities		
Arts Elective (GenEd course list)		**3**
EN 102	**English Composition**	**3**
CMSP 103	**Speech Fundamentals**	**3**
Biological & Physical Sciences (One lab course required)		
Biological & Physical Sciences Elective (Lab course) (GenEd course list)		**4**
Biological & Physical Sciences Elective (GenEd course list)		**3/4**
Interdisciplinary & Emerging Issues		
Choose from 2 categories:		
Computer Literacy Elective (GenEd course list)		
Interdisciplinary Issues Elective (GenEd course list)		
Multicultural Issues & Perspectives (GenEd course list)		
Wellness Elective (GenEd course list)		**6**
PE/Health Elective (A Wellness course will satisfy this requirement)		1/3
Other Requirements		
Electives		9
		61/66

Hospitality Services: Culinary Arts and Supervision

A.A.S. Degree (Career)

Designed to provide the student with the strong culinary foundation and practical skills necessary to succeed in the foodservice industry. Through hands-on preparation, the student will develop skills in fundamental cooking techniques required in a commercial kitchen. Equally grounded in culinary arts and management, the degree content prepares the student for entry-level cooking positions and is designed for the person working toward a career as a professional chef.

Course		Credits
English		
EN 101	**English Composition**	**3**
Mathematics		
MA	**Mathematics Elective (GenEd course List)**	**3/4**
Social & Behavioral Sciences		
Soc. Sci.	**Recommend HS 102 (Human Relations)**	**3**
Arts & Humanities		
Arts/Humanities Elective (Recommend Language or Communications)		**3**
Biological & Physical Sciences (One lab course required)		
Science Elective (Recommend Biology or Chemistry)		**3/4**
Health		
Elective (Gen Ed Course list)		**3**
Other Requirements		
Elective	**Recommend ID 209-Ethnic Diversity (GenEd course list)**	**3**
Other Requirements		
BU 100	Business Accounting	3
BU 272	Supervisory Management	3
BU 273	Business Communications	3
BU 274	Customer Relations	3
HOS 111	Culinary Fundamentals	2
HOS 112	Food Preparation I	3
HOS 113	Food Preparation II	3
HOS 114	Baking	3
HOS 115	Garde Manger	3
HOS 121	Sanitation Certification	1
HOS 123	Foodservice Purchasing & Cost Control	3
BU	Elective	3
CIS	Elective	3
CE 102	Cooperative Education	2
CE 102	Cooperative Education	2
		61/63

Hospitality Services: Culinary Arts Certificate

(Career)

The culinary arts certificate prepares students working toward a career as a professional chef. Students receive hands-on training in basic culinary skills, hot and cold food preparation, and professional baking. An in-depth examination of proper foodservice sanitation, purchasing, and cost control procedures is a vital part of the program. Completion of the certificate, combined with the appropriate work experience, may qualify a student for the "Certified Cook" exam provided through the American Culinary Federation.

Course		Credits
Requirements		
HOS 111	Culinary Fundamentals	2
HOS 112	Food Preparation I	3
HOS 113	Food Preparation II	3
HOS 114	Baking	3
HOS 115	Garde Manger	3
HOS 121	Sanitation Certification	1
HOS 123	Foodservice Purchasing & Cost Control	3
		18

Hospitality Services: Hospitality Supervision Certificate

(Career)

This short certificate provides students with knowledge and marketable skills in the areas of supervision, communication, and basic financial control procedures and prepares them for entry-level, supervisory positions in the hospitality industry. Completion of the certificate combined with the appropriate work experience can lead to positions such as restaurant supervisor, catering service manager, hotel front office supervisor, meeting & event coordinator, food purchasing agent, and housekeeping supervisor.

Course		Credits
Requirements		
BU 272	Supervisory Management	3
BU 273	Business Communications	3
BU 274	Customer Relations	3
BU/CIS/HOS Elective		3
HOS 121	Sanitation Certification	1
HOS 123	Foodservice Purchasing and Cost Control	3
		16

Human Services

A.A. Degree (Transfer) **An Option of Arts & Sciences**

Introduces the student to a broad range of social and rehabilitation services and human development concepts designed to deal with the problem of specific populations, including the elderly, children and persons with mental or physical handicaps. Upon completion of the human services option, the student will be aware of the demands of the human service field. After completing the first year of academic work, the student has the option to follow one of three academic paths: adult and family traumas, aging or developmental problems.

Course		Credits
English		
EN 101	**English Composition**	**3**
Mathematics		
Mathematics Elective (GenEd course list)		**3/4**
Social & Behavioral Sciences		
PS 101	**General Psychology**	**3**
SO 101	**Introduction to Sociology**	**3**
ED/PS 208	Human Growth & Development	3
HS 101	Introduction to Human Services	3
HS 102	Human Relations	3
SO 102	Social Problems	3
Arts & Humanities		
Arts Elective (GenEd course list)		**3**
Humanities Elective (GenEd course list)		**3**
CMSP 103 Speech Fundamentals or		
CMSP 105 Group Discussion		**3**
Biological & Physical Sciences		
Elective (Lab course) (GenEd course list; BI 100 and/or BI 107 recommended)		**4**
Elective (GenEd course list)		**3/4**
Interdisciplinary & Emerging Issues		
Wellness Elective (GenEd course list)		**3**
Choose 1 from the following 3 categories:		
Computer Literacy Elective (GenEd course list) or		
Interdisciplinary Issues Elective (GenEd course list) or		
Multicultural Issues & Perspectives (GenEd course list)		**3**
Other Requirements		
Concentration requirements (Choose one of the following concentrations)		15/18
		61/66

Adult and Family Traumas

Course		Credits
HS 203	Introduction to Counseling & Interviewing	3
HS 204	Ethics & Practice Issues in Human Services	1
ID 101	Women's Studies: Psychology & Sociology of Women or	
PS 104	Issues of Drugs & Alcohol or	
PS 204	Psychology of Adolescence or	
PS 205	Psychology of Aging	3
PS 206	Abnormal Psychology	3
PS 207	Death and Dying	3
SO 202	Marriage and Family	3
CE 102	Cooperative Education	2
		18

Aging

Course		Credits
HS 203	Introduction to Counseling & Interviewing	3
HS 204	Ethics & Practice Issues in Human Services	1
PS 205	Psychology of Aging	3
PS 206	Abnormal Psychology	3
PS 207	Death and Dying	3
CE 102	Cooperative Education	2
		15

Developmental Problems

Course		Credits
ED 203	Foundations of Special Education	3
HS 203	Introduction to Counseling & Interviewing	3
HS 204	Ethics & Practice Issues in Human Services	1
PS 202	Social Psychology or	
PS 204	Psychology of Adolescence	3
PS 206	Abnormal Psychology	3
CE 102	Cooperative Education	2
		15

Addictions

Course		Credits
HS 203	Introduction to Counseling & Interviewing	3
HS 204	Ethics & Practice Issues in Human Services	1
HS 205	Fundamentals of Addiction	3
HS 206	Pharmacology of Psychoactive Drugs	3
HS 207	Theory and Practice of Group Counseling	3
PS 206	Abnormal Psychology	3
CE 102	Cooperative Education	2
		18

Information Systems Management

A.A. Degree (Transfer) **An Option of Business Administration**

Transfer option designed for students seeking to complete the first two years of a four-year degree program in information systems management.

Course		Credits
English		
EN 101	**English Composition**	**3**
Mathematics		
MA 206	**Elementary Statistics**	**3**
MA 201	**Introduction to Calculus or**	
MA 210	**Calculus I**	**3/4**
Social & Behavioral Sciences		
EC 201	**Principles of Economics**	**3**
	Social & Behavioral Sciences Elective (GenEd course list) (Other than EC)	**3**
Arts & Humanities		
	Arts Elective (GenEd course list)	**3**
	Humanities Elective (GenEd course list)	**3**
	Communications Elective (GenEd course list)	**3**
Biological & Physical Sciences		
	Biological & Physical Sciences Elective (Lab course) (GenEd course list)	**4**
	Biological & Physical Sciences Elective (GenEd course list)	**3/4**
Interdisciplinary & Emerging Issues		
CIS 101	**Introduction to Computers & Information Sciences**	**3**
	Interdisciplinary Issues Elective (GenEd course list) or	
	Multicultural Issues & Perspectives (GenEd course list) or	
	Wellness Elective (GenEd course list)	**3**
PE/Health Elective		1/3
Other Requirements		
BU 101	Principles of Accounting I	3
BU 102	Principles of Accounting II	3
CIS 106	Introduction to Object Design & Programming	3
CIS 201	Computer Science I	3
CIS 202	Computer Science II or	
CIS 230	Database Management Systems	3
CIS 203	Systems Analysis & Design	3
CIS 206	C Programming	3
Electives		3
		61/66

Information Technology Program

Option I: Information Technology Specialist

A.A.S. Degree (Career)

The information technology program is designed to prepare students for immediate entry into computer-related occupations and to provide opportunities for individuals in the industry to upgrade their skills.

The program consists of core requirements leading to an A.A.S. degree in one of the following areas of concentration: PC/Network Support Specialist, Microcomputer Applications Specialist or Computer Programming Specialist.

Course		Credits
English		
EN 101	**English Composition**	**3**
Mathematics		
Mathematics Elective (GenEd course list) *		**3/4**
Social & Behavioral Sciences		
HS 102	**Human Relations**	**3**
Social & Behavioral Sciences Elective (GenEd course list)		**3**
Arts & Humanities		
PH 208	**Business Ethics**	**3**
Communications Elective (GenEd course list)		**3**
Biological & Physical Sciences		
Biological & Physical Sciences Elective (GenEd course list)		**3/4**
PE/Health Elective		1/3
Other Requirements		
CIS 101	Introduction to Computers & Information Processing	3
CIS 106	Introduction to Object Design & Programming	3
CIS 203	Systems Analysis & Design	3
CIS 204	Computer & Information Sciences Project or	
CE 103	Cooperative Education	3
EN 115	Technical Writing	3
Concentration Requirements (choose one of the following)		23/24
		60/65

** Note: It is recommended that students take either MA 202 or MA 206 to fulfill the mathematics requirements for the program.*

Concentration 1: PC/Network Support Specialist

Course		Credits
Other Requirements		
CIS 111M	Personal Computer Operating Systems Concepts or	
CIS 111L	Microcomputer Software Applications: Open Operating Systems	3
CIS 210	LAN Design & Management	3
CIS 212	Personal Computer Repair & Diagnostics	3
CIS 241	Intro. to Data Communications & Networking	3
COS 116A	Electronic Communications	1
Electives	*Choose 10 credits from the following list:*	
	CIS 111N, CIS 121, CIS 130, CIS 140, CIS 250, COS 116 (B, C, D)	10
		23

Concentration 2: Microcomputer Applications Specialist

Course		Credits
Other Requirements		
CIS 111B	Microcomputer Software Applications: Database	3
CIS 111E	Microcomputer Software Applications: Spreadsheets	3
CIS 111M	Personal Computer Operating Systems Concepts	3
CIS 200	HelpDesk: Software Technician	3
CIS 212	Personal Computer Repair and Diagnostics	3
COS 116A	Electronic Communications	1
COS 116B	Office Applications: Internet Home Page	1
COS 116C	Office Applications: Presentation Graphics	1
Electives	*Choose 6 credits from the following list:*	
	CIS 210, CIS 241, CIS 111L, CIS 121, COS 107	6
		24

Concentration 3: Computer Programming Specialist

Course		Credits
Other Requirements		
CIS 111M	Personal Computer Operating Systems Concepts or	
CIS 111L	Open Operating Systems	3
CIS 201	Computer Science I	3
CIS 230	Database Management Systems	3
COS 116A	Electronic Communications or	
COS 116B	Internet Home Page	1
Electives	*Choose 13 credits from the following list:*	
	CIS 111 (B,E,N), CIS 121, CIS 130, CIS 140, CIS 206, CIS 208, CIS 235, CIS 241, CIS 250, COS 116 (A,B,C,D,E,F,G), MA 202, MA 206	13
		23

Information Technology Program

Information Technology Certificates

(Career)

These short-term certificates are designed for students seeking to build skills in specialty areas, upgrade current skills, or broaden their general knowledge base in information technology. All courses completed in these certificates apply directly to an A.A.S. degree in information technology.

Computer Software Specialist: Programming

Course		Credits
Requirements		
CIS 106	Introduction to Object Design & Programming	3
CIS 201	Computer Science I	3
CIS 203	Systems Analysis & Design	3
CIS 230	Database Management Systems	3
COS 116B	Office Applications: Internet Home Page	1
Elective	Choose one of the following programming courses	
	CIS 121 Visual Basic Programming	
	CIS 130 Introduction to Program Design in C	
	CIS 140 Intro to Object-Oriented Programming in Java	
	CIS 235 PERL Programming	3
		16

Note: all credits in this certificate may be used to fulfill requirements for the computer programming specialist A.A.S. degree.

Help Desk Specialist: Software

Course		Credits
Requirements		
CIS 111B	Microcomputer Software Applications: DataBase	3
CIS 111E	Microcomputer Software Applications: Spreadsheets	3
CIS 111M	Personal Computer Operating Systems Concepts	3
CIS 200	HelpDesk: Software Technician	3
CIS 212	Personal Computer Repair and Diagnostics	3
COS 116A	Electronic Communications	1
		16

Note: all credits in this certificate may be used to fulfill requirements for the microcomputer applications specialist A.A.S. degree.

Help Desk Specialist: Hardware

Course		Credits
Requirements		
CIS 106	Introduction to Object Design & Programming	3
CIS 111M	Personal Computer Operating Systems Concepts	3
CIS 200	HelpDesk: Software Technician	3
CIS 210	LAN Design and Management	3
CIS 212	PC Repair and Diagnostics	3
COS 116B	Office Applications: Internet Home Page	1
		16

Note: all credits in this certificate may be used to fulfill requirements for the Personal Computer/Network Support Specialist or the Microcomputer Applications Specialist degrees.

Personal Computer Support Specialist

Course		Credits
Requirements		
CIS 106	Introduction to Object Design & Programming	3
CIS 111M	Personal Computer Operating Systems Concepts or	
CIS 111L	Microcomputer Software Applications: Open Operating Systems	3
CIS 210	LAN Design and Management	3
CIS 212	PC Repair and Diagnostics	3
CIS 241	Introduction to Data Communications & Networking	3
COS 116A	Electronics Communications	1
		16

Note: all credits in this certificate may be used to fulfill requirements for the Personal Computer/Network Support Specialist degree.

Information Technology Program

Technical Studies Certificate

(Career)

The technical studies certificate is designed for individuals seeking certification credentials for job advancement in the computer field. The courses in this certificate will help prepare students for the A+ and MCSE certification examinations. These courses are offered off campus.

All credits earned in this option can be applied toward a two-year A.A.S. degree in information processing. For individuals with little or no computer experience, it is recommended that CIS 101 be completed before enrolling in the technical studies certificate option.

Course		Credits
CIS 158A	Introduction to Personal Computer Hardware	1
CIS 158B	Personal Computer Repair and Troubleshooting	3
CIS 158C	Personal Computer Operating Systems	3
CIS 180	Windows 2000 Networking Fundamentals	3
CIS 181	Microsoft Windows 2000 Network and Operating Systems Essentials	2
CIS 182	Implementing Microsoft Windows 2000 Professional and Server	3
CIS 183	Implementing a Microsoft Windows 2000 Network Infrastructure	3
CIS 184	Implementing and Administering Microsoft Windows 2000 Directory Services	3
CIS 185	Designing a Microsoft Windows 2000 Directory Services Infrastructure	2
CIS 186	Designing a Microsoft Windows 2000 Migration Strategy	1
CIS 187	Designing a Microsoft Windows 2000 Networking Services Infrastructure	2
		26

Information Technology Program

Option II: Office Systems Specialist

A.A.S. Degree (Career)

This option consists of core requirements leading to an A.A.S. degree in one of the following areas of concentration: Office Applications Specialist or Business Applications Specialist.

Course		Credits
English		
EN 101	**English Composition**	**3**
Mathematics		
Mathematics Elective (GenEd course list)		**3**
Social & Behavioral Sciences		
Social & Behavioral Sciences Elective (GenEd course list)		**3**
Social & Behavioral Sciences Elective (GenEd course list)		**3**
Arts & Humanities		
PH 208	**Business Ethics**	**3**
Communications Elective (GenEd course list)		**3**
Biological & Physical Sciences		
Biological & Physical Sciences Elective (GenEd course list)		**3/4**
PE/Health Elective		1/3
Other Requirements		
BU 107	Business Mathematics	3
CIS 111E	Microcomputer Software Applications: Spreadsheets	3
COS 103	Introductory Keyboarding or	
COS 208	Executive Keyboarding	3
COS 107	Word Processing II	3
COS 116D	Office Applications: Windows	3
COS 120	Business English	3
Concentration Requirements (choose one of the following)		24
	Total credits	62/65

Concentration 1: Office Applications Specialist

Course		Credits
Concentration Requirements		
CIS 111B	Microcomputer Software Applications: Database	3
CIS 111M	Personal Computer Operating Systems Concepts	3
CIS 200	Help Desk: Software Technician	3
COS 116A	Office Applications: Electronic Communications	1
COS 116C	Office Applications: Presentation Graphics	1
Electives	*Select 13 credits from the following* CIS 101, CIS 111J, CIS 106, CIS 121, CIS 212, COS 208, COS 209, COS 210, COS 212, COS 116B, D, E, F, G, J, K, L, M, CE 103	13
		24

Concentration 2: Business Applications Specialist

Course		Credits
Concentration Requirements		
BU 100	Business Accounting	3
BU 273	Business Communications	3
CIS 111B	Microcomputer Software Applications: Database	3
CIS 111C	Microcomputer Software Applications: Computerized Accounting	3
COS 116A	Office Applications: Electronic Communications	1
COS 116C	Office Applications: Presentation Graphics	1
COS 116F	Introduction to the Internet: Searching and Researching Information	1
Electives	*Select 9 credits from the following* BU 103, BU 116, BU 211, EN 114, CE 103, COS 116B, D, E, G, J, K, L, M	9
		24

Office Systems Certificates

Office Applications: Software

Course		Credits
Requirements		
CIS 111E	Microcomputer Software Applications: Spreadsheets	3
COS 107	Word Processing	3
COS 116D	Office Applications: Windows	1
COS 120	Business English	3
Electives	*Select 6 credits from the following* COS 116A, B, C, E, F, G, J, K, L, M, COS 103 COS 208, CIS 111B, CIS 111M, CIS 111J	6
		16

Office Applications: Business Software

Course		Credits
Requirements		
BU 100	Business Accounting	3
BU 107	Business Mathematics	3
CIS 111E	Microcomputer Software Applications: Spreadsheets	3
CIS 111C	Microcomputer Software Applications: Computerized Accounting	3
COS 116D	Office Applications: Windows	1
Electives	*Select 3 credits from the following* COS 116A, B, C, E, F, G, J, K, L, M, COS 103 COS 107, COS 208, CIS 111B, CIS 111J	3
		16

Office Applications: Medical

Course		Credits
Requirements		
COS 107	Word Processing	3
COS 116D	Office Applications: Windows	1
COS 120	Business English	3
COS 209	Medical Terminology	3
COS 210	Medical Transcription	3
COS 212	Introduction to Medical Office Systems	3
		16

Note: All credits in these certificates may be used to fulfill requirements for the Office Systems Specialist AAS degree.

Office Systems Letter of Recognition

Medical Transcription Basics

This Letter of Recognition prepares students who already have basic office skills, and desire employment in the medical field as medical transcriptionists.

Course		Credits
Requirements		
COS 209 *	Medical Terminology	3
COS 210	Medical Transcription	3
COS 212	Introduction to Medical Office Systems	3
COS 116D	Office Applications: Windows	1
		10

** Note: Students taking COS 209 via the NET must take parts A, B, and C.*

Information Technology Program

Option III: Network Engineer: MCSE Track

A.A.S. Degree (Career)
Prepares students for entry-level positions in the network engineering field.

Course		Credits
English		
EN 101	**English Composition**	**3**
Mathematics		
MA 202	**Introduction to Discrete Mathematics or**	
MA 206	**Elementary Statistics**	**3**
Social & Behavioral Sciences		
PS 101	**General Psychology**	**3**
Social & Behavioral Sciences Elective (GenEd course list) (Other than PS)		**3**
Arts & Humanities		
Arts Elective (GenEd course list) or		
Humanities Elective (GenEd course list)		**3**
CMSP 107 Career Communications *		**3**
Biological & Physical Sciences		
Biological & Physical Sciences Elective (GenEd course list)		**3/4**
PE/Health Elective		1/3
Other Requirements		
CIS 101	Introduction to Computers & Information Processing or	
CIS 158A	Introduction to Personal Computer Hardware	3/1
CIS 111M	Operating Systems Concepts or	
CIS 158C	Personal Computer Operating Systems	3
CIS 212	Personal Computer Repair & Diagnostics or	
CIS 158B	Personal Computer Repair and Troubleshooting	3
CIS 181	Microsoft Windows 2000 Network and Operating Systems Essentials	2
CIS 182	Implementing Microsoft Windows 2000 Professional and Server	3
CIS 183	Implementing a Microsoft Windows 2000 Network Infrastructure	3
CIS 184	Implementing and Administering Microsoft Windows 2000 Directory Services	3
CIS 185	Designing a Microsoft Windows 2000 Directory Services Infrastructure	2
Electives	Select 19 credits from the following list: CIS 106, CIS 203, CIS 210, CIS 241, CIS 180, CIS 186, CIS 187, CIS 188, CE 103	19
		61/66

Information Technology Program

Option III: Network Engineer: Cisco Track

A.A.S. Degree (Career)
Prepares students for entry-level positions in the network engineering field.

Course		Credits
English		
EN 101	**English Composition**	**3**
Mathematics		
MA 202	**Introduction to Discrete Mathematics or**	
MA 206	**Elementary Statistics**	**3**
Social & Behavioral Sciences		
PS 101	**General Psychology**	**3**
Social & Behavioral Sciences Elective (GenEd course list) (Other than PS)		**3**
Arts & Humanities		
PH 208	**Business Ethics**	**3**
Communications Elective (GenEd course list)		**3**
Biological & Physical Sciences		
Biological & Physical Sciences Elective (GenEd course list)		**3/4**
PE/Health Elective		1/3
Other Requirements		
CIS 101	Introduction to Computers & Information Processing or	
CIS 158A	Introduction to Personal Computer Hardware	3/1
CIS 111M	Operating Systems Concepts or	
CIS 158C	Personal Computer Operating Systems	3
CIS 212	Personal Computer Repair & Diagnostics or	
CIS 158B	Personal Computer Repair and Troubleshooting	3
CIS 190	Cisco Networking Fundamentals: Internetworking 1	5
CIS 191	Cisco Networking Router Technologies: Internetworking 2	5
CIS 192	Cisco Advanced Routing and Switching Technologies: Internetworking 3	5
CIS 193	Cisco Project-Based Learning: Internetworking 4	4
Electives	Select 12 credits from the following list: CIS 106, CIS 203, CIS 204, CIS 210, CIS 211A, CIS 211B, CIS 241, CIS 250, CE 103, EL 103, EL 108, EL 207, EL 208, EL 212, EL 215, EL 220, MA 202	12
		60/65

Information Technology Program

Option III: Network Engineer: Novell Track

A.A.S. Degree (Career)

Prepares students for entry-level positions in the network engineering field.

Course			Credits
English			
EN 101	**English Composition**		**3**
Mathematics			
MA 202	**Introduction to Discrete Mathematics or**		
MA 206	**Elementary Statistics**		**3**
Social & Behavioral Sciences			
PS 101	**General Psychology**		**3**
Social & Behavioral Sciences Elective (GenEd course list) (Other than PS)			**3**
Arts & Humanities			
PH 208	**Business Ethics**		**3**
Communications Elective (GenEd course list)			**3**
Biological & Physical Sciences			
Biological & Physical Sciences Elective (GenEd course list)			**3/4**
PE/Health Elective			1/3
Other Requirements			
CIS 101	Introduction to Computers & Information Processing or		
CIS 158A	Introduction to Personal Computer Hardware		3/1
CIS 108	Introduction to Programming & Programming Logic		3
CIS 111M	Operating Systems Concepts or		
CIS 158C	Personal Computer Operating Systems		3
CIS 203	Systems Analysis and Design		3
CIS 210	LAN Design and Management		3
CIS 212	Personal Computer Repair & Diagnostics or		
CIS 158B	Personal Computer Repair and Troubleshooting		3
CIS 241	Introduction to Data Communications & Networking		3
Electives	Select 21 credits from the following list: CIS 106, CIS 204, CIS 211A, CIS 211B, CIS 250, CE 103, EL 103, EL 108, EL 207, EL 208, EL 212, EL 215, EL 220, MA 202		21
			62/67

International Business

A.A. Degree (Transfer) **An Option of Business Administration**

Designed to satisfy the first two years of a bachelor's degree program in international business offered by many four-year institutions. Students planning careers in government, foreign services, international marketing or with financial or business firms engaged in international trade should consider this option. Students should contact their advisor to confirm how the courses transfer to the four-year institution they are considering for transfer purposes.

Course			Credits
English			
EN 101	**English Composition**		**3**
Mathematics			
Mathematics Elective (GenEd course list)			**3/4**
Social & Behavioral Sciences			
EC 201	**Principles of Economics**		**3**
Social & Behavioral Sciences Elective (GenEd course list) (Other than EC)			**3**
EC 202	Principles of Economics		3
Arts & Humanities			
Arts Elective (GenEd course list)			**3**
Humanities Elective (Foreign Language, GenEd course list)			**6**
Communications Elective (GenEd course list)			**3**
Biological & Physical Sciences			
Biological & Physical Sciences Elective (GenEd course list)			**3/4**
Biological & Physical Sciences Elective (Lab course) (GenEd course list)			**4**
Interdisciplinary & Emerging Issues			
CIS 101	**Introduction to Computer & Information Processing**		**3**
Interdisciplinary Issues Elective (GenEd course list) or			
Multicultural Issues & Perspectives (GenEd course list) or			
Wellness Elective (GenEd course list)			**3**
PE/Health Elective (A Wellness course will satisfy this requirement)			1/3
Other Requirements			
BU 101	Principles of Accounting I		3
BU 103	Introduction to Business		3
BU 102	Principles of Accounting II		3
BU 213	Principles of Finance		3
BU 251	Introduction to International Business		3
BU 252	Introduction to International Finance		3
BU 253	International Business Law		3
			61/66

Legal Assistant (Paralegal) Program

A.A.S. Degree (Career)

Provides students with specialized legal training to enable them to: understand ethical obligations and professionalism; gather and analyze facts relevant to legal disputes; perform legal research; draft legal documents; prepare witnesses and evidence for presentation at legal proceeding. The legal assistant may not practice law and so must work under the direction of an attorney who is licensed to practice.

Course		Credits
English		
EN 101	**English Composition**	**3**
Mathematics		
	Mathematics Elective (GenEd course list)	**3/4**
Social & Behavioral Sciences		
PS 101	**General Psychology**	**3**
HS 102	**Human Relations**	**3**
CJ 110	Criminal Law	3
Arts & Humanities		
	Communications Elective (GenEd course list)	**3**
Biological & Physical Sciences		
	Biological & Physical Sciences Elective (GenEd course list)	**3/4**
PE/Health		
	Wellness Elective (GenEd course list) or PE Elective and one additional **General Education Elective**	3
Other Requirements		
LA 100	Introduction to Law	3
LA 103	Ethics for the Legal Professional	3
LA 104	Contracts	3
LA 105	Torts	3
LA 106	Law & Technology	3
LA 110	Legal Research	3
LA 120	Legal Writing & Documents	3
LA 210	Estates & Probate	3
LA 220	Evidence & Procedure (Civil)	3
LA 230	Law of the Real Estate Business	3
LA 240	Family Law	3
CE 103	Cooperative Education	3
		60/63

Legal Assistant (Paralegal) Certificate

(Career)

For individuals already in this field of employment who wish to increase their opportunities by acquiring college credentials. In addition, individuals who already have a degree in another field may be able to improve employment opportunities.

Course		Credits
English		
EN 101	**English Composition**	**3**
Other Requirements		
HS 102	Human Relations	3
LA 100	Introduction to Law	3
LA 103	Ethics for the Legal Professional	3
LA 104	Contracts	3
LA 105	Torts	3
LA 106	Law & Technology	3
LA 110	Legal Research	3
LA 120	Legal Writing & Documents	3
LA 220	Evidence & Procedure	3
Select at least three credits from the following courses:		
LA 210	Estates and Probate (3)	
LA 230	Law of the Real Estate Business (3)	
LA 240	Family Law (3)	
CJ 110	Criminal Law (3)	
BU 211	Business Law I (3)	
CE 103	Cooperative Education (3)	3
		33

Mathematics

A.S. Degree (Transfer) **An Option of Arts & Sciences**

Provides a diversity of courses for students pursuing a course of study in mathematics. Students planning to transfer to a four-year institution should check requirements. If there are significant differences, the student should consult an advisor for guidance.

Course		Credits
English		
EN 101	**English Composition**	**3**
Mathematics		
MA 210	**Calculus I**	**4**
MA 211	Calculus II	4
MA 212	Calculus III	4
MA 218	Linear Algebra or	
MA 213	Differential Equations	3
	Mathematics Electives	6/8
Social & Behavioral Sciences (Electives must be from two disciplines)		
	Social & Behavioral Sciences Elective (GenEd course list)	**3**
	Social & Behavioral Sciences Elective (GenEd course list)	**3**
Arts & Humanities		
	Arts Elective (GenEd course list)	**3**
	Humanities Elective (GenEd course list)	**3**
	Communications Elective (GenEd course list)	**3**
Biological & Physical Sciences		
PY 203	**Introductory Physics I and**	
PY 204	**Introductory Physics II**	
or		
CH 101	**General Chemistry and**	
CH 102	**General Chemistry and**	
CH 201	**Organic Chemistry**	**10/12**
Interdisciplinary & Emerging Issues		
Choose from 2 categories:		
	Computer Literacy Elective (GenEd course list)	
	Interdisciplinary Issues Elective (GenEd course list)	
	Multicultural Issues & Perspectives (GenEd course list)	
	Wellness Elective (GenEd course list)	**6**
PE/Health Elective (A Wellness course will satisfy this requirement)		1/3
Other Requirements		
	Computer/Information Sciences Electives	6
		62/68

Music

A.A. Degree (Transfer) **An Option of Arts & Sciences**

Provides the first two years of a four-year degree program for students planning to pursue a bachelor's degree in music performance, music education, music history or composition. It requires completion of general education courses and selected music courses. Students majoring in music should consult with the music program manager for advising and adjust course selections to meet the requirements of individual transfer institutions. Music education students must take the Praxis I examination after completing 45 hours of credit and should consult with the education coordinator.

Course		Credits
English		
EN 101	**English Composition**	**3**
Mathematics		
	Mathematics Elective (GenEd course list)	**3/4**
Social & Behavioral Sciences		
HI 101	**History of Western Civilization or**	
HI 102	**History of Western Civilization**	**3**
	Social & Behavioral Sciences Elective (GenEd course list) (Other than HI)	**3**
Arts & Humanities		
Arts:		
MU 111	**Music Theory I**	**3**
MU 112	Music Theory II	3
MU 106	Aural & Keyboard Skills I	1
MU 107	Aural & Keyboard Skills II	1
MU 206	Aural & Keyboard Skills III	1
MU 207	Aural & Keyboard Skills IV	1
MU 211	Music Theory III	3
MU 212	Music Theory IV	3
	Applied Music (Major Instrument)	8
	Ensemble I (MU 117 or MU 119 or MU 121)	2
	Ensemble II (MU 118 or MU 120 or MU 122)	2
	Ensemble III (MU 217 or MU 219 or MU 221)	2
	Ensemble IV (MU 218 or MU 220 or MU 222)	2
	Applied Piano/Class Piano I (MU 172A/151) *	1
	Applied Piano/Class Piano II (MU 173A/152) *	1
	Applied Piano/Class Piano III (MU 272A/251) *	1
	Applied Piano/Class Piano IV (MU 273A/252) *	1
Humanities:		
	Humanities Elective (GenEd course list)	**3**
Communications:		
	Communications Elective (GenEd course list)	**3**
Biological & Physical Sciences (One lab course required)		
	Biological & Physical Sciences Elective (Lab course) (GenEd course list)	**4**
	Biological & Physical Sciences Elective (GenEd course list)	**3/4**
Interdisciplinary & Emerging Issues		
HE 204	**Health Education**	**3**
	Computer Literacy Elective (GenEd course list) or	
	Interdisciplinary Issues Elective (GenEd course list) or	
	Multicultural Issues & Perspectives (GenEd course list)	**3**
		67/69

** Piano major choose secondary instrument.*

Nursing Program

A.S. Degree (Career)

The associate in science degree nursing program requires 70 credit hours and is approved by the Maryland Board of Nursing. Upon successful completion of the curriculum, the graduate is eligible to take the examination for registered nurse licensure.

Graduates are prepared to give competent, safe nursing care to clients in hospitals, nursing homes and other comparable health agencies under the supervision of more experienced practitioners, and with experience and further preparation, should be able to assume increasing responsibility in nursing. High school preparation for the nursing program should include algebra, advanced biology, chemistry and data processing. Enrollment in the nursing program is limited by the availability of clinical facilities.

Admission to the program is competitive and, generally, priority is given to residents of Frederick County. Applications for admission to the nursing program should be completed by December 15. This includes applying for admission to the college through the Welcome & Registration Center, completion of placement tests and arranging an interview with the allied health advisor.

The associate degree nursing program is seldom completed in fewer than three years by full-time students. Because of prerequisite courses and the demands of clinical experiences and family responsibilities, most students will be enrolled in the program for four years. Students who drop out for any reason may be readmitted on a space available basis and should contact the director of nursing education as soon as possible. Information about tuition, fees and completion time may be obtained from the FCC Welcome & Registration Center or the allied health advisor.

Conviction of a felony or misdemeanor may prohibit students from taking the nursing licensure exam. Please see the director of nursing education prior to enrolling as a nursing major to discuss options.

A grade of "C" or better must be earned in all courses in the nursing program.

To be eligible for BI 120 and BI 103, a student must take an allied health placement test. If the student's knowledge of biological and chemical principles is deficient, BI 55 (Preparation for Allied Health) will be required.

Course		Credits
English		
EN 101	**English Composition**	**3**
Mathematics		
Mathematics Elective (GenEd course list)		**3**
Social & Behavioral Sciences		
PS 101	**General Psychology**	**3**
SO 101	**Introduction to Sociology**	**3**
ED/PS 208	Human Growth & Development	3
Arts & Humanities		
Arts Elective (GenEd course list)		**3**
Humanities Elective (GenEd course list)		**3**
CMSP 103	**Speech Fundamentals or**	
CMSP 105	**Group Discussion or**	
CMSP 107	**Career Communications**	**3**
Biological & Physical Sciences		
BI 103	**Anatomy & Physiology**	**4**
BI 104	Anatomy & Physiology	4
BI 120	Microbiology for Allied Health	4
PE/Health		
PE 108	Body Mechanics	1
Other Requirements		
NU 101	Introduction to Clinical Nursing	6
NU 210	Reproductive Health Nursing	3
NU 211	Medical-Surgical Nursing I	7
NU 212	Medical-Surgical Nursing II	4
NU 213	Medical-Surgical Nursing III	4
NU 214	Psychiatric/Mental Health Nursing	4
NU 215	Nursing Care of Children	3
NU 216	Preparation for Practice	2
		70

Ladder Program

Students who complete the first two semesters of the associate degree nursing program may opt to take the practical nurse certificate summer courses (PN 112, PN 113) on an elective basis. Completion of the summer courses will allow the student to take the licensing exam (NCLEX-PN) for practical nurse licensure. For an explanation of the benefits of the summer ladder option, contact the allied health advisor or the director of nursing education.

RN to BSN

Graduates of this program from 1980 to 1986 may transfer directly to a BSN program at the University of Maryland or the four state colleges offering a BSN degree without placement examinations by special waiver. They may take their extra 30 general education courses at FCC, meeting the appropriate admission requirements of the receiving institution. This allows these graduates to transfer a maximum of 90 credits to these institutions.

Options for graduates after 1986 for transfer to Maryland State Colleges for BSN:

Option A

Students may transfer directly without placement examinations. The requirement for completion of the BSN degree will be no more than 64 additional semester hours of coursework in total, with approximately half in professional nursing and half in general education and/or support courses taken at the (BSN) degree-granting institution.

Students will be expected to meet appropriate admission requirements of the receiving BSN institutions. Direct transfer students must begin BSN work within 7 years of graduation from FCC and complete the BSN within 10 years from their FCC graduation date.

Option B

ADN registered nurses taking this option will take placement examinations.

1. Examinations may be taken for nursing subject areas (maximum 30 credits) and general education/support courses. In no case may the total credits received by examination exceed 60 credits.
2. Credit may be awarded by direct transfer for general education/support credit courses (maximum 60 credits). In no case shall examination/transfer credits to the receiving institutions exceed a maximum total of ninety (90) credits.

This allows the student a maximum of 90 credits–60 credits at FCC and 30 credits for nursing by examination.

BI 120 (Microbiology for Allied Health) will transfer to the University of Maryland RN to BSN program. Those planning to attend another BSN program should check with that institution concerning the transferability of this course. BI 203 (Elements of Microbiology) may be required.

LPN to ADN

Transition courses (LPN to ADN) have been developed to allow an LPN to complete the ADN program in a shorter amount of time. The LPN must first complete all general education requirements of the ADN program. See director of nursing education or allied health advisor for further information.

Philosophy

A.A. Degree (Transfer) **An Option of Arts & Sciences**

Pre-professional concentration for students who plan careers in law, medicine or the ministry. It is equally appropriate for those whose careers are already established but who wish to expand their intellectual horizons and sharpen their reasoning abilities.

Course		Credits
English		
EN 101	**English Composition**	**3**
EN 102	English Composition & Literature	3
EN 205	World Literature	3
EN 206	World Literature	3
Mathematics		
Mathematics Elective (GenEd course list)		**3/4**
Social & Behavioral Sciences		
HI 101	**History of Western Civilization**	**3**
Social & Behavioral Sciences Elective (GenEd course list) (PI)		**3**
HI 102	History of Western Civilization	3
Arts & Humanities		
Arts:		
AR 104	**Survey of Art I**	**3**
Communications:		
CMSP 103	**Speech Fundamentals or**	
CMSP 105	**Group Discussion**	**3**
Humanities:		
PH 101	**Introduction to Philosophy**	**3**
PH 204	World Religions	3
PH 205	Introduction to Ethics	3
PH 206	Logic	3
Biological & Physical Sciences		
Biological & Physical Sciences Elective (Lab course) (GenEd course list)		**4**
Biological & Physical Sciences Elective (GenEd course list)		**3/4**
Interdisciplinary & Emerging Issues		
Choose from 2 categories:		
Computer Literacy Elective (GenEd course list)		
Interdisciplinary Issues Elective (GenEd course list)		
Multicultural Issues & Perspectives (GenEd course list)		
Wellness Elective (GenEd course list)		**6**
PE/Health Elective (A Wellness course will satisfy this requirement)		1/3
Other Requirements		
Electives		6
		61/66

Physical Education

A.A. Degree (Transfer) **An Option of Arts & Sciences**

Transfer option providing students with the first two years of course requirements leading to a bachelor's degree in physical education. It requires completion of general education courses and selected PE/health courses. High school preparation for this option should include algebra, biology and chemistry.

Course		Credits
English		
EN 101	**English Composition**	**3**
Mathematics		
Mathematics Elective (GenEd course list)		**3/4**
Social & Behavioral Sciences		
PS 101	**General Psychology**	**3**
HI 101	**History of Western Civilization or**	
HI 201	**History of the United States**	**3**
ED/PS 208	Human Growth & Development	3
ED 202	Educational Psychology	3
Arts & Humanities		
Arts Elective (GenEd course list)		**3**
PH 101	**Introduction to Philosophy or**	
PH 204	**World Religions**	**3**
CMSP 103	**Speech Fundamentals**	**3**
Biological & Physical Sciences		
BI 100	**Fundamental Concepts of Biology**	**4**
BI 103	**Anatomy & Physiology**	**4**
BI 104	Anatomy & Physiology	4
CH 101	General Chemistry	4
Interdisciplinary & Emerging Issues		
HE 204	**Health Education**	**3**
Computer Literacy Elective (GenEd course list) or		
Interdisciplinary Issues Elective (GenEd course list) or		
Multicultural Issues & Perspectives (GenEd course list)		**3**
PE/Health		
PE 153	Introduction to Physical Education	3
PE 161	Psychology of Sport	3
PE 154	Fitness for Living	3
HE 100	Elements of Nutrition	3
PE Methods Electives: Select 4 from the following:		
	PE 241 Fitness & Conditioning (1)	
	PE 242 Aerobics (1)	
	PE 247 Weight Training (1)	
	PE 240 Golf (1)	
	PE 246 Elementary Fencing (1)	4
		65/66

Physical Therapist Assistant

A.A.S. Degree (Career)
Mid-Maryland Allied Healthcare Education Consortium
Carroll Community College Degree

The physical therapist assistant is a skilled technical health care provider who works within a physical therapy service administered by a physical therapist. With the direction and supervision of the physical therapist, the physical therapist assistant performs selected physical therapy procedures and related tasks. The extent to which the physical therapist assistant will participate in the following activities will be dependent upon the employment setting and individual patient, such as: functioning as a participating team member who contributes to total patient care; performing selected treatment procedures in accordance with planned programs; assisting the physical therapist in carrying out complex procedures and programs; and observing, recording, and reporting to the supervisor conditions, reactions, and responses related to assigned duties.

Admission to the program is required before taking PTA courses. Contact the program director, Sharon Main, 410.386.8259 or smain@carroll.cc.md.us to receive a current PTA brochure for the program admission requirements. This program is offered to Frederick Community College students through the Mid-Maryland Allied Healthcare Education Consortium. Students will typically complete most of the general education classes at Frederick Community College and then matriculate to Carroll Community College to complete the physical therapist assistant courses. Students participating in consortium programs pay in-county rates at the institutions to which they matriculate.

Course		Credits
English		
EN 101	**English Composition**	**3**
Mathematics		
MA 206	**Elementary Statistics**	**3**
Social & Behavioral Sciences		
PS 101	**General Psychology**	**3**
PS 206	Abnormal Psychology	3
Arts & Humanities		
EN 102	**English Composition & Literature**	**3**
CMSP 103	**Fundamentals of Speech**	**3**
Biological & Physical Sciences		
BI 103	**Anatomy & Physiology I**	**4**
BI 104	**Anatomy & Physiology II**	**4**
Other Requirements		
CIS 101	**Introduction to Computers** (or complete/pass the Carroll CC Computer Literacy test)	**3**
Physical Therapist Assistant courses offered at Carroll Community College		
PTA 101	The Role of the Physical Therapist Assistant	3
PTA 111	Clinical Science 1	6
PTA 121	Neuroanatomy and Neurophysiology	3
PTA 212	Clinical Science 2	6
PTA 213	Treating Special Populations	6
PTA 221	Pain and Pathology	3
PTA 231	Overview of Special Populations	3
PTA 241	Clinical Arts 1	4
PTA 242	Clinical Arts 2	4
PTA 243	Clinical Arts 3	4

Police Science Program

A.A.S. Degree (Career)

Prepares graduates to function as an entry-level police officer with local law enforcement agencies. The curriculum is a partnership between Frederick Community College, the Frederick County Sheriff's Office, and the Frederick City Police Department; and is designated specifically for recruits employed by these agencies. Police recruits will complete 21 credits required of general education and 40 credits of police science courses in the Police Academy Program run by local law enforcement agencies in accordance with the Maryland Police Training Commission (MPTC).

Course		Credits
English		
EN 101	**English Composition**	**3**
Mathematics		
MA 103	**Foundations of Math**	**3**
Social & Behavioral Sciences		
PS 101	**Introduction to Psychology**	**3**
SO 102	**Social Problems**	**3**
Arts & Humanities		
CM 103	**Speech Fundamentals**	**3**
PH 205	**Ethics**	**3**
Biological & Physical Science		
BI 117	**Study of the Human Body**	**3**
Other Requirements		
CJ 101	Introduction to Criminal Justice	3
CJ 106	Police-Community Relations *	3
CJ 110	Criminal Law	3
CJ 203	Juvenile Delinquency	3
CJ 204	Police Operational Services	3
CJ 212	Criminalistics	4
CJ 214	The Correctional Process	3
CJ 220	Criminal Evidence and Procedure	3
CJ 221	Police Defense Tactics *	5
CJ 222	Police Arsenal and Procedures *	5
SO 201	Criminology	3
PE 154	Fitness for Living	3
		62

** Offered through the Recruit Police Academy Program*

Practical Nursing Certificate

(Career)

The practical nursing (PN) certificate requires 43 credit hours and is approved by the Maryland Board of Nursing. Upon successful completion of the curriculum, the graduate is eligible to take the PN licensure exam. Graduates are prepared to give competent, safe nursing care to clients in a variety of settings. The licensed practical nurse (LPN) works in a team relationship with the registered nurse or physician in providing care based on knowledge, judgment, and skill and on principles of the biological, physiological, behavioral and sociological sciences.

The clinical portion of the practical nursing curriculum is completed in one year but because of prerequisite courses, demands of clinical experiences and personal responsibilities, the entire curriculum will take at least two years. (See page 9 for application information.) Contact the allied health advisor for specific prerequisites for NU 101, NU 210 and NU 211.

Conviction of a felony or misdemeanor may prohibit students from taking the nursing licensure exam. Please see the director of nursing education prior to enrolling to discuss options.

A grade of "C" or better must be earned in all courses in the practical nursing curriculum.

Course		Credits
English		
EN 101	English Composition	3
Mathematics		
	Developmental math through elementary algebra via placement testing or coursework (MA 91)	
Social & Behavioral Sciences		
ED/PS 208	Human Growth & Development	3
Biological & Physical Sciences		
BI 103	Anatomy & Physiology	4
BI 104	Anatomy & Physiology	4
BI 120	Microbiology for Allied Health	4
Other Requirements		
NU 101	Introduction to Clinical Nursing	6
NU 210	Reproductive Health Nursing	3
NU 211	Medical-Surgical Nursing I	7
PN 112	Nursing Throughout Developmental Stages	8
PN 113	Issues in Practical Nursing	1
		43

Ladder Program

Graduates of the PN certificate may continue into the second year of the associate degree program once they have completed the required general education courses. Admission into the second year must occur within two years of completing the PN certificate. Graduates who do not enter the second year of the associate degree nursing program within two years of completing the PN certificate may enter the associate degree program via the LPN transition program. For more information contact the allied health advisor or the director of nursing education.

Pre-Dental Hygiene

A.S. Degree (Transfer) **An Option of Arts & Sciences**

Provides the student pursuing a bachelor of science degree with the supporting general education courses. Graduates of a four-year program qualify as applicants for licensure to practice dental hygiene. Four-year graduates can find positions in dental practice management, public health, research and education. Students should see their advisor for specific transfer courses.

Course		Credits
English		
EN 101	**English Composition**	**3**
EN 102	English Composition & Literature	3
Mathematics		
MA 111	**Algebra & Trigonometry**	**4**
MA 206	Elementary Statistics	3
Social & Behavioral Sciences		
PS 101	**General Psychology**	**3**
SO 101	Introduction to Sociology	3
Arts & Humanities		
Arts Elective (GenEd course list)		**3**
Humanities Elective (GenEd course list)		**3**
CMSP 103	**Speech Fundamentals**	**3**
Biological & Physical Sciences		
BI 101	**General Biology**	**4**
BI 102	**General Biology**	**4**
BI 103	Anatomy & Physiology	4
BI 104	Anatomy & Physiology	4
BI 203	Elements of Microbiology	4
CH 101	General Chemistry	4
CH 102	General Chemistry or	
CH 105	Elements of Organic Chemistry	4
Interdisciplinary & Emerging Issues		
	Choose from 2 categories:	
Computer Literacy Elective (GenEd course list)		
Interdisciplinary Issues Elective (GenEd course list)		
Multicultural Issues & Perspectives (GenEd course list)		
Wellness Elective (GenEd course list)		**6**
PE/Health Elective (A Wellness course will satisfy this requirement)		1/3
Other Requirements		
HE 200	Principles & Applications of Nutrition	3
		65/68

Pre-Medical Technology

A.S. Degree (Transfer) **An Option of Arts & Sciences**

Provides the first two years of the four-year program necessary to become a registered medical technologist. Graduates of the bachelor of science program are eligible to take the National Registry Examination for Medical Technology certification. Job opportunities for the registered medical technologist are located in clinical laboratories in hospitals, public health facilities and research institutions.

Course		Credits
English		
EN 101	**English Composition**	**3**
EN 102	English Composition & Literature	3
Mathematics		
MA 111	**Algebra & Trigonometry**	**4**
MA 206	Elementary Statistics *	3
Social & Behavioral Sciences (Electives must be from two disciplines)		
Social & Behavioral Sciences Elective (GenEd course list)		**3**
Social & Behavioral Sciences Elective (GenEd course list)		**3**
Arts & Humanities		
Arts Elective (GenEd course list)		**3**
Humanities Elective (GenEd course list)		**3**
CMSP 103 Speech Fundamentals		**3**
Biological & Physical Sciences		
BI 101	**General Biology**	**4**
BI 102	**General Biology**	**4**
BI 203	Elements of Microbiology	4
CH 101	General Chemistry	4
CH 102	General Chemistry	4
CH 201	Organic Chemistry	4
CH 202	Organic Chemistry	4
PY 201	Fundamentals of Physics	4
Interdisciplinary & Emerging Issues		
Computer Literacy Elective (GenEd course list)		**3**
Interdisciplinary Issues Elective (GenEd course list) or Multicultural Issues & Perspectives (GenEd course list) or Wellness Elective (GenEd course list)		**3**
PE/Health Elective (A Wellness course will satisfy this requirement)		1/3
		67/69

** Students who have completed MA 111 may substitute MA 201 or any three-credit CIS course.*

Pre-Nursing

A.S. Degree (Transfer) **An Option of Arts & Sciences**

Designed for students seeking the bachelor of science degree in nursing. Students pursue a curriculum in general education with subjects that are supportive of nursing. Students are advised to check the requirements of the institution to which they will transfer.

Course		Credits
English		
EN 101	**English Composition**	**3**
EN 102	English Composition & Literature	3
Mathematics		
MA 111	**Algebra & Trigonometry**	**4**
Social & Behavioral Sciences		
PS 101	**General Psychology**	**3**
SO 101	**Introduction to Sociology**	**3**
ED/PS 208	Human Growth & Development	3
Social Science Elective (GenEd course list)		3
Arts & Humanities		
Arts Elective (GenEd course list)		**3**
Humanities Elective (GenEd course list)		**3**
Humanities Elective		3
CMSP 103 Speech Fundamentals or CMSP 105 Group Discussion		**3**
Biological & Physical Sciences		
BI 103	**Anatomy & Physiology**	**4**
BI 104	**Anatomy & Physiology**	**4**
BI 203	Elements of Microbiology	4
CH 101	General Chemistry	4
CH 102	General Chemistry or	
CH 105	Elements of Organic Chemistry	4
Interdisciplinary & Emerging Issues		
Choose from 2 categories:		
Computer Literacy Elective (GenEd course list)		
Interdisciplinary Issues Elective (GenEd course list)		
Multicultural Issues & Perspectives (GenEd course list)		
Wellness Elective (GenEd course list)		**6**
PE/Health Elective (A Wellness course will satisfy this requirement)		1/3
Other Requirements		
HE 200	Principles & Applications of Nutrition	3
		63/66

Pre-Pharmacy

A.S. Degree (Transfer) **An Option of Arts & Sciences**

Designed for students who desire to transfer to the five-year program approved by the American Council on Pharmaceutical Education. Students are advised to check the requirements of the institution to which they will transfer for appropriate electives.

Course		Credits
English		
EN 101	**English Composition**	**3**
EN 102	English Composition & Literature	3
Mathematics		
MA 111	**Algebra & Trigonometry**	**4**
MA 210	Calculus I	4
Social & Behavioral Sciences (Must be from two disciplines)		
PS 101	**General Psychology**	**3**
Social & Behavioral Sciences Elective (GenEd course list) (Other than PS)		**3**
Arts & Humanities		
Arts Elective (GenEd course list)		**3**
Humanities Elective (GenEd course list)		**3**
Communications Elective (GenEd course list)		**3**
Biological & Physical Sciences		
BI 101	**General Biology**	**4**
BI 102	**General Biology**	**4**
CH 101	General Chemistry	4
CH 102	General Chemistry	4
CH 201	Organic Chemistry	4
CH 202	Organic Chemistry	4
PY 201	Fundamentals of Physics	4
PY 202	Fundamentals of Physics	4
Interdisciplinary & Emerging Issues		
Choose from 2 categories:		
Computer Literacy Elective (GenEd course list)		
Interdisciplinary Issues Elective (GenEd course list)		
Multicultural Issues & Perspectives (GenEd course list)		
Wellness Elective (GenEd course list)		**6**
PE Elective (A Wellness course will satisfy this requirement)		1
		67/68

Pre-Physical Therapy

A.S. Degree (Transfer) **An Option of Arts & Sciences**

For students desiring to become physical therapists. Students are advised to check the requirements of the institution to which they will transfer.

Course		Credits
English		
EN 101	**English Composition**	**3**
EN 102	English Composition & Literature	3
Mathematics		
MA 111	**Algebra & Trigonometry**	**4**
MA 206	Elementary Statistics	3
MA 210	Calculus I	4
Social & Behavioral Sciences		
PS 101	**General Psychology**	**3**
Social & Behavioral Sciences Elective (GenEd course list) (Other than PS)		**3**
Arts & Humanities		
Arts Elective (GenEd course list)		**3**
Humanities Elective (GenEd course list)		**3**
CMSP 103 Speech Fundamentals		**3**
Biological & Physical Sciences		
BI 101	**General Biology**	**4**
BI 103	**Anatomy & Physiology**	**4**
BI 104	Anatomy & Physiology	4
CH 101	General Chemistry	4
CH 102	General Chemistry	4
PY 201	Fundamentals of Physics	4
PY 202	Fundamentals of Physics	4
Interdisciplinary & Emerging Issues		
Choose from 2 categories:		
Computer Literacy Elective (GenEd course list)		
Interdisciplinary Issues Elective (GenEd course list)		
Multicultural Issues & Perspectives (GenEd course list)		
Wellness Elective (GenEd course list)		**6**
PE Elective (A Wellness course will satisfy this requirement)		1
		66/67

Psychology

A.A. Degree (Transfer) **An Option of Arts & Sciences**

Designed to provide students the opportunity to continue their education beyond the community college. Characteristic of this option is the acquiring of knowledge and skills related to working with individuals in providing for their emotional and psychological needs.

Course		Credits
English		
EN 101	**English Composition**	**3**
Mathematics		
MA 206	**Elementary Statistics**	**3**
Social & Behavioral Sciences		
PS 101	**General Psychology**	**3**
SO 101	**Introduction to Sociology**	**3**
ED/PS 208	Human Growth & Development	3
PS 202	Social Psychology	3
PS 206	Abnormal Psychology	3
PS 204	Psychology of Adolescence or	
PS 205	Psychology of Aging or	
PS 207	Death and Dying	3
SO 201	Criminology or	
SO 202	Marriage and Family	3
Arts & Humanities		
Arts or Humanities Elective (GenEd course list)		**3**
EN 102	**English Composition & Literature**	**3**
CMSP 103	**Speech Fundamentals or**	
CMSP 105	**Group Discussion**	**3**
Biological & Physical Sciences (One lab course required)		
Biological & Physical Sciences Elective (Lab course) (GenEd course list)		**4**
Biological & Physical Sciences Elective (GenEd course list)		**3/4**
Interdisciplinary & Emerging Issues		
Wellness Elective (GenEd course list)		**3**
Computer Literacy Elective (GenEd course list)		**3**
Other Requirements		
Electives		11
		60/61

Respiratory Therapy Program

A.A.S. Degree (Career)

Focuses on objective scientific data as well as theory to train students to solve complex problems in the clinical setting. Students receive specialized training in the following areas: diagnosis, treatment, management and preventative care of patients with cardiopulmonary disorders. The program includes coursework in the classroom as well as practical experiences in diverse clinical settings. A grade of "C" or better must be earned in all courses. Graduates will be qualified to take the entry level and advanced practitioner board examinations offered by the National Board for Respiratory Care.

Course		Credits
English		
EN 101	**English Composition**	**3**
Mathematics		
Mathematics Elective (GenEd course list)		**3**
Social & Behavioral Sciences		
PS 101	**General Psychology**	**3**
Arts & Humanities		
Arts Elective (GenEd course list) or		
Humanities Elective (GenEd course list)		**3**
Communications Elective (GenEd course list)		**3**
Biological & Physical Sciences		
BI 103	**Anatomy & Physiology**	**4**
BI 104	**Anatomy & Physiology**	**4**
BI 120	Microbiology for Allied Health	4
PE Elective		1
Other Requirements		
CIS 101	Introduction to Computers & Information Processing	3
RT 101	Fundamentals of Respiratory Therapy	3
RT 102	Respiratory Therapy Equipment Lab	1
RT 103	Gas Exchange Physiology	2
RT 104	Pharmacology	3
RT 105	Cardiopulmonary & Renal Anatomy & Physiology	3
RT 106	Clinical Practicum I	2
RT 107	Clinical Practicum II	2
RT 200	Respiratory Home Care	1
RT 201	Principles of Mechanical Ventilation	4
RT 202	Pediatric/Neonatal Respiratory Therapy	2
RT 203	Pulmonary Diagnostics	2
RT 204	Hemodynamic Monitoring	2
RT 205	Cardiac Diagnostics	2
RT 206	Pulmonary Rehabilitation	1
RT 207	Cardiopulmonary & Renal Pathophysiology	3
RT 208	Professional Seminar	2
RT 209	Clinical Practicum III	2
RT 210	Clinical Practicum IV	2
		70

Sociology

A.A. Degree (Transfer) **An Option of Arts & Sciences**

Designed to give students the opportunity to transfer to a four-year institution. Students acquire knowledge and skills necessary to work with people in a changing society.

Course		Credits
English		
EN 101	**English Composition**	**3**
Mathematics		
Mathematics Elective (GenEd course list)		**3/4**
Social & Behavioral Sciences		
SO 101	**Introduction to Sociology**	**3**
PS 101	**General Psychology**	**3**
AN 101	Introduction to Anthropology	3
EC 101	History of Economic Development or	
EC 201	Principles of Economics (Macro)	3
ED/PS 208	Human Growth & Development	3
HI 201	History of the United States or	
HI 202	History of the United States	3
PI 104	American Government: National or	
PI 105	American Government: State & Local or	
PI 202	Public Policy Today: Critical Social & Political Issues	3
SO 102	Social Problems	3
SO 202	Marriage and Family	3
SO 203	Social Survey Workshop	3
Arts & Humanities		
Arts Elective (GenEd course list)		**3**
Humanities Elective (GenEd course list)		**3**
EN 102	**English Composition & Literature**	**3**
Biological & Physical Sciences		
Biological & Physical Sciences Elective (Lab course) (GenEd course list)		**4**
Biological & Physical Sciences Elective (GenEd course list)		**3/4**
Interdisciplinary & Emerging Issues		
Wellness Elective (GenEd course list)		**3**
Computer Literacy Elective (GenEd course list) or Interdisciplinary Issues Elective (GenEd course list) or Multicultural Issues & Perspectives (GenEd course list)		**3**
Other Requirements		
Electives		3
		61/63

Surgical Technology Certificate

(Career)

This career certificate is CAAHEP accredited.

Provides students with a foundation in the principles and practices of asepsis, the principles of surgical patient care, surgical instrumentation and specialty equipment, surgical procedures, teamwork, and considerations of legal and ethical practice. The foundations of practice as a surgical technologist are applied through extensive preceptored clinical experience in area hospitals and surgery centers. This certificate incorporates the recommendations established in the Essentials and Guidelines for Accredited Educational Programs in Surgical Technology by the Commission on Accreditation of Allied Health Education Programs. Students who complete this program may apply to sit for the national certifying examination in surgical technology.

A grade of "C" or better in all coursework must be obtained. Enrollment is limited by the availability of clinical facilities. Admission to the program is competitive. Applications for admission should be completed by February 1. This includes applying for admission to the college through the Welcome & Registration Center, completing all placement tests through the testing center, and arranging for an interview with the surgical technology program manager.

Course		Credits
Biological & Physical Sciences		
BI 103	Anatomy & Physiology and	
BI 104	Anatomy & Physiology or	
BI 115	Fundamentals of Human Anatomy	5/8
Other Requirements		
CMSP 105	Group Discussion or	
CMSP 107	Career Communications	3
ST 100	Fundamentals of Surgical Technology I	6
ST 101	Introduction to Surgical Technology	6
ST 102	Fundamentals of Surgical Technology II	14
		34/37

Surgical Technology Program

A.A.S. Degree (Career)
Designed for students who wish to build on their certificate achievement by adding general education courses. This student may be planning to select a diversified role in the medical or business fields or may desire to transfer to a four-year program with a medical or business emphasis.

Course		Credits
English		
EN 101	**English Composition**	**3**
Mathematics		
Mathematics Elective (GenEd course list)		**3/4**
Social & Behavioral Sciences		
PS 101	**General Psychology or**	
SO 101	**Introduction to Sociology**	**3**
Arts & Humanities		
Arts Elective (GenEd course list) or		
Humanities Elective (GenEd course list)		**3**
CMSP 105	**Group Discussion or**	
CMSP 107	**Career Communications**	**3**
Biological & Physical Sciences		
BI 120	**Microbiology for Allied Health**	**4**
BI 103	Anatomy & Physiology and	
BI 104	Anatomy & Physiology	
or		
BI 115	Fundamentals of Human Anatomy	5/8
PE/Health Elective		1/3
Other Requirements		
Electives		6/9
	Select 6 elective credits with BI 103 & BI 104	
	Select 9 elective credits with BI 115.	
	For either option, three credits must be a	
	GenEd Elective (GenEd course list)	
CIS 101	Introduction to Computers & Information Processing	3
ST 100	Fundamentals of Surgical Technology I	6
ST 101	Introduction to Surgical Technology	6
ST 102	Fundamentals of Surgical Technology II	14
		63/66

Television Production Certificate

(Career)
Offers students interested in broadcast and non-broadcast television production an opportunity for hands-on learning experiences. An overview of the mass communications field is followed by studio and lab courses in the television studio, editing labs, the computer graphics lab and photography lab. Instructional emphasis is on designing and producing high-quality, contemporary work that effectively solves communications problems. College-level writing is expected.

Course		Credits
Arts & Humanities		
CMM 101	Introduction to Electronic Media	3
CMM 103	Introduction to Film	3
CMM 111	Communications Graphics I	3
CMM 152	Video Production	4
CMM 200	Darkroom Photography I or	
CMM 132	Digital Photography	3/4
CMM 252	Intermediate Video Production	4
		20/21

Complete Course List

American Sign Language (ITR)

ITR 100 - Finger Spelling 1.00
ITR 101 - Non-Verbal Communications 3.00
ITR 102 - American Sign Language I 3.00
ITR 103 - American Sign Language II (ASL II) 3.00
ITR 104 - Introduction to Interpreting 3.00
ITR 105 - Deaf Culture and History 3.00
ITR 106 - Introduction to the Deaf Community 3.00
ITR 202 - American Sign Language III (ASL III) 3.00
ITR 203 - American Sign Language IV 3.00
ITR 204 - Interpreting II 3.00
ITR 205 - Interpreting III 3.00

Anthropology (AN)

AN 101 - Introduction to Anthropology 3.00
AN 102 - Physical Anthropology/Archeology 3.00
AN 103 - Introduction to Archeology 3.00

Art (AR)

AR 100 - Introduction to the Creative Arts 3.00
AR 101 - Fundamental of Design I 3.00
AR 102 - Fundamentals of Design II 3.00
AR 103 - Survey of Non-Western Art 3.00
AR 104 - Survey of Art I 3.00
AR 105 - Survey of Art II 3.00
AR 106 - Drawing I 3.00
AR 107 - Drawing II 3.00
AR 108 - Painting I 3.00
AR 109 - Painting II 3.00
AR 110 - Printmaking 3.00
AR 111 - Pottery I 3.00
AR 112 - Pottery II 3.00
AR 203 - Sculpture 3.00
AR 204 - Illustration I 3.00
AR 205 - Illustration II 3.00
AR 206 - Introduction to Figure Study I 3.00
AR 207 - Introduction to Watercolor I 3.00
AR 208 - Portraiture 3.00
AR 210 - Watercolor II 3.00
AR 213 - Intermediate Sculpture 3.00
AR 220 - Printmaking II 3.00

Aviation Technology (AV)

AP 100 - Aircraft Physical Science 4.00
AP 101 - Introduction to Aviation Technology 3.00
AP 102 - Maintenance Publications & Regulations 2.00
AP 103 - Advanced Airframe Technology 3.00
AP 104 - Primary Airframe 1.00
AP 105 - Airframe Structures 3.00
AP 106 - Advanced Airframe 3.00
AP 107 - Aircraft Electrical Systems 4.00
AP 108 - Aircraft Utility Systems 2.00
AP 109 - Aircraft Systems and Components 4.00
AP 110 - Reciprocating Engine Theory and Maintenance 8.00
AP 111 - Reciprocating Engine Subsystems 2.00
AP 112 - Reciprocating Engine Aircraft Integration 3.00
AP 113 - Aircraft Gas Turbine Engines 4.00
AP 114 - Advanced Powerplant 3.00
APP 100 - Private Pilot Ground School 4.00

Biological Sciences (BI)

BI 55 - Preparation for Allied Health 0.00 (3.00)
BI 100 - Fundamental Concepts of Biology 4.00
BI 100H - Fundamental Concepts of Biology 4.00
BI 101 - General Biology I 4.00
BI 101H - General Biology I 4.00
BI 102 - General Biology II 4.00
BI 102H - General Biology II 4.00
BI 103 - Anatomy and Physiology 4.00
BI 104 - Anatomy and Physiology 4.00
BI 107 - Human Biology 4.00
BI 115 - Fundamentals of Human Anatomy 5.00
BI 117 - Study of the Human Body 3.00
BI 120 - Microbiology for Allied Health 4.00
BI 130 - Forensic Biology 4.00
BI 201 - General Ecology 4.00
BI 202 - Human Ecology 3.00
BI 202H - Human Ecology 3.00
BI 203 - Elements of Microbiology 4.00
BI 240 - Genetics 4.00

Bioscience Lab Technician (BLT)

BLT 109 - Introduction to Biotechnology 2.00
BLT 110 - Professional Practicum II 2.00
BLT 111 - Basic Laboratory Techniques 3.00
BLT 211 - Molecular Biology Techniques 4.00

Business Studies (BU)

BU 100 - Business Accounting 3.00
BU 101 - Principles of Accounting I 3.00
BU 102 - Principles of Accounting II 3.00
BU 103 - Introduction to Business 3.00
BU 107 - Business Mathematics 3.00
BU 108 - Salesmanship 3.00
BU 109 - Entrepreneurship & Small Business Enterprise 3.00
BU 110 - Personal Financial Management 3.00
BU 116 - Business Practice Firm 3.00
BU 117 - Payroll Accounting 3.00
BU 201 - Intermediate Accounting III 4.00
BU 202 - Intermediate Accounting IV 4.00
BU 203 - Managerial Cost Accounting 3.00
BU 205 - Federal Income Tax Accounting 3.00
BU 206 - Federal Taxation: Corporations and Partnerships 3.00
BU 207 - Cost Accounting I 3.00
BU 211 - Business Law I 3.00
BU 212 - Business Law II 3.00
BU 213 - Principles of Finance 3.00
BU 214 - Auditing 3.00
BU 219 - Leadership Education & Development (L.E.A.D.); First Time Supervisors 3.00
BU 220 - Accounting Information Systems 3.00
BU 220H - Honors Accounting Information Systems 3.00
BU 221 - Public Relations 3.00
BU 223 - Human Resource Management 3.00
BU 225 - Marketing 3.00
BU 226 - Sales Management 3.00
BU 227 - Principles of Management 3.00
BU 228 - Retail Management 3.00
BU 230 - Advertising and Sales Promotion 3.00
BU 231 - Advanced Accounting 4.00
BU 233 - Applied Accounting 3.00
BU 235 - Marketing Management 3.00
BU 240 - Real Estate Finance 3.00
BU 250 - Principles of Bank Operations 3.00
BU 251 - Introduction to International Business 3.00
BU 252 - Introduction to International Finance 3.00
BU 253 - International Business Law 3.00
BU 260 - Bank Investment 3.00
BU 265 - Home Mortgage Lending 3.00
BU 270 - Installment Credit 3.00
BU 272 - Supervisory Management 3.00
BU 273 - Business Communications 3.00
BU 274 - Customer Relations 3.00
BU 275 - Fundamentals of Leadership 3.00
BU 280 - Global Workplace Basics 3.00

Chemistry (CH)

CH 100 - Chemistry and Society 4.00
CH 100H - Honors Chemistry and Society 4.00
CH 101 - General Chemistry 4.00
CH 102 - General Chemistry 4.00
CH 105 - Essentials of Organic Chemistry 4.00
CH 201 - Organic Chemistry 4.00
CH 202 - Organic Chemistry 4.00

Communications Speech (CMSP)

CMSP 103 - Speech Fundamentals 3.00
CMSP 103H - Speech Fundamentals 3.00
CMSP 105 - Group Discussion 3.00
CMSP 105H - Group Discussion 3.00
CMSP 107 - Career Communication 3.00
CMSP 213 - Oral Interpretation 3.00

Communications Visual (CMM)

CMM 101 - Introduction to Electronic Media 3.00
CMM 103 - Introduction to Film 3.00
CMM 110 - Introduction to Macintosh 1.00
CMM 111 - Communications Graphics I 3.00
CMM 112 - Communications Graphics II 3.00
CMM 113 - Publications Design 4.00
CMM 114 - Web Design I 4.00
CMM 130 - Basic Photographic Skills 3.00
CMM 131 - Darkroom Photography I 4.00
CMM 132 - Digital Photography I 3.00
CMM 152 - Video Production 4.00
CMM 212 - Communications Graphics III 3.00
CMM 214 - Web Design II 4.00
CMM 231 - Darkroom Photography II 4.00
CMM 232 - Digital Photography II 3.00
CMM 233 - Color Photography 4.00
CMM 235 - Applied Photography 3.00
CMM 240 - Introductory Photojournalism 3.00
CMM 252 - Intermediate Video Production 4.00

Computer & Information Sciences (CIS)

CIS 101 - Introduction to Computers and Information Processing 3.00
CIS 101H - Honors Introduction to Computers and Information Processing 3.00
CIS 106 - Intro. to Object Design & Programming 3.00
CIS 108 - Introduction to Programming and Programming Logic 3.00
CIS 111 - Microcomputer Software Applications 3.00
CIS 111B - Microcomputer Software Applications: Database 3.00
CIS 111C - Microcomputer Software Applications: Computerized Accounting 3.00
CIS 111D - Microcomputer Software Applications: Word Processing 2.00
CIS 111E - Microcomputer Software Applications: Spreadsheets 3.00
CIS 111G - Microcomputer Software Applications: Advanced Wordprocessing/Desktop Publishing 3.00
CIS 111H - Advanced Spreadsheets & Presentation Graphics 3.00
CIS 111I - Advanced Spreadsheets and Presentation Graphics 3.00
CIS 111J - Microcomputer Software Applications: Web Page Development (Dreamweaver) 3.00
CIS 111L - Microcomputer Software Applications: Open Operating Systems (Linux/Unix) 3.00
CIS 111M - Personal Computer Operating Systems Concepts 3.00
CIS 111N - Linux Systems Administration 3.00
CIS 121 - Visual Basic Programming Language 3.00
CIS 130 - Introduction to Program Design in C 3.00
CIS 140 - Introduction to Object-Oriented Programming in Java 3.00
CIS 158A - Intro. to Personal Computer Hardware 1.00
CIS 158B - Personal Computer Repair and Troubleshooting 3.00
CIS 158C - Personal Computer Operating Systems 3.00
CIS 180 - Windows 2000 Networking Fundamentals (MCSE) 3.00
CIS 181 - Microsoft Windows 2000 Network & Operating Systems Essentials (MCSE) 2.00
CIS 182 - Implementing Microsoft Windows 2000 Professional & Server (MCSE) 3.00
CIS 183 - Implementing a Microsoft Windows 2000 Network Infrastructure (MCSE) 3.00
CIS 184 - Implementing & Administering Microsoft Windows 2000 Directory Services (MCSE) 3.00
CIS 185 - Designing a Microsoft Windows2000 Directory Services Infrastructure (MCSE) 2.00
CIS 186 - Designing a Microsoft Windows 2000 Migration Strategy (MCSE) 1.00
CIS 187 - Designing a Microsoft Win2000 Networking Services Infrastructure (MCSE) 2.00
CIS 188 - Updating Support Skills from MS WindowsNT 4.0 to Windows2000 3.00
CIS 189 - Managing a Microsoft Windows 2000 Network Environment 3.00
CIS 190 - Cisco Networking Fundamentals: Internetworking 1 5.00

CIS 191 - Cisco Networking Router Technologies: Internetworking 2 5.00
CIS 192 - Cisco Advanced Routing and Switching Technologies: Internetworking 3 5.00
CIS 193 - Cisco Project-Based Learning: Internetworking 4 5.00
CIS 194 - Cisco Advanced Routing: Internetworking 5 5.00
CIS 195 - Cisco Remote Access: Internetworking 6 5.00
CIS 196 - Cisco Multi-Layer Switching: Internetworking 7 5.00
CIS 197 - Cisco Internetwork Troubleshooting: Internetworking 8 5.00
CIS 198 - Fundamentals of UNIX 5.00
CIS 199 - Fundamentals of Web Design 5.00
CIS 200 - Help Desk: Software Technician 3.00
CIS 201 - Computer Science I 3.00
CIS 202 - Computer Science II 3.00
CIS 203 - Systems Analysis & Design 3.00
CIS 204 - Computer & Information Sciences Project 3.00
CIS 206 - C Programming 3.00
CIS 208 - C++ Programming 3.00
CIS 210 - LAN Design and Management 3.00
CIS 211 - Local Area Networking (A,B,..) 3.00
CIS 211A - Local Area Networking: Advanced Network Administration, Service & Support 3.00
CIS 211B - Local Area Networking: Networking Technologies, Installation & Configuration 3.00
CIS 211E - LAN: Enterprise Networking 3.00
CIS 212 - Personal Computer Repair & Diagnostics 3.00
CIS 217 - Computer Network Security 3.00
CIS 230 - Database Management Systems 3.00
CIS 233 - Advanced Visual Basic Programming Language 3.00
CIS 235 - PERL Programming 3.00
CIS 240 - Algorithm Development & Computer Programming with Pascal 3.00
CIS 241 - Introduction to Data Communications and Networking 3.00
CIS 242 - Data Structures 3.00
CIS 250 - Microprocessor Assembly Language 3.00
CIS 260 - Networking Essential 1.00
CIS 261 - Administering Windows NT 2.00
CIS 262 - Supporting Microsoft Windows NT 4.0 Core Technologies 3.00
CIS 263 - Internetworking Microsoft TCP/IP on Microsoft Windows NT 4.0 3.00
CIS 264 - Supporting Microsoft Windows NT Server 4.0 Enterprise Technologies 2.00
CIS 265 - Creating and Managing a Web Server 1.00

Computer Office Systems Management (COS)

COS 103 - Introductory Keyboarding 3.00
COS 107 - Word Processing 3.00
COS 109 - Word Processing II 3.00
COS 114 - Business Software Applications 3.00
COS 116A - Electronic Communications 1.00
COS 116B - Office Applications: Internet Home Page 1.00
COS 116C - Office Applications: Presentation Graphics 1.00
COS 116D - Office Applications: Windows 1.00
COS 116E - Office Applications: Keyboarding 1.00
COS 116F - Introduction to the Internet: Searching and Researching Information 1.00
COS 116G - Introduction to Networking 1.00
COS 116J - Office Applications: Introduction to Personal Accounting Software 1.00
COS 116K - Basic Project Management 1.00
COS 116L - Office Applications: Integration 1.00
COS 116M - Office Applications: Introduction to Web Page Creation and Management Software (FrontPage) 1.00
COS 116N - Introduction to Publication Software (Publisher) 1.00
COS 116P - Photoshop 1.00
COS 120 - Business English 3.00
COS 204 - Office Procedures I 3.00
COS 208 - Executive Keyboarding 3.00
COS 209 - Medical Terminology 3.00
COS 209A - Introduction to Medical Terminology 1.00
COS 209B - Medical Terminology of the Human Body 1.00
COS 209C - Medical Terminology of Disease/Diagnosis 1.00
COS 210 - Medical Transcription 3.00
COS 212 - Introduction to Medical Office Systems 3.00

Construction Management (CON)

CON 101 - Intro. to Construction Management 3.00
CON 110 - Construction Materials 3.00
CON 120 - Construction Methods 3.00
CON 131 - Construction Law 3.00
CON 201 - Project Management 3.00
CON 229 - Construction Cost Estimating I 3.00
CON 230 - Construction Cost Estimating II 3.00
CON 240 - Construction Management & Finance 3.00

Cooperative Education (CE)

CE 101 - Cooperative Education I 1.00
CE 102 - Cooperative Education II 2.00
CE 103 - Cooperative Education III 3.00
CE 106 - Cooperative Education/London Work Experience 6.00

Criminal Justice (CJ)

CJ 101 - Introduction to Criminal Justice 3.00
CJ 106 - Police - Community Relations 3.00
CJ 110 - Criminal Law 3.00
CJ 203 - Juvenile Delinquency 3.00
CJ 204 - Police Operational Services 3.00
CJ 207 - Industrial and Commercial Security 3.00
CJ 212 - Criminalistics 4.00
CJ 214 - The Correctional Process 3.00
CJ 220 - Criminal Evidence & Procedure 3.00
CJ 221 - Police Defense Tactics 5.00
CJ 222 - Police Arsenal and Weapons 5.00
CJ 250 - Directed Studies 3.00

Drama (DR)

DR 101 - Introduction to Theater 3.00
DR 102 - Introduction to Acting 3.00
DR 121 - Stagecraft 3.00
DR 201 - Modern Drama 3.00
DR 203 - Fundamentals of Directing 3.00
DR 204 - Production Survey 1.00
DR 205 - Acting Survey 1.00
DR 206 - Advanced Acting 3.00
DR 212 - Summer Theater Internship 3.00
DR 214 - Readers' Theater 3.00

Driver Education Instructor Certification (DR)

DE 101 - Driving Task Analysis 3.00
DE 102 - Developing Novice Driver Skills 3.00
DE 103 - Developing Driver Education Classroom Knowledge 3.00

Early Childhood Education (ECD)

ECD 101 - Intro. to Early Childhood Education 3.00
ECD 104 - Activities I for Children 3.00
ECD 105 - Activities II for Children 3.00
ECD 106 - Infants & Toddlers Development and Care 3.00
ECD 107 - Child Health, Safety and Nutrition 3.00
ECD 108 - Activities for the School-Age Child 3.00
ECD 210 - Directed Practicum 3.00
ECD 212 - Administration of Child Development Centers 3.00
ECD 213 - Understanding & Guiding the Young Child's Behavior 3.00
ECD 230 - Language & Literacy Development in Early Childhood 3.00

Economics (EC)

EC 101 - History of Economic Development 3.00
EC 103 - Contemporary Economic Problems 3.00
EC 201 - Principles of Economics 3.00
EC 201H - Principles of Economics 3.00
EC 202 - Principles of Economics 3.00
EC 202H - Principles of Economics 3.00
EC 210 - Money and Banking 3.00

Education (ED)

ED 100 - Child Development & Behavior 3.00
ED 102 - Schools and Society 3.00
ED 202 - Educational Psychology 3.00
ED 203 - Foundations of Special Education 3.00
ED 214 - Processes and Acquisition of Reading 3.00
ED 215 - Instruction of Reading 3.00
ED 216 - Materials for Teaching Reading 3.00
ED 217 - Assessment for Reading Instruction 3.00
ED 218 - Teaching Reading in Content Areas, Part I 3.00
ED 219 - Teaching Reading in Content Areas, Part II 3.00
ED 220 - Fieldwork: Observation & Practice in the Schools 1.00
ED/PS 208 - Human Growth and Development 3.00

Electronics (EL)

EL 100 - The Science of Electronics 3.00
EL 103 - D.C. Circuit Analysis 4.00
EL 104 - A.C. Circuit Analysis 4.00
EL 108 - Transistor Circuit Analysis 4.00
EL 203 - Linear Integrated Circuits 4.00
EL 204 - Communications Systems 4.00
EL 207 - Digital Circuits I 3.00
EL 208 - Digital Circuits II 3.00
EL 209 - Industrial Electronics 3.00
EL 212 - Microprocessors 3.00
EL 215 - Computer Architecture 3.00
EL 217 - Computer Circuits & Signals 4.00
EL 220 - Digital Electronics 3.00
EL 225 - General Radiotelephone Theory 3.00
EL 227 - Solid-State Electronic Devices 3.00
EL 230 - Microelectronic Processing 3.00

Emergency Medical Services (EMS)

EMS 100 - Medical Terminology for EMS 1.00
EMS 101 - Medical Calculations for Pre-hospital Care 1.00
EMS 105 - Emergency Medical Technician-Basic 7.00
EMS 106 - Field Work in EMS 4.00
EMS 120 - Pharmacology for EMS 3.00
EMS 200 - Intro. to Pre-hospital Environment 2.00
EMS 201 - Medical Emergencies 8.00
EMS 202 - Paramedic Practicum I 4.00
EMS 203 - Traumatic Emergencies 3.00
EMS 206 - Paramedic Practicum II 4.00
EMS 207 - Preparation for Paramedic Certification 1.00
EMS 208 - Pathophysiology for EMS 3.00
EMS 209 - Behavioral & Developmental Emergencies 3.00

Engineering & Drafting (EG)

EG 105 - Engineering Graphics 3.00
EG 106 - Electrical & Electronic Drafting 3.00
EG 107 - Elementary Surveying I 4.00
EG 108 - Elementary Surveying II 4.00
EG 110 - Engineering Statics 3.00
EG 111 - Elementary Structures 3.00
EG 115 - Materials and Methods 3.00
EG 116 - Development of Specifications and Standards 3.00
EG 120 - Architectural Blueprint Reading/Residential 3.00
EG 121 - Architectural Blueprint Reading/Commercial 3.00
EG 130 - Introduction to Drafting 3.00
EG 131A - Residential Drafting 3.00
EG 131B - Commercial Drafting 3.00
EG 132 - Advanced Drafting for Planned Community 5.00
EG 133 - Manufacturing Processes, Costs and Joining Techniques 3.00
EG 134 - Site Planning and Landscape Architecture 4.00
EG 204 - Subdivision Design 3.00
EG 205 - Legal Aspects of Surveying 3.00
EG 210 - Mechanics of Materials 3.00
EG 211 - Engineering Dynamics 3.00
EG 217 - Introductory Robotics 3.00
EG 221 - Introductory Metallurgy 3.00
EG 230 - Computer-Aided Design and Drafting 5.00
EG 231 - Advanced Architectural Pictorial Drafting with CADD 4.00
EG 232 - Architectural 3D Computer-Aided Design and Drafting 4.00
EG 233 - Advanced Engineering Drafting 5.00
EG 234 - Advanced Engineering Pictorial Drafting with CADD 4.00
EG 235 - Engineering 3D Computer-Aided Design 4.00
EG 236 - Drafting for Mechanical Systems 4.00
EG 237 - Drafting Cooperative Education 10.00

English & Literature (EN)

EN 49 - Oral English Improvement * 0.00 (3.00)
EN 50 - Writing Skills I * 0.00 (4.00)
EN 50A - Writing Skills II * 0.00 (4.00)
EN 51 - Effective College Reading I * 0.00 (4.00)
EN 52 - Effective College Reading II * 0.00 (4.00)
EN 53 - Spelling Improvement * 0.00 (3.00)
EN 54 - Vocabulary Improvement * 0.00 (3.00)
EN 55 - Memory Development * 0.00 (2.00)
EN 56 - College Reading & Writing * 0.00 (8.00)
EN 101 - English Composition 3.00
EN 101H - English Composition 3.00
EN 101S - English Composition with Supplementary Instruction 3.00 (5.00)
EN 102 - English Composition and Literature 3.00
EN 102H - English Composition and Literature 3.00
EN 103 - The Research Paper 1.00
EN 104 - Workshop in Writing (A,B,C..) 3.00
EN 115 - Technical Writing 3.00
EN 117 - Fast Reading 2.00
EN 118 - College Level Vocabulary I 1.00
EN 119 - College Level Vocabulary II 1.00
EN 201 - British Literature 3.00
EN 202 - British Literature 3.00
EN 203 - American Literature 3.00
EN 203H - American Literature 3.00
EN 204 - American Literature 3.00
EN 204H - American Literature 3.00
EN 205 - World Literature 3.00
EN 206 - World Literature 3.00
EN 208 - Images of Women in Literature 3.00
EN 208H - Images of Women in Literature 3.00
EN 210 - Creative Writing I (A,B, etc) 3.00
EN 211 - Creative Writing II (A,B, etc) 3.00
EN 212 - Journalism I 3.00
EN 213 - Journalism II 3.00
EN 214 - The Poem 3.00
EN 215 - The Novel 3.00
EN 216 - The Short Story 3.00
EN 217 - Advanced Composition 3.00
EN 218 - Journalism Practicum 1.00
EN 220 - Black Literary Tradition 3.00
EN 221 - Shakespeare & His Contemporaries 3.00
EN 221H - Shakespeare & His Contemporaries 3.00
EN 222 - Creative Writing Workshop (A,B,C..) 3.00
EN 223 - Classical Mythology 3.00
EN 224 - Special Topics in Literature (A,B, etc.) 3.00
EN 224I - Charles Dickens: Mirror of Victorian England 3.00
EN 224J - Mystery Fiction 3.00
EN 224K - Literature of the Former Soviet Bloc: From Solidarity to Perestroika 3.00
EN 224MH - Honors Special Topics in Literature: Women's Journal Writing as Literary History 3.00
EN 224NH - Honors Special Topics in Literature: Writers' Journals 3.00
EN 225 - The Bible as Literature 3.00
EN 226 - Film as Literature 3.00
EN 227 - Literature: Multicultural Perspectives 3.00
EN 227H - Honors Literature: Multicultural Perspectives 3.00

English as a Second Language (ESL)

ESL 93 - American English Pronunciation 0.00 (3.00)
ESL 95 - English Grammar II for ESL 0.00 (3.00)
ESL 96 - Beginning Reading & Writing for ESL 0.00 (5.00)
ESL 97 - Low-Intermediate Reading & Writing for ESL 0.00 (5.00)
ESL 98 - High-Intermediate Reading & Writing for ESL (A) 0.00 (5.00)
ESL 99 - Advanced Reading & Writing for ESL 0.00 (5.00)

Federal Emergency Management (FEM)

FEM 101 - Refresher Course for Radiological Monitor: IS330 1.00
FEM 102 - Radiological Emergency Response: IS301 1.00
FEM 103 - An Orientation to Community Disaster Exercises: IS120 1.00
FEM 104 - Building for Earthquakes of Tomorrow: Complying w/Executive Order 12699: IS8 1.00
FEM 105 - Engineering Principles and Practices/Retrofitting Flood-Prone Structures: IS279 1.00
FEM 106 - Role of the EOC/Community Preparedness Response and Recovery: IS275 1.00
FEM 107 - Orientation to Hazardous Materials for Medical Personnel: IS346 1.00
FEM 108 - A Citizen's Guide to Disaster Assistance: IS7 1.00
FEM 109 - Animals in Disaster; Module A, Awareness and Preparedness: IS010 1.00
FEM 110 - Animals in Disaster; Module B, Community Planning: IS011 1.00
FEM 111 - Introduction to Mitigation: IS393 1.00
FEM 112 - Basic Incident Command System: IS195 1.00
FEM 113 - Emergency Program Manager: IS1 1.00
FEM 114 - Emergency Preparedness USA: IS2 1.00
FEM 115 - Radiological Emergency Management: IS3 1.00
FEM 116 - Hazardous Materials, A Citizen's Orientation: IS5 1.00
FEM 118 - Managing Floodplain Development Through the National Flood Insurance Program: IS9 2.00
FEM 119 - The Role of Volunteer Agencies in Emergency Management: IS288 1.00
FEM 120 - Property Acquisition for Local Communities: IS12 1.00
FEM 121 - Emergency Response to Terrorism, FEMA/USFA/NFA-ERT: SS534 1.00
FEM 122 - Community Hurricane Preparedness (Version 1.0): IS324 1.00
FEM 123 - The Professional in Emergency Management: IS513 1.00
FEM 124 - Mitigation for Homeowners: IS394 1.00
FEM 125 - Special Considerations for FEMA Public Assistance Projects: IS600 1.00
FEM 126 - Introduction to the Public Assistance Process: IS630 1.00
FEM 127 - Anticipating Hazardous Weather and Community Risks: IS271 1.00
FEM 128 - Disaster Management: IS208 1.00
FEM 129 - Special Events Contingency Planning for Public Safety Agencies: IS15 1.00
FEM 130 - Introduction to Residential Coastal Construction: IS386 1.00
FEM 131 - Principles of Emergency Management: IS230 1.00
FEM 132 - Leadership and Influence: IS240 1.00
FEM 133 - Decision Making & Problem Solving: IS241 1.00
FEM 134 - Effective Communication: IS242 1.00
FEM 135 - Developing & Managing Volunteers for Emergency Management Programs: IS244 1.00
FEM 136 - Debris Operations: IS632 1.00
FEM 137 - Public Assistance Operations I: IS631 1.00
FEM 138 - Livestock in Disasters: IS111 1.00
FEM 139 - Disaster Basics: IS 292 1.00
FEM 140 - Emergency Planning: IS235 1.00
FEM 141 - Exercise Design: IS139 1.00

Forensic Science (FOS)

FOS 101 - Introduction to Forensic Science 3.00

Geography (GG)

GG 101 - Elements of Geography 3.00
GG 102 - Cultural Geography 3.00
GG 102H - Cultural Geography 3.00
GG 104 - Economic Geography 3.00

Health Education (HE)

HE 100 - Elements of Nutrition 3.00
HE 101 - Survey of Pharmacology 3.00
HE 200 - Principles and Application of Nutrition 3.00
HE 201 - Stress Management 3.00
HE 204 - Health Education 3.00
HE 204H - Health Education 3.00

History (HI)

HI 101 - History of Western Civilization 3.00
HI 102 - History of Western Civilization 3.00
HI 103 - History of Maryland 3.00
HI 201 - History of the United States 3.00
HI 201H - History of the United States 3.00
HI 202 - History of the United States 3.00
HI 202H - History of the United States 3.00
HI 203 - History of the African American 3.00
HI 204 - Twentieth Century History 3.00
HI 205 - Contemporary Latin America 3.00
HI 206 - Diplomatic History of the United States 3.00
HI 212 - Civil War 3.00
HI 213 - History of the South 3.00
HI 214 - The Civil Rights Movement 3.00

Hospitality (HOS)

HOS 102 - Dining Room Management 2.00
HOS 103 - Beverage Management 2.00
HOS 110 - Intro. to Hospitality Management 3.00
HOS 111 - Culinary Fundamentals 2.00
HOS 112 - Food Preparation I 3.00
HOS 113 - Food Preparation II 3.00
HOS 114 - Baking 3.00
HOS 115 - Garde Manger 3.00
HOS 121 - Sanitation Certification 1.00
HOS 122 - Labor Cost Control and Analysis 2.00
HOS 123 - Food Service Purchasing & Cost Control 3.00
HOS 221 - Front Office Procedures 3.00
HOS 222 - Housekeeping Management 3.00
HOS 223 - Hotel Facilities Management 3.00
HOS 224 - Hotel Sales and Marketing 3.00

Human Services (HS)

HS 101 - Introduction to Human Services 3.00
HS 102 - Human Relations 3.00
HS 203 - Intro. to Counseling and Interviewing 3.00
HS 204 - Ethics & Practice Issues in the Human Services 1.00
HS 205 - Fundamentals of Addictions 3.00
HS 206 - Pharmacology of Psychoactive Drugs 3.00
HS 207 - Theory & Practice of Group Counseling 3.00

Humanities (HU)

HU 201 - Humanities I: Culture/Human Experience (To the Renaissance) 3.00
HU 202 - Humanities II: Culture/Human Experience (Renaissance to the Present) 3.00
HU 203 - Special Topics in the Humanities 3.00
HU 203A - Civilization and Culture: Japan 3.00
HU 203B - Civilization and Culture: Britain 3.00

Independent Study - Honors (IS)

IS 91H - Elementary Principles and Techniques of Tutoring in Biology 1.00
IS 251H - Elementary Principles and Techniques of Tutoring English 1.00

Interdisciplinary Studies (ID)

ID 102 - Environmental Action 3.00
ID 103 - Evolution & Human Behavior 3.00
ID 104H - The Individual and Society: Liberty & Freedom 3.00
ID 109H - Culture and Conflict 3.00
ID 110H - Honors Media and Human Values 3.00
ID 111H - Science, Literature, Technology: Bridges and Bonds 3.00
ID 113 - Introduction to Leadership 3.00
ID 208 - Politics and the Novel 3.00
ID 209 - Ethnic Diversity 3.00
ID 214 - Issues of the Aging and Aged 3.00
ID 220 - World War II Through Film 3.00
ID 222 - The Sixties 3.00

Languages (LF, LG, LI, LL, LS)

LF 101 - Introductory French I 3.00
LF 102 - Introductory French II 3.00
LF 201 - Intermediate French I 3.00
LF 202 - Intermediate French II 3.00
LF 224 - Readings in French Literature 3.00
LG 101 - Introductory German I 3.00
LG 102 - Introductory German II 3.00
LG 201 - Intermediate German I 3.00
LG 202 - Intermediate German II 3.00
LI 101 - Introductory Italian I 3.00
LI 102 - Introductory Italian II 3.00
LI 201 - Intermediate Italian I 3.00
LI 202 - Intermediate Italian II 3.00
LL 101 - Introductory Latin I 3.00

LL 102 - Introductory Latin II 3.00
LL 201 - Intermediate Latin I 3.00
LL 202 - Intermediate Latin II 3.00
LS 101 - Introductory Spanish I 3.00
LS 102 - Introductory Spanish II 3.00
LS 201 - Intermediate Spanish I 3.00
LS 202 - Intermediate Spanish II 3.00

Legal Assistant (Paralegal) (LA)

LA 100 - Introduction to Law 3.00
LA 101 - Intro. to Law for the Legal Assistant I 3.00
LA 102 - Intro. to Law for the Legal Assistant II 3.00
LA 103 - Ethics for the Legal Professional 3.00
LA 104 - Contracts 3.00
LA 105 - Torts 3.00
LA 106 - Law & Technology 3.00
LA 120 - Legal Writing and Documents 3.00
LA 130 - General Law for the Legal Assistant 3.00
LA 210 - Estates and Probate 3.00
LA 220 - Evidence and Procedure (Civil) 3.00
LA 230 - Law of the Real Estate Business 3.00
LA 240 - Family Law 3.00

Massage Therapy (MT)

MT 200 - Massage Therapy Practicum 20.00

Mathematics (MA)

MA 1 - Learning to Learn Math 0.00 (2.00)
MA 2 - Building Math Confidence 0.00 (1.00)
MA 90 - Pre-Algebra 0.00 (3.00)
MA 91 - Elementary Algebra 0.00 (3.00)
MA 92 - Intermediate Algebra 0.00 (3.00)
MA 103 - Foundations of Mathematics 3.00
MA 105 - Fundamental Concepts of Mathematics 4.00
MA 106 - Fundamental Concepts of Mathematics II 4.00
MA 109H - Foundations of Geometry 3.00
MA 111 - Algebra and Trigonometry 4.00
MA 115 - Mathematics of Finance 3.00
MA 201 - Applied Calculus 3.00
MA 202 - Introduction to Discrete Mathematics 3.00
MA 206 - Elementary Statistics 3.00
MA 206H - Elementary Statistics 3.00
MA 207 - Elementary Statistics with Probability 4.00
MA 210 - Calculus I 4.00
MA 211 - Calculus II 4.00
MA 212 - Calculus III 4.00
MA 213 - Differential Equations 3.00
MA 218 - Linear Algebra 3.00

Music (MU)

MU 101 - Intro. to Music History & Appreciation 3.00
MU 101H - Intro. to Music History & Appreciation 3.00
MU 103 - Fundamentals of Music 3.00
MU 104 - Music Listening and Literature I 3.00
MU 105 - Music Listening and Literature II 3.00
MU 106 - Aural and Keyboard Skills I 1.00
MU 107 - Aural and Keyboard Skills II 1.00
MU 111 - Music Theory I 3.00
MU 112 - Music Theory II 3.00
MU 117 - Choral Ensemble I 2.00
MU 118 - Choral Ensemble I 2.00
MU 119 - Jazz Ensemble I 2.00
MU 120 - Jazz Ensemble I 2.00
MU 121 - Orchestral Ensemble I 2.00
MU 122 - Orchestral Ensemble I 2.00
MU 123 - Wind Ensemble I 2.00
MU 124 - Wind Ensemble I 2.00
MU 141 - Class Voice I 1.00
MU 142 - Class Voice II 1.00
MU 151 - Class Piano I 1.00
MU 152 - Class Piano II 1.00
MU 171 - Class Strings I 1.00
MU 206 - Aural and Keyboarding Skills III 1.00
MU 207 - Aural and Keyboard Skills IV 1.00
MU 211 - Music Theory III 3.00
MU 212 - Music Theory IV 3.00
MU 217 - Choral Ensemble II 2.00
MU 218 - Choral Ensemble II 2.00
MU 219 - Jazz Ensemble II 2.00
MU 220 - Jazz Ensemble II 2.00
MU 221 - Orchestral Ensemble II 2.00
MU 222 - Orchestral Ensemble II 2.00
MU 223 - Wind Ensemble II 2.00
MU 224 - Wind Ensemble II 2.00
MU 251 - Class Piano III 1.00
MU 252 - Class Piano IV 1.00

Nursing (NU)

NU 50 - Preparation for Nursing 1.00
NU 51 - Transition to Registered Nursing 2.00
NU 52 - Reproductive Health Nursing (Transition to RN) 1.00
NU 54 - Transition to Register Nursing 3.00
NU 101 - Introduction to Clinical Nursing 6.00
NU 210 - Reproductive Health Nursing 3.00
NU 211 - Medical-Surgical Nursing I 7.00
NU 212 - Medical-Surgical Nursing II 4.00
NU 213 - Medical-Surgical Nursing III 4.00
NU 214 - Psychiatric/Mental Health Nursing 4.00
NU 215 - Nursing Care of Children 3.00
NU 216 - Preparation for Practice 2.00

Park Management (PM)

PM 101 - Introduction to Parks and Recreation 3.00
PM 200 - Guided Study in Parks & Recreation 1.00-6.00
PM 204 - Park Planning and Design 3.00
PM 205 - Resource Protection and Safety 3.00
PM 207 - Park and Recreation Administration & Management 3.00
PM 212 - Introduction to Forestry 3.00

Philosophy (PH)

PH 101 - Introduction to Philosophy 3.00
PH 204 - World Religions 3.00
PH 205 - Ethics 3.00
PH 206 - Logic 3.00
PH 207 - Biomedical Ethics 3.00
PH 208 - Business Ethics 3.00
PH 209 - Environmental Ethics 3.00

Physical Education (PE)

PE 100 - Series Physical Education 1.00
PE 108 - Body Mechanics 1.00
PE 126 - Fitness/Conditioning 1.00
PE 131 - Aerobics 1.00
PE 153 - Introduction to Physical Education 3.00
PE 154 - Fitness for Living 3.00
PE 160 - Elementary Fencing 1.00
PE 161 - Psychology of Sport 3.00
PE 165 - Volleyball 1.00
PE 166 - Weight Training 1.00
PE 173 - Backpacking 1.00
PE 174 - Basic Canoeing 1.00
PE 175 - Mountaineering I 1.00
PE 177 - Karate I 1.00
PE 178 - Karate II 1.00
PE 179 - Tennis I 1.00
PE 180 - Tennis II 1.00
PE 181 - Golf I 1.00
PE 182 - Golf II 1.00
PE 183 - Beginning Snow Skiing 1.00
PE 184 - Intermediate Snow Skiing 1.00
PE 185- Advanced Snow Skiing 1.00
PE 186 - Volleyball II 1.00
PE 187 - Social Dance 1.00
PE 188 - Yoga 3.00
PE 236 - Coaching Principles 3.00
PE 240 - Methods of Golf 1.00
PE 241 - Methods of Fitness and Conditioning 1.00
PE 242 - Methods of Aerobics 1.00
PE 243 - Methods of Beginning Swimming 1.00
PE 246 - Methods of Elementary Fencing 1.00
PE 247 - Methods of Weight Training 1.00

Physical Science (PC)

PC 103 - Elements of Physical Science 3.00
PC 103H - Elements of Physical Science 3.00
PC 105 - Introduction to the Science of Weather 3.00
PC 107 - Introductory Astronomy 4.00
PC 107H - Introductory Astronomy 4.00
PC 108 - Historical Geology 4.00
PC 109 - Physical Geology 4.00
PC 109H - Physical Geology 4.00
PC 110 - Contemporary Energy Issues 3.00
PC 114 - Contemporary Physical Science 4.00
PC 115 - Introduction to Geoscience 4.00
PC/BI 112 - Intro. to Environmental Science 3.00

Physics (PY)

PY 101 - Survey of Physics 3.00
PY 201 - Fundamentals of Physics 4.00
PY 202 - Fundamentals of Physics 4.00
PY 203 - Introductory Physics I 5.00
PY 204 - Introductory Physics II 5.00
PY 205 - Modern Physics 5.00

Political Science (PI)

PI 104 - American Government: National 3.00
PI 104H - American Government: National 3.00
PI 105 - American Government: State and Local 3.00
PI 201 - Comparative Government 3.00
PI 202 - Public Policy Today: Critical Social and Political Issues 3.00
PI 206 - Civil Liberties 3.00
PI 220 - Africa Today 3.00

Practical Nursing (PN)

PN 112 - Nursing Throughout Developmental Stages 8.00
PN 113 - Issues in Practical Nursing 1.00

Psychology (PS)

PS 101 - General Psychology 3.00
PS 101H - General Psychology 3.00
PS 104 - Issues of Drug/Alcohol Use 3.00
PS 202 - Social Psychology 3.00
PS 204 - Psychology of Adolescence 3.00
PS 205 - Psychology of Aging 3.00
PS 206 - Abnormal Psychology 3.00
PS 206H - Abnormal Psychology 3.00
PS 207 - Death and Dying 3.00
PS 209 - Women's Studies: Multicultural Perspective on the Psychology & Sociology of Women 3.00

Respiratory Therapy (RT)

RT 101 - Fundamentals of Respiratory Therapy 3.00
RT 102 - Respiratory Therapy Equipment 1.00
RT 103 - Gas Exchange Physiology 2.00
RT 104 - Pharmacology 3.00
RT 105 - Cardiopulmonary & Renal Anatomy & Physiology 3.00
RT 106 - Clinical Practicum I 2.00
RT 107 - Clinical Practicum II 2.00
RT 200 - Respiratory Home Care 1.00
RT 201 - Principles of Mechanical Ventilation 4.00
RT 202 - Pediatric/Neonatal Respiratory Therapy 2.00
RT 203 - Pulmonary Diagnostics 2.00
RT 204 - Hemodynamic Monitoring 2.00
RT 205 - Cardiac Diagnostics 2.00
RT 206 - Pulmonary Rehabilitation 1.00
RT 207 - Cardiopulmonary and Renal Pathophysiology 3.00
RT 208 - Professional Seminar 2.00
RT 209 - Clinical Practicum III 2.00
RT 210 - Clinical Practicum IV 2.00

Sociology (SO)

SO 101 - Introduction to Sociology 3.00
SO 101H - Introduction to Sociology 3.00
SO 102 - Social Problems 3.00
SO 103 - Industrial Sociology 3.00
SO 114 - Change American Community 3.00
SO 116 - Changing America 3.00
SO 201 - Criminology 3.00
SO 202 - Marriage and Family 3.00
SO 203 - Social Survey Workshop 3.00
SO 204 - Majority/Minority Relations 3.00
SO 205 - Changing America 3.00

Student Development (SD)

SD 1 - College Study Skills 0.00 (2.00)
SD 100 - Career Assessment and Planning 3.00
SD 101 - Freshmen Seminar: Foundations of Multiculturalism 3.00
SD 107 - Human Potential Seminar 2.00
SD 112 - Learning Strategies 2.00
SD 113 - Portfolio Development 2.00
SD 115 - Introduction to Career Planning 1.00

Surgical Technology (ST)

ST 100 - Fundamentals of Surgical Technology I 6.00
ST 101 - Introduction to Surgical Technology 6.00
ST 102 - Fundamentals of Surgical Technology II 14.00

Course Descriptions

American Sign Language (ITR)

ITR 100 - Finger Spelling 1.00
Teaches the manual alphabet. Covers phonics syllabication, receptive and expressive skill development. Uses videotapes to monitor and critique skills.

ITR 101 - Non-Verbal Communications 3.00
Presents nonlanguage aspects of communication as an integral base for communicating in American Sign Language. Develops skills in the vital elements of expressive and receptive communication, i.e., facial expression, body language, pantomime and gestures and receptive communication, i.e., face reading, body reading and eye training.

ITR 102 - American Sign Language I 3.00
Presents the basic skills used in American Sign Language. Includes vocabulary and grammar related to the exchange of personal information, introductions and negotiating the environment of sign conversation. Uses workbooks and videotapes.

ITR 103 - American Sign Language II (ASL II) 3.00
Prerequisite: ITR 102
A continuation of American Sign Language I. Further develops communication competencies in sign language above the basic level. Introduces transcription symbols, sentence types, time pronominalization, subjects and objects classifiers, locatives, pluralization and temporal and distributional aspects. Develops receptive/ expressive skills. Features additional information about the deaf community and deaf culture.

ITR 104 - Introduction to Interpreting 3.00
Prerequisite: ITR 102
Introduces the art and profession of interpreting for hearing impaired people. For students who have already had some training in sign language. Includes professional requirements, knowledge of environmental conditions, theories of interpretation and guidelines for interpreting in specialized settings. Covers the initial process of interpreting using role play, videotapes, selected readings and field trips. On-site observations of professional interpreters are included.

ITR 105 - Deaf Culture and History 3.00
Explores the educational, social, legal, philosophical, cultural and political influences that relate to the contemporary life of deaf people. Covers various types of hearing impairment and the impact of deafness on the individual's social and psychological functioning.

ITR 106 - Introduction to the Deaf Community 3.00
Prerequisites: EN 50A & EN 52
This course is an introduction to the culture and heritage of deaf Americans and to recent developments in the field of Sign Language and deafness. It covers the causes of deafness, degrees of hearing impairment; educational, linguistic and social needs of deaf individuals; diverse philosophy of deaf education, and the roles of professionals working with deaf people. The course will familiarize students with contemporary issues and current trends. Students will learn about future employment opportunities for persons with American Sign Language skills.

ITR 202 - American Sign Language III (ASL III) 3.00
Prerequisite: ITR 103
A continuation of American Sign Language II. Emphasizes ASL grammar, vocabulary development and the deaf culture. Expands dialogue, short stories, narratives, short conversations and both receptive and expressive skills. Emphasizes signing techniques as well as signing speed and accuracy.

ITR 203 - American Sign Language IV 3.00
Prerequisite: ITR 202
A continuation of American Sign Language III. Features comprehension of medium and longer stories, narratives and dialogues presented by the instructor and deaf ASL users. Students express self-generated stories. Presents hypothetical issues and problems. Includes interaction with the deaf community in both directed and non-directed activities.

ITR 204 - Interpreting II 3.00
Prerequisites: ITR 104
Interprets small units of monologic and dialogic discourse from English and signed English and from English to ASL within delayed time frames. Presents interpreting skills such as shadowing and decalage and the interpreting techniques of rephrasing. Addresses theoretical practical issues through classroom lecture and lab practice. Exercises begin intralingually and proceed to actual practice in interpretation. Must have access to an audio cassette recorder.

ITR 205 - Interpreting III 3.00
Prerequisite: ITR 204
Surveys the principles, problems and techniques necessary for transliterating and interpreting. Covers task analysis, problem solving and practical experience acquired through the use of videotapes and contact with deaf adults in lecture and laboratory settings.

Anthropology (AN)

AN 101 - Introduction to Anthropology 3.00
Prerequisite: EN 52
Presents general patterns of the development of human culture and the basic principles of social anthropology and ethnology. Provides field work experience and emphasizes concepts of the modern practical views of anthropology.

AN 102 - Physical Anthropology/ Archeology 3.00
Prerequisite: EN 52
Includes the aims, methods and theory of archaeology and considers archaeological evidence, data acquisition, dating, technical-typological analysis and interpretative frameworks.

AN 103 - Introduction to Archeology 3.00
Prerequisite: EN 52
Emphasizes archaeological tools, methods, interests and interpretations. Techniques of recording, preserving and organizing data will be practiced. Involves scouting of sites, test diggings and research of the known historical past. Provides a field study of the area.

Art (AR)

AR 100 - Introduction to the Creative Arts 3.00
Prerequisites: EN 50A & EN 52
This course introduces students to the areas of visual art, dance, music, and theater through an exploration of representative works. The study of creative arts will enhance self-expression and a better understanding of the human experience. This course meets the integrated arts requirement of the Maryland state approved Associate of Arts in Teaching Degree.

AR 101 - Fundamental of Design I 3.00
Investigates the concepts and principles of two-dimensional visual design using black and white through a series of design exercises of increasing complexity.

AR 102 - Fundamentals of Design II 3.00
Prerequisite: AR 101
Builds on the design concepts of AR 101. Explores the principles of visual organization and communication using color and three-dimensional form.

AR 103 - Survey of Non-Western Art 3.00
Prerequisites: EN 50A & EN 52
An introduction to indigenous visual expressions created in Africa, Asia and the Americas, emphasizing a global perspective and illuminating the historical and artistic interaction of world cultures. Requires several trips to museums.

AR 104 - Survey of Art I 3.00
Prerequisites: EN 50A & EN 52
(AR 104-105 need not be taken in sequence) Surveys the major developments in painting, sculpture and architecture in the Western World from prehistoric times to the Italian Renaissance. Requires several trips to museums.

AR 105 - Survey of Art II 3.00
Prerequisites: EN 50A & EN 52
(AR 104-105 need not be taken in sequence) Surveys Western Art and influences on Western culture as expressed through architecture, painting, sculpture and related arts. Italian Renaissance to the present. Requires several trips to museums.

AR 106 - Drawing I 3.00
Develops skills in using different drawing mediums and approaches. Emphasizes learning how to draw still life, landscape, drapery studies and experimental problems. Includes problems of scale and collage. Students will acquire a portfolio of drawings from studio work. Students must furnish supplies.

AR 107 - Drawing II 3.00
Prerequisite: AR 106
A continuation of AR 106 with more complex drawing. Emphasizes arranging and understanding the various composition formats, picture planes and pictorial methods of expression found in drawing. Students must furnish supplies.

AR 108 - Painting I **3.00**
Prerequisite: AR 106
Painting with oil or acrylics. Emphasizes basic tools, theory, and techniques. Problems based on still life and nature. Students must furnish supplies.

AR 109 - Painting II **3.00**
Prerequisite: AR 108
A studio course in analysis of solutions to problems involved in oil or acrylic painting. Develops skills in the preparation of the canvas and in the production of representational, abstract and other styles of paintings.

AR 110 - Printmaking **3.00**
Prerequisite: AR 106
Investigates elementary principles and elements of printmaking. Explores relief, monotype, stencil and various composite-printing processes. Includes color printing. Emphasizes creative expression through various print media. Students must furnish supplies.

AR 111 - Pottery I **3.00**
Explores clay as a medium for the expression of art. Uses various production techniques, decorating and glazing methods to achieve well-conceived and designed objects of ceramic art.

AR 112 - Pottery II **3.00**
Prerequisite: AR 111
An advanced study into the nature of ceramic art. Skills and techniques learned in Pottery I are refined and advanced; chemical information and historical traditions are elaborated upon to prepare the student for the production of fine ceramic art.

AR 203 - Sculpture **3.00**
Introduces the three-dimensional processes of carving, modeling, casting and constructing sculptures. Gallery visits, discussions and critiques augment the student's personal studio experiences.

AR 204 - Illustration I **3.00**
Prerequisite: AR 106
Concentrates on the development of hand skills and concepts which are an important part of the technique and magic of picture making. Explores material resources and the preparation of art for reproduction such as advertising design, editorial and fiction illustration. Includes trips to professional design studios.

AR 205 - Illustration II **3.00**
Prerequisite: AR 204
Develops individual style and interpretation. While class assignments are given, individual preferences are welcomed and encouraged. Considers illustration for books, social comment, etc. Study and discussion of slides and sometimes films on the work of past masters and current trends. Critiques and discussions on works in progress.

AR 206 - Introduction to Figure Study I **3.00**
Prerequisite: AR 106
Offers an intensive study in drawing and painting of the human figure, action, volume, structure and anatomy.

AR 207 - Introduction to Watercolor I **3.00**
Instruction in transparent watercolor techniques, including wash and dry brush, ink and watercolor and expanded uses such as intermixing with turpentine and charcoal and pastel.

AR 208 - Portraiture **3.00**
Prerequisite: AR 106
Introduces drawing the human head. The major goal is to achieve an appearance of weight and solidity in portraits. Explores problems in portraiture such as architecture of the skull, the head in perspective, facial expression and aging.

AR 210 - Watercolor II **3.00**
Prerequisite: AR 207
Expands techniques developed in AR 207, emphasizing personal expression in watercolor painting. Explores the various advanced methods in watercolor painting, observing works of traditional and contemporary artists. Includes individual research required and museum visits.

AR 213 - Intermediate Sculpture **3.00**
Prerequisite: AR 203
Explores figurative and abstract directions in clay, plaster, welded steel and/or assemblage. Emphasizes a wide range of materials and techniques and their resulting aesthetic statements.

AR 220 - Printmaking II **3.00**
Prerequisite: AR 110
Expands monotype techniques developed in AR 110, emphasizing linoleum relief printing and handmade paper techniques. Students are encouraged to experiment and create a series of monoprints while developing a personal approach to combining these mediums.

Aviation Technology (AV)

AP 100 - Aircraft Physical Science **4.00**
Prerequisites: EN52 & MA 91
Presents physics, electricity, mathematics and engineering drawing as they apply to aircraft maintenance technology. Includes principles of simple machines, sound, fluid and heat dynamics, basic aerodynamics and basic DC and AC electricity; use of drawings, schematic diagrams, charts and graphs; mathematical formulas and operations. Includes both theory and practical applications.

AP 101 - Introduction to Aviation Technology **3.00**
Prerequisite: AP 100
Presents basic concepts and fundamental procedures involved in aircraft ground operations and servicing, corrosion control and fluid lines and fittings.

AP 102 - Maintenance Publications and Regulations **2.00**
Covers Federal Aviation Regulations, aircraft technical data, maintenance documents, forms, records and maintenance technician privileges and limitations.

AP 103 - Advanced Airframe Technology **3.00**
Prerequisites: AP 101 & AP 102
Identifies aerospace standards as applied to materials, hardware and processes. Includes nondestructive inspection methods and aircraft weight and balance control.

AP 104 - Primary Airframe **1.00**
Prerequisite: AP 103
Presents maintenance and repair of wooden aircraft structures, aircraft fabric covering and aircraft finishes.

AP 105 - Airframe Structures **3.00**
Prerequisite: AP 103
Covers the maintenance and repair of sheet metal, welded and composite aircraft structures. Includes riveting, bending, bonded composite repair techniques and oxyacetylene welding as applicable to aircraft structures.

AP 106 - Advanced Airframe **3.00**
Prerequisite: AP 105
Emphasizes advanced skills of aircraft assembly including structural alignment, flight control installation, rigging and airframe inspection.

AP 107 - Aircraft Electrical Systems **4.00**
Prerequisite: AP 100 & AP 102
Prepares the student to function as an aircraft electrical technician with theory and practice in modifying, installing, troubleshooting and repairing aircraft electrically controlled systems such as generators, motors, lights, switches and circuit protective devices.

AP 108 - Aircraft Utility Systems **2.00**
Prerequisite: AP 100 & AP 102
Presents basic operating principles and maintenance procedures of communication and navigational systems, cabin atmosphere control systems, fire and overheat detection systems and aircraft fuel systems.

AP 109 - Aircraft Systems and Components **4.00**
Prerequisite: AP 108
Presents maintenance and repair of hydraulic and pneumatic systems, landing gear systems, position and warning systems and aircraft instrument systems.

AP 110 - Reciprocating Engine Theory and Maintenance **8.00**
Prerequisite: AP 103
Details basic operating, maintenance and overhaul principles of aircraft reciprocating engines. Involves the complete disassembly, inspection, reassembly and functional testing of a reciprocating engine. Includes lubrication, exhaust and engine fuel system maintenance procedures.

AP 111 - Reciprocating Engine Subsystems **2.00**
Prerequisite: AP 110
Emphasizes reciprocating engine fuel metering systems. Involves the inspection and repair of float carburetors, pressure injection carburetors and fuel injection systems.

AP 112 - Reciprocating Engine Aircraft Integration **3.00**
Prerequisite: AP 111
Presents maintenance and repair of reciprocating engine induction systems, cooling systems and magneto ignition systems.

AP 113 - Aircraft Gas Turbine Engines **4.00**
Prerequisite: AP 112
Includes theory, operation and maintenance of aircraft gas turbine engines. Covers overhaul, hot section inspection, engine removal and installation procedures. Powerplant electrical systems, fire detection systems, powerplant instrument systems and auxiliary power units are covered.

AP 114 - Advanced Powerplant 3.00
Prerequisite: AP 110
Covers the maintenance of propellers and propeller systems. Includes propeller governors, synchronization, propeller removal and installation procedures and powerplant inspection.

APP 100 - Private Pilot Ground School 4.00
Prerequisites: EN52 & MA 91
An introduction to the topics and areas of study required to become a FAA licensed Private Pilot. The course requires the student to become familiar with Federal Aviation Regulations (FARs), weather, basic aerodynamics, aircraft performance, aircraft engines and instruments, airports, air traffic control, airspace, aeronautical charts, navigation and cross-country planning. Upon completion of the course the student will be able to collect the information necessary to complete the pre-flight planning for a cross-country as required to pass the FA Private Pilot Written Exam.

Biological Sciences (BI)

BI 55 - Preparation for Allied Health 0.00 (3.00)
Prerequisites: EN 51 & EN 50 & MA 90
Presents basic science concepts and science study skills. A preparatory course for students who have limited science background.

BI 100 - Fundamental Concepts of Biology 4.00
Prerequisites: EN 50A & EN 52 & MA 91
Develops an understanding of biological systems through the study of selected biological principles for the non-science major. Topics provide an understanding of biological systems as a whole.

BI 100H – Honors Fundamental Concepts of Biology 4.00
Prerequisite: EN 50A, EN 52
Develops an understanding of biological systems through the study of selected biological principles for the non-science major. Topics provide an understanding of biological systems as a whole. Honors students have the opportunity for learning enrichment in small groups.

BI 101 - General Biology I 4.00
Prerequisites: EN 50A & EN 52 & MA 91 & (high school biology or BI 55 or BI 100) & (high school chemistry or CH 50 or CH 100)
Presents a comprehensive survey of modern biology. Uses examples of all kingdoms of organisms to illustrate basic biological principles in cell and molecular biology including classical and molecular genetics and principles of systematics.

BI 101H/102H - Honors General Biology 4.00
See description for BI 101 and BI 102. Offers experience in molecular biology needed by students planning to major in biological sciences through special lectures, laboratory exercises, optional independent projects and seminar presentations by invited speakers and college faculty. Includes student presentations and faculty/student discussion sessions.

BI 102 - General Biology II 4.00
Prerequisite: BI 101
A continuation of the comprehensive survey of modern biology with a special emphasis on comparative animal biology which includes physiological adaptations of organisms to various ecological habitats. Origin of life and evolution of organisms are also considered.

BI 103 - Anatomy and Physiology 4.00
Prerequisites: EN 50A, EN 52 , MA 91 and BI 55, or BI 101 or CH 101
The first course in a two-semester sequence. Presents a study of physiology according to the body systems approach. Emphasizes relationships between form and function at both the microscopic and gross levels of organization. Includes basic anatomical terminology, concepts of cell biology, histology, integumentary system, skeletal system, muscular system, nervous system, special senses, and endocrine system.

BI 104 - Anatomy and Physiology 4.00
Prerequisite: BI 103
The second course in a two-semester sequence. Includes the cardiovascular system, lymphatic system and immunity, respiratory system, digestive system and metabolism, urinary system, fluid/electrolyte balance, acid/base balance, and reproductive system.

BI 107 - Human Biology 4.00
Prerequisites: EN 50A & EN 52 & MA 91
Presents a study of the human body and its relationships to health, disease, and the environment. covers basic concepts of anatomy, physiology, genetics, cancer, disease, immunology, aging, human evolution, and/or related topics. Incorporates case studies, group work, and information technology. For the non-science major. Meets the requirement for a general education science lab course.

BI 115 - Fundamentals of Human Anatomy 5.00
Prerequisites: EN 50A & EN 52 & MA 90
Describes the major organs and organ systems of the human body. Emphasis is placed on the body structures and their role in body functions. Examples of various medical procedures (MRI, endoscopy, radiography, etc) are included as a means of describing organs/organ systems. Health issues are stressed as a means of understanding the function of the organs/organ systems. This course is designed for the Surgical Technology curriculum but enrollment is not limited.

BI 117 - Study of the Human Body 3.00
Prerequisites: EN 50A & EN 52 & MA 91
Examines the human body and its relationships to health, disease, and the environment. Covers basic concepts of anatomy, physiology, genetics, cancer, disease, immunology, aging, human evolution, and/or other related topics. Incorporates case studies, group work, and information technology. For the non-science major. Students cannot receive credit for both BI117 and BI107.

BI 120 - Microbiology for Allied Health 4.00
Prerequisites: EN 50A, EN 52 , MA 91 and BI 55 or BI 101 or CH 101
For allied health students. Covers the basic principles of cell chemistry and microbiology with respect to human physiology. Includes cell physiology, growth and metabolism of microorganisms, import groups of pathogenic microorganisms, antimicrobial agents, immunology and introductory biochemistry.

BI 130 - Forensic Biology 4.00
Prerequisites: EN 52, EN 50A, and MA 91
Introduces the principles and concepts of the biological aspects of forensic science. Examines the role of the laboratory in criminal investigation and human identification using forensic pathology, serology, anthropology, molecular biology, and other specializations.

BI 201 - General Ecology 4.00
Prerequisites: EN 50A & EN 52 & MA 91
Provides an overview of the interactions among living things and their abiotic environments, emphasizing factors, which affect the abundance and distribution of living things. The laboratory will focus on using field experiences to develop topics covered in the lecture. Some Saturday or weekend field trips.

BI 202 - Human Ecology 3.00
BI 202H - Human Ecology 3.00
Prerequisites: EN 50A & EN 52 & MA 91
Investigates physical environments of human beings and the effect of technologies on the environment. Emphasizes small group investigations of air, water and soil pollution and the rapidly expanding population as it affects the natural ecosystem within Frederick County and the eastern seaboard. Some Saturday field trips.

BI 203 - Elements of Microbiology 4.00
Prerequisites: BI101 & CH 101
Introduces microbiology. Includes basic study of morphology, physiology, genetics and ecology of microorganisms, with an introduction to infectious diseases and immunology.

BI 240 - Genetics 4.00
Prerequisites: BI101 & CH 101
Includes history of genetics, the chemical basis of heredity, the chromosomes and genes, probability, variation in gene structure, mutation, extrachromosomal systems and genes flow in populations.

Bioscience Lab Technician (BLT)

BLT 109 - Introduction to Biotechnology 2.00
Prerequisites: EN 50A & EN 52
Provides an introduction to a career as a bioscience laboratory technician. Describes the role of laboratory technicians in research and development, manufacturing, and contract research organizations. Provides an opportunity to gain familiarity with the local bioscience community through site visits and a work-based learning project. Includes a laboratory safety module.

BLT 110 - Professional Practicum II 2.00
Prerequisites: BLT 109 & BLT 111
Uses lectures, site visits, literature research, and group discussions to give students insight into the career of bioscience laboratory technician. Assigned current readings from various scientific journals will be reviewed and discussed. Important regulatory issues facing the bioscience industry will be presented. Through a work-based learning project students will begin preparation for co-op.

BLT 111 - Basic Laboratory Techniques 3.00
Prerequisites: MA 92 & EN 101
Presents basic introductions to the laboratory work environments including use and care of basic equipment, safety, laboratory maintenance, laboratory mathematics, record keeping and conducting basic testing procedures. Provides hands-on experience in accurate solution preparation, media preparation and the use of basic laboratory equipment to analyze samples and conduct tests.

BLT 211 - Molecular Biology Techniques 4.00
Prerequisites: BI 101 & BLT 111
Presents important techniques used in molecular biology. Provides intensive hands-on experience in the separation and analysis of proteins and nucleic acids, cloning and screening of recombinant clones and polymerase chain reaction in an integrated lecture/laboratory format.

Business Studies (BU)

BU 100 - Business Accounting 3.00
Demonstrates the accounting principles and procedures used by a business in setting up and maintaining records for reporting purposes. Topics include the accounting cycle, preparation of the financial statements, payroll and banking procedures, and computerized record keeping.

BU 101 - Principles of Accounting I 3.00
Introduces the principles and procedures related to accounting theory and practice. The analysis of transactions under generally accepted accounting principles (GAAP) and their relationship to the financial statements are covered from a user's perspective.

BU 102 - Principles of Accounting II 3.00
Prerequisite: BU 101
Continues the study of financial accounting principles and procedures from BU10, with emphasis on the corporate form of business organization. Students will also be introduced to managerial accounting concepts used for planning and controlling the business enterprise.

BU 103 - Introduction to Business 3.00
Introduces effective use of planning, organization and control in the management of an enterprise. Introduction to finance, personnel and plant management, marketing and business and government relations.

BU 107 - Business Mathematics 3.00
Covers the mechanics of computation and fundamentals of problem solving in such practical applications as statistics, percentage, interest, partial payments, distributions, payroll and graphs.

BU 108 - Salesmanship 3.00
Demonstrates the importance of selling in the American economy. Emphasizes selling as a process that provides benefits to both the buyer and the seller. Explores the reasons people buy, buyer characteristics, behavior patterns and special skills and knowledge needed for successful selling.

BU 109 - Entrepreneurship & Small Business Enterprise 3.00
Explores starting and successfully managing a small business. Includes making the decision for self-employment, getting started (new business, going concern, franchising), marketing the product or service, achieving proactive financial management, a miscellany of management pointers for small business (personnel/inventory/control/managing risk) and regulations and taxes.

BU 110 - Personal Financial Management 3.00
Develops a well-rounded approach to managing personal finances. Includes financial planning, budgeting, financing consumer purchases, risk control, investments and retirement planning.

BU 116 - Business Practice Firm 3.00
Introduces students to an international business model in which students work as team members in a simulated business firm. The students will perform various business functions (i.e., Purchasing, accounting, marketing, and managing human resources) as the firm transacts business in a virtual environment with students in the U.S. and other countries. Emphasis will be placed on decision making, critical thinking, and team building throughout the course.

BU 117 - Payroll Accounting 3.00
Examines the concepts, regulations, laws and procedures related to payroll accounting. The course is comprehensive and detailed to prepare students to be competent to account for the payroll of all businesses. Includes hands-on preparation of all payroll forms, schedules, records, and applications of different systems.

BU 201 - Intermediate Accounting III 4.00
Prerequisite: BU 101
Reviews accounting procedures, working papers and financial statements. Includes net income concepts and correction of errors, detailed analysis of generally accepted accounting principles, detailed coverage of accounting applications pertaining to present value concepts and analysis of assets from cash through intangible assets.

BU 202 - Intermediate Accounting IV 4.00
Prerequisite: BU 201
Concentrates on corporate accounting including detailed discussion of stockholders equity items such as paid-in capital, stock rights and warrants, retained earnings, dividends, treasury stock and earnings per share. Includes income taxes, accounting changes, financial statements and analysis of financial statements, accounting for pension costs and leases and changing price levels.

BU 203 - Managerial Cost Accounting 3.00
Prerequisites: BU 102 & any credit math
Presents accounting related to the managerial functions of planning, control, information-gathering and decision-making; analysis of data on costs, prices and profits (CVP, joint costs, direct and absorption costing, standard costs, job-order and process costing); budgets (master budgets, flexible budgets); analysis of variations in performance (cost behavior, responsibility accounting, profit centers, transfer pricing); and analysis of business situations toward goal optimization (capital budgeting, tax implications, inventory planning, decision theory).

BU 205 - Federal Income Tax Accounting 3.00
Prerequisite: BU 102
Covers current federal revenue acts as they relate to business and individual tax procedures. Includes income inclusions and exclusions, exemptions, capital gains and losses and business and individual deductions. Encourages use of tax forms but requires independent analysis of taxable status and handling income-expense items.

BU 206 - Federal Taxation: Corporations and Partnerships 3.00
Prerequisite: BU 102
Focuses on the Federal taxation rules as they apply to corporations, partnerships, estates and trusts. May be substituted for Federal Income Tax Accounting in fulfillment of the tax class requirement in the accounting program.

BU 207 - Cost Accounting I 3.00
Prerequisite: BU 102
Examines cost behavior (variable and fixed costs, product and period costs); CVP relationships (contribution margin approval); job-order accounting (overhead application); master budgets (forecasting sales); responsibility accounting (behavioral focus);standard costs (materials, labor and overhead variances); absorption costing (overhead control); relevant costs (make or buy decisions).

BU 211 - Business Law I 3.00
Prerequisite: EN 101
Introduces business law and its application to business activity. Includes contracts, agency and employment, negotiable instruments and sales.

BU 212 - Business Law II 3.00
Prerequisite: EN 101
A continuation of Business Law I, including the law of personal property, bailments, security devices, partnerships, corporations, real estate and bankruptcy. May be taken concurrently with Business Law I.

BU 213 - Principles of Finance 3.00
Prerequisites: BU 102 & any credit math
Overview of financial sectors and tax environment; ratio analysis; forecasting profits; working capital management; investment decisions with present value emphasis and investments under uncertainty; valuation and cost of capital; and long-term financing.

BU 214 - Auditing 3.00
Prerequisite: BU 202
Examines auditing principles and their application to the examination of financial statements. Special attention to authoritative pronouncements, internal control, auditing procedures and working papers and professional ethics and responsibilities. Students perform an auditing case study outside of class.

BU 219 - Leadership Education & Development (L.E.A.D.); First Time Supervisors 3.00
Provides first-time supervisors an experiential and theoretical framework for successfully applying Army Leadership competencies to the supervisory/management role. Includes an analysis of the elements of leadership, a comparison of leadership styles, and an understanding of the effects of motivation, communication, conflict management, team building, and systems perspectives on supervisory responsibilities.

BU 220 - Accounting Information Systems 3.00
Presents an application approach to accounting systems design and to financial problem solving using microcomputer-based applications programs. Includes hands-on experience with microcomputers and their applications in the business environment. Emphasis on a team approach in solving business case study problems. Stresses development of communication.

BU 221 - Public Relations 3.00
Introduces basic principles that business and administrative organizations have found to be successful in building and maintaining favorable public relations. Attention to the various tools of public relations such as the broadcast media, newspapers, periodicals, brochures, photographs and exhibits.

BU 223 - Human Resource Management 3.00
Prerequisite: BU 103
Surveys personnel administration procedures in business and government organizations. Includes study of the work group; labor-management relations; recruitment, placement, training and promotion of employees; work measurement and simplification; personnel records; wage and job classification; wage incentive systems; and fringe benefits.

BU 225 - Marketing 3.00
Explores problems and organization of systems that distribute goods and services in the business world. Promotion through retail and wholesale parallels; consumer buying habits; pricing, budgeting, transportation and warehousing; and sources and uses of marketing information.

BU 226 - Sales Management 3.00
Prerequisite: BU 108
Introduces basic principles of sales management in business today. Includes the study of organizing and administering personal selling activities and the selection, training, compensation and supervision of the sales force in the modern businesses enterprise.

BU 227 - Principles of Management 3.00
Prerequisite: BU 103
Covers basic principles of management in business and administrative organizations. Emphasizes the management functions of planning, organizing, staffing, directing, controlling and coordinating. Includes the delineation of authority and responsibility, organization charts, organization and methods surveys, cost and quality control and management improvement programs.

BU 228 - Retail Management 3.00
Provides a comprehensive view of retailing, including retailing and its role in distribution; store buildings; equipment; store location; administrative problems; customer services; control of finances; review of current and future trends; and opportunities in retailing.

BU 230 - Advertising and Sales Promotion 3.00
Examines principles of advertising and sales promotion as a function of marketing and merchandising. Emphasizes the development of this field and points out the psychological and creative factors involved in advertising. Includes the principles involved in copy, layouts, mass media and costs.

BU 231 - Advanced Accounting 4.00
Prerequisite: BU 202
Includes business combinations and consolidated financial reporting, accounting for partnerships, fund-type accounting for government units and nonprofit institutions, foreign currency translations and segment reporting.

BU 233 - Applied Accounting 3.00
Prerequisite: BU 100 & BU 101 & CIS111C
Provides students with hands-on experiences completing the daily duties and tasks required of a staff accountant. During the first half of the course, students will review the accounting concepts related to the duties and tasks. During the second half of the course students will apply their knowledge of accounting principles and procedures to complete the duties and tasks. Students will work in a simulated business environment using accounting application software.

BU 235 - Marketing Management 3.00
Prerequisites: BU 225 & BU 227
Presents an advanced treatment of marketing from the managerial perspective. Emphasizes planning marketing efforts, analyzing marketing opportunities and the design of marketing control systems. Presents the strategy of effective marketing with an advanced treatment of the marketing mix. Lectures, text readings, cases and class discussions.

BU 240 - Real Estate Finance 3.00
Prerequisite: MA 91
Details the instruments of real estate finance, legal and financial aspects and problems created by their use. Studies financing residential and income properties; risk analysis, underwriting and documentation, alternative mortgage instruments; the mortgage market; sources of real estate credit; and government in the real estate market.

BU 250 - Principles of Bank Operations 3.00
Describes fundamentals of bank functions so that the beginning banker may acquire a broad and operational perspective.

BU 251 - Introduction to International Business 3.00
Presents the management and decision-making aspects of international business situations. Studies the functions of international business as it relates to economics, monetary systems, law, finance and accounting.

BU 252 - Introduction to International Finance 3.00
Prerequisite: EC 201
Includes foreign exchange markets, international banking markets, international security markets and financial swaps.

BU 253 - International Business Law 3.00
Covers function and importance of business law; private dispute settlement procedures; basics of buying and selling goods in foreign countries; the basic structure and principles of international trade law and negotiations for trade; and the regulations of the international marketplace.

BU 260 - Bank Investment 3.00
Examines banks' primary and secondary reserve needs, the source of reserves, their random and cyclical fluctuations and their influence on investment policy. A study of yield changes as they affect long-term holdings.

BU 265 - Home Mortgage Lending 3.00
Presents mortgage credit in the United States; structure of the mortgage market; development of a mortgage portfolio; appraisal of property; mortgage loan servicing; management considerations in mortgage lending; and portfolio management.

BU 270 - Installment Credit 3.00
Includes the evolution of installment credit; investigation and credit decision; inventory financing; rate structure and cost analysis in installment credit; servicing installment credit; special loan programs; advertising; and business development installment credit.

BU 272 - Supervisory Management 3.00
Prepares the student for the transition from employee to supervisor. The course evaluates styles of leadership and develops skills in the human relations management.

BU 273 - Business Communications 3.00
Prerequisite: EN 50
Emphasizes the theory and practice of oral, written, and interpersonal communication used in the workplace. Classroom activities and assignments will focus on writing business correspondence and reports, planning and delivering effective presentations, and developing teamwork and collaboration skills.

BU 274 - Customer Relations 3.00
Prerequisites: EN 50 & EN 52
Examines the role of customer relations in business and emphasizes the theory and practice of developing, fostering and managing relationships between the company and the customer. The course will focus on those practices that lead to customer loyalty and retention. Value equation applications and a systems approach to service excellence are introduced in the course. The course will also address building excellent customer relations into the mission of the company and committing to customer service as competitive advantage.

BU 275 - Fundamentals of Leadership 3.00
Prerequisite: EN 50A
Emphasizes the theory and real-time practice of leadership skills used in the workplace. Classroom activities and assignments will focus on strategies for navigating change, leading with priorities in mind, managing conflict, giving and receiving constructive feedback, visioning, preparing mission statements, and setting goals.

BU 280 - Global Workplace Basics 3.00
Demonstrate workplace basics through three components. The first part held at FCC during the time prior to departure for London will focus on an introduction to working and living in a diverse culture, culture shock, various elements of culture, and overview of British culture. The second part consists of assignments carried out throughout the semester with ongoing supervision by FCC faculty and is designed to link the work experience in London with an understanding of the global workplace and the needed workplace competencies. The final part is a two-day session held at FCC immediately upon return from London and will focus on presentations based on the portfolios and experiences.

Chemistry (CH)

CH 100 - Chemistry and Society 4.00
Prerequisites: EN 50A & EN 52 & MA 91
Explores important concepts of modern chemistry. Emphasizes connection between basic scientific principles and the current technologies of our society. Laboratory experiments illustrate the process of scientific discovery. No background in science is required. Will not serve as a prerequisite for CH102, CH201 or advanced science courses. For non-science majors.

CH 101 - General Chemistry 4.00
Prerequisites: EN 50A & EN 52 & MA 92 & (CH 50 or high school chemistry)
Examines the concepts underlying modern chemistry, including atomic and molecular structure, bonding, states of matter and solutions. Laboratory experiments illustrate the lecture material.

CH 102 - General Chemistry 4.00
Prerequisite: CH 101
Continues examining the concepts underlying modern chemistry, including kinetics, equilibrium, acid-base theory, nuclear chemistry, electrochemistry, chemistry of the elements and an introduction to organic and biochemistry. Laboratory experiments illustrate the lecture material.

CH 105 - Essentials of Organic Chemistry 4.00
Prerequisite: CH 101
Introduces organic chemistry, emphasizing nomenclature, structure, methods of preparation, reactions and some biological applications. Laboratory includes synthesis and identification of organic compounds. For students in allied health fields and for students needing a one-semester organic chemistry course.

CH 201 - Organic Chemistry 4.00
Prerequisite: CH 102
Presents the hydrocarbon and derivatives, emphasizing bonding, structure, nomenclature, methods of preparation, reaction and reaction mechanisms. Laboratory emphasizes common techniques, synthesis of representative compounds.

CH 202 - Organic Chemistry 4.00
Prerequisite: CH 201
Continues to present the hydrocarbon and derivatives, emphasizing bonding, structure, nomenclature, methods of preparation, reaction and reaction mechanisms. Laboratory emphasizes common techniques, synthesis of representative compounds and qualitative organic analysis.

Communications Speech (CMSP)

CMSP 103 - Speech Fundamentals 3.00
Prerequisite: EN 52
Emphasizes the attainment of understanding and skill in public speaking. Assignments require analyzing the audience, researching, organizing, outlining, supporting and delivering a variety of extemporaneous speeches.

CMSP 103H - Speech Fundamentals 3.00
Prerequisites: EN 50A & EN 52
Emphasizes the attainment of understanding and skill in public speaking. Assignments require analyzing the audience, researching, organizing, outlining, supporting and delivering a variety of extemporaneous speeches. Taught in conjunction with Honors English Composition (EN 101H). Students selected for the combined course complete the EN 101 composition requirement, fulfill a communications elective and have the opportunity for learning enrichment through the study of classical ideas of rhetoric in small group situations.

CMSP 105 - Group Discussion 3.00
CMSP 105H - Honors Group Discussion 3.00
Prerequisite: EN 52
Offers skills development in verbal and nonverbal communication, listening, observation, leadership and participation in groups. Emphasizes leading a learning/discovery discussion; researching and analyzing questions of fact and policy; planning agendas; interacting; and reaching consensus.

CMSP 107 - Career Communication 3.00
Prerequisite: EN 50A
Offers students knowledge and skills needed to communicate within their prospective professions and with others outside those professions. Assignments in interview, group discussion and extemporaneous speaking are adapted to individual students.

CMSP 213 - Oral Interpretation 3.00
Deals with appreciation and understanding of various forms of literature and the problems and techniques of their oral presentation.

Communications Visual (CMM)

CMM 101 - Introduction to Electronic Media 3.00
Prerequisites: EN 50A & EN 52
Surveys the functions and effects of the electronic mass media. Emphasis will be placed on researching and analyzing the history of radio and television, including government regulations, audience measurement, advertising and careers in broadcasting.

CMM 103 - Introduction to Film 3.00
Presents an analytical and interpretative study of film masterworks. Covers the historical development of film from silent short movies to the present and includes an analysis of film from several perspectives: artistic, technological, social and economic.

CMM 110 - Introduction to Macintosh 1.00
Introduces the Macintosh computer system. Provides hands-on instruction in proper operation, utilization and file management. A variety of popular Macintosh programs are introduced.

CMM 111 - Communications Graphics I 3.00
Level one graphic design. Prepares the student for the print graphic design field through the use of the Macintosh computer as a tool. The student will be introduced to design vocabulary, methods and technology through lectures, examples and hands-on project work. Emphasizes Adobe Illustrator, Adobe Photoshop and QuarkXPress.

CMM 112 - Communications Graphics II 3.00
Prerequisite: CMM 111
Level two graphic design. Expands on Communications Graphics I. Students will solve a variety of design problems using the Macintosh computer and contemporary graphics software. Real world design assignments will be given, allowing the student to gain experience in dealing with clients, meetings, project management, cost effectiveness and color printing issues. Lectures, demonstrations and class critiques are held to give the student a look at the historical and functional use of design. Emphasizes intermediate design skills using QuarkXPress, Adobe Photoshop and Adobe Illustrator.

CMM 113 - Publications Design 4.00
Prerequisite: CMM 111
Presents principles, techniques and applications of typography and production as they apply to graphic arts and publications. Students integrate visual and verbal forms effectively for various kinds of publications and learn relationships between typography and readability, style and design.

CMM 114 - Web Design I 4.00
Beginning graphic design for the World Wide Web. Taught from a design perspective, students learn the software, hardware, and design principles used to produce successful Web sites. Assignments include the design and creation of Web publications. Study and critique of contemporary Web design.

CMM 130 - Basic Photographic Skills 3.00
Introduces the 35mm camera and the principles of adjustable cameras of all format sizes, from 110 pocket cameras to 4 x 5 view cameras. For the amateur and the serious photographer. Covers technical aspects of black and white and color. A majority of class work done in slide format for review in class. Also includes the past, present and the future of the photographic medium. Teaches what is acceptable and how to recognize quality work.

CMM 131 - Darkroom Photography I 4.00
Provides a basic understanding of photography as technique and craftsmanship, photography in communications, photography as a method of expression and the scientific basis of photography. Covers the basic techniques with cameras, exposure of film, developing of film, print making, composition, light, action photography, manipulation of the image in the darkroom, basic chemistry of photography, sensitometry and color as we see it. Students provide cameras and accessory equipment.

CMM 132 - Digital Photography I 3.00
Designed for students interested in digital photographic processes. The class will introduce basic concepts for acquiring digital images and the process of manipulating the image through the use of a Macintosh computer with Adobe Photoshop software. Hands-on instruction with Photoshop will include making selections, cropping images, using paint and editing tools and working with color and brush palettes. A portfolio of digital photographic work will be produced by the end of the semester.

CMM 152 - Video Production 4.00
Develops video production skills pertaining to the operation of a multi-camera television studio. Hands-on activities include operating professional video cameras, audio equipment, studio lighting, video switching and directing. Postproduction graphics and digital editing are introduced. As a member of a production team, students participate in the design and execution of effective television programs.

CMM 212 - Communications Graphics III 3.00
Prerequisite: CMM 112
Level three graphic design. Offers an advanced level approach to graphic design. Expands upon communications Graphics II. Emphasizes the development of a well-rounded graphic design portfolio, containing professional quality graphic design and illustration. An intensive study using current graphics software to generate multi-media, corporate identity, advertising, collateral and package designs. Primary software: QuarkXPress, Adobe Photoshop, Adobe Illustrator, and Adobe GoLive.

CMM 214 - Web Design II 4.00
Advanced level Web design taught from a graphic design perspective. Students master Web site planning and design using HTML, Adobe Photoshop and Adobe Go Live. Assignments include the design and creation of Web publications. Study and critique of contemporary Web design.

CMM 231 - Darkroom Photography II 4.00
Prerequisite: CMM 131
Includes advanced concepts of exposure, lighting, composition and adds the techniques of perspective control with the use of lenses of various focal lengths. Covers the use of camera equipment in black and white and color photography. Must have a knowledge of basic photography.

CMM 232 - Digital Photography II 3.00
Advanced study in contemporary digital photography. Students expand upon techniques learned in Digital Photography I to produce portfolios of digital photographs. Emphasis on the refined use of Adobe PhotoShop tools. Creative use of color scanners and the generation of photography to be used in monitor display also covered. Includes individual research on contemporary digital photographers/artists.

CMM 233 - Color Photography 4.00
Prerequisite: CMM 131
Presents an overview of color theory. Applies the use of various color transparency and color negative materials in a variety of lighting situations in the field. Laboratory exercises examine the use of negative materials in making color prints and slides.

CMM 235 - Applied Photography 3.00
For advanced students who have specific projects to accomplish with advanced techniques and equipment in the fields of commercial, documentary, industrial and, technical photography. Students provide cameras, accessories and materials.

CMM 240 - Introductory Photojournalism 3.00
Prerequisite: CMM 131
Covers 35mm camera operation and darkroom procedures. Emphasis on photo essay for communications media. Laboratory facilities and supplies provided. Students provide cameras and accessory equipment.

CMM 252 - Intermediate Video Production 4.00
Prerequisite: CMM 152
Focuses on television field production and non-linear editing through individual and group projects. Students will develop production skills in film-style television programming. Instruction includes professional standards of camera work, lighting, audio and digital editing. The discipline necessary for quality television production is developed through hands-on experiences individual instruction and project critiques. Students will develop editing and effects skills using Final Cut Pro and Adobe After Effects.

Computer & Information Sciences (CIS)

CIS 101 - Introduction to Computers and Information Processing 3.00
Emphasizes microcomputer hardware and software, data organization and an overview of programming and application software. Uses application software in the areas of database management, spreadsheets, word processing and graphics.

CIS 101H - Honors Introduction to Computers and Information Processing 3.00
Emphasizes microcomputer hardware and software, data organization and an overview of programming and application software. Uses application software in the areas of database management, spreadsheets, word processing and graphics. Also examines the impact of technology on society in the current millennium.

CIS 106 - Introduction to Object Design & Programming 3.00
Introduces the fundamental concepts of design and programming from an object-oriented perspective. Topics include object design, simple data types, control structures, and simple array and string data structures. Debugging techniques and various algorithms will be investigated. The course emphasizes good software engineering principles including an introduction to object design using the Unified Model Language (UML). Fundamental programming skills will be developed using a language that supports the object-oriented paradigm. This course is for majors or non-major with little or no programming experience.

CIS 108 - Introduction to Programming and Programming Logic 3.00
Prerequisite: CIS 101 & MA 91
Introduces computers, program design, structured programming and debugging. Covers the logic of control structures, array manipulation, functions, sorting and searching. Uses flowcharts, pseudo-code, structure charts, and desk check charts for designing and testing programs. Introduces an interpreted and a compiled programming language.

CIS 111 - Microcomputer Software Applications 3.00
A series of individual courses involving various state-of-the-art microcomputer software application packages.

CIS 111B - Microcomputer Software Applications: Database 3.00
Prerequisite: CIS101 or COS116D
Covers the basic and advanced features of a commercial database software package. Students plan, define and use a database; perform queries; produce reports and forms; work with multiple files; and learn the basic concepts of database programming.

CIS 111C - Microcomputer Software Applications: Computerized Accounting 3.00
Prerequisites: (BU 101 or BU 100) & (CIS 101 or CIS 108)
Demonstrates the use of commercial software in managing the accounting functions of a business enterprise. Using a hands-on approach, students will learn how to set up a fully integrated accounting system to record sales invoices, collections, purchase invoices, disbursements, and payroll transactions. Students will also set up and maintain inventory and accounts receivable/payable subsidiary ledgers and prepare financial reports.

CIS 111E - Microcomputer Software Applications: Spreadsheets 3.00
Prerequisite: CIS101 or COS116D
Covers the basic and intermediate features of a commercial spreadsheet software package. Students design a variety of worksheets and charts; create formulas and functions, work with a spreadsheet's database features; apply 'what if' techniques and interchange data with other applications.

CIS 111J - Microcomputer Software Applications: Web Page Development (Dreamweaver) 3.00
Prerequisite: CIS 101
Introduces the Dreamweaver and Fireworks Integrated Web Development Environment to create web sites. Covers the development of integrated, interactive Web sites with emphasis on visually stimulating Web technologies. Conceptualization, design, layout and management capabilities will be studied. Introduces the HTML language. Investigation of code generation by the software application may include but not be limited to HTML and JavaScript.

CIS 111L - Microcomputer Software Applications: Open Operating Systems (Linux/Unix) 3.00
Prerequisite: CIS 101 or CIS 106
Explores the practical use and operation of an open source operating system (Linux/Unix). Students will function as systems managers and will be responsible for installing, configuring, maintaining, administering and troubleshooting an open source operating system.

CIS 111M - Personal Computer Operating Systems Concepts 3.00
Explores the practical use and operation of microcomputer operating systems. Students will function as system managers and will be responsible for system setup and maintenance of directories, menus, and system files on a microcomputer-based INTEL compatible microprocessor. Completion of this course will help prepare students for the A+ certification exam.

It is recommended that students have a basic understanding of Windows operating system before enrolling in this course.

CIS 111N - Linux Systems Administration 3.00
Explores the administrative functions of the Linux Operating System. Students will learn to control processes, manage users, perform backups, and other system administrative functions.

CIS 121 - Visual Basic Programming Language 3.00
Prerequisite: CIS106 or CIS108
Introduces programming with emphasis on structured design. Students gain knowledge of computers and problem solving by writing programs in the Visual BASIC language. Programming for maximum user productivity and acceptance is stressed. Business applications are developed using a modular programming style.

CIS 130 - Introduction to Program Design in C 3.00
Prerequisite: CIS106 or CIS108
Introduces ANSI C as a first programming language. Emphasizes structured design techniques, a C programming style, symbolic debugging and using C compilers under DOS and Windows.

CIS 140 - Introduction to Object-Oriented Programming in Java 3.00
Prerequisite: CIS106 or CIS108
Covers the Java programming language as a students first programming language. Introduces object oriented programming in a Java environment. Emphasizes developing Java application and applets using a Java programming style. Includes debugging Java applications and applets.

CIS 158A - Introduction to Personal Computer Hardware 1.00
For individuals with little or no computer experience, it is recommended that CIS 101 (Introduction to Computers & Information Processing) be completed before enrolling in this course.

Introduces the technologies computers use including the hardware and peripherals personal computers use, safety precautions while working with hardware, and fundamental troubleshooting procedures to keep computers running. Teaches how computers work from the inside out and provides an overview of how hardware and software work together.

CIS 158B - Personal Computer Repair and Troubleshooting 3.00
Prerequisite: CIS 158A
For individuals with little or no computer experience, it is recommended that CIS 101 (Introduction to Computers and Information Processing) be completed before enrolling in this course.

One of several courses leading to the completion of a certificate in technical training. Teaches the basic techniques or diagnosing, repairing and upgrading personal computers. Students will learn how to customize a personal computer system with peripheral equipment and upgrade computers.

CIS 158C - Personal Computer Operating Systems 3.00
Prerequisite: CIS 158B
For individuals with little or no computer experience, it is recommended that CIS 101 (Introduction to Computers & Information Processing) be completed before enrolling in this course.

One of several courses leading to the completion of certificates in technical training designed to give students an overview of the major operating systems. Students will learn how to install, configure and support individual operating systems.

CIS 180 - Windows 2000 Networking Fundamentals (MCSE) 3.00
Reviews hardware, operating systems, and other networking principles. Includes comprehensive networking skill sets necessary for the CompTIA Network exam.

CIS 181 - Microsoft Windows 2000 Network & Operating Systems Essentials (MCSE) 2.00
Prerequisites: CIS 180 or (CIS 158A & CIS 158B & CIS 158C)
Introduces students to Microsoft Windows 2000, including administration of a Windows 2000 network, security and TCP/IP.

CIS 182 - Implementing Microsoft Windows 2000 Professional & Server (MCSE) 3.00
Prerequisite: CIS 181
Develops skills necessary to install and configure Windows 2000 professional on stand-alone computers that are part of a work group or domain, and to install and configure Windows 2000 Server.

CIS 183 - Implementing a Microsoft Windows 2000 Network Infrastructure (MCSE) 3.00
Prerequisite: CIS 182
Develops skills for new-to-product support professionals in installing, configuring, managing, and supporting a network infrastructure using Microsoft Windows 2000 server products.

CIS 184 - Implementing & Administering Microsoft Windows 2000 Directory Services (MCSE) 3.00
Prerequisite: CIS 183
Develops skills needed to install, configure and administer the Microsoft Windows 2000 Active Directory service, also focuses on implementing and understanding Group Policy.

CIS 185 - Designing a Microsoft Windows2000 Directory Services Infrastructure (MCSE) 2.00
Prerequisite: CIS 184 or CIS 188
Provides Microsoft senior support professionals and network architects with skills necessary to design a Microsoft Windows 2000 directory services infrastructure to identify the information technology needs of the organization and to design and Active Directory structure.

CIS 186 - Designing a Microsoft Windows 2000 Migration Strategy (MCSE) 1.00
Prerequisite: CIS 185
Develops skill needed to select and design a migration strategy from a Microsoft Windows NT Server 4.0 directory services infrastructure to a Microsoft Windows 2000 Active Directory Service.

CIS 187 - Designing a Microsoft Win2000 Networking Services Infrastructure (MCSE) 2.00
Prerequisite: CIS 186
Provides senior support professionals with skills needed to create a networking services infrastructure design to support the required network applications.

CIS 188 - Updating Support Skills from MS WindowsNT 4.0 to Windows2000 3.00
Provides Microsoft senior support professionals and network architects with skills necessary to design a Microsoft Windows 2000 directory services infrastructure to identify the information technology needs of the organization and to design an Active Directory structure.

CIS 189 - Managing a Microsoft Windows 2000 Network Environment 3.00
Prerequisite: CIS 182
Focuses on performing desktop and server installations and configuration tasks. Course content includes hardware and software installations, upgrades, system operation tasks and troubleshooting tasks.

CIS 190 - Cisco Networking Fundamentals: Internetworking 1 5.00
Emphasizes the OSI model and industry standards. Includes network topologies, IP addressing, subnet masks, basic network design and cable installation.

CIS 191 - Cisco Networking Router Technologies: Internetworking 2 5.00
Prerequisite: Minimum grade of B in CIS 190
Teaches skills to install, configure, customize, maintain and troubleshoot Cisco routers and components.

CIS 192 - Cisco Advanced Routing and Switching Technologies: Internetworking 3 5.00
Prerequisite: Minimum grade of B in CIS 191
Teaches the skills to configure advanced routing protocols, Local Area Networks (LANs), and LAN switching, and to design and manage advanced networks.

CIS 193 - Cisco Project-Based Learning: Internetworking 4 5.00
Prerequisite: Minimum grade of B in CIS 192
Teaches the skills to design and configure advanced wide area network (WAN) projects using Cisco IOS command set.

CIS 194 - Cisco Advanced Routing: Internetworking 5 5.00
Prerequisite: Minimum grade of B in CIS 193
Introduces scalable internetworks and managing traffic and access, managing IP traffic, configuring queuing to manage traffic, routing protocols overview, extending IP addresses using VLSMs, configuring OSPF in a single area, interconnecting multiple OSPF areas, configuring enhanced IGRP, optimizing routing update operation, configuring BGP, and quality of service.

CIS 195 - Cisco Remote Access: Internetworking 6 5.00
Prerequisite: Minimum grade of B in CIS 193
Introduces how to configure asynchronous connections with modems, access the central site with Windows 95, configure PPP and control network access with PAP or CHAP, optimize the use of DDR interfaces, configure a Cisco 700 series router, establish a dedicated frame relay connection and control traffic flow with traffic shaping, enable a backup to the permanent connection, optimize traffic on dedicated WAN connections, and scale IP addresses with PAT and NAT.

CIS 196 - Cisco Multi-Layer Switching: Internetworking 7 5.00
Prerequisite: Minimum grade of B in CIS 193
Emphasizes catalyst switches, which includes: catalyst switches in a network, catalyst switch architecture, catalyst switch hardware and software, catalyst 2900 series features, and catalyst switch configuring, managing and troubleshooting. Hands-on labs include Virtual LANs, the supervisor module, and fast Ethernet configurations.

CIS 197 - Cisco Internetwork Troubleshooting: Internetworking 8 5.00
Prerequisite: Minimum grade of B in CIS 193
Focuses on troubleshooting Cisco network problems such as VLANs on routers and switches, frame relay, ISDN BRI, TCP/IP, and catalysts. Teaches how to identify troubleshooting targets; diagnose and correct the problems; apply Cisco troubleshooting tools; document symptoms, actions, and results; support resources for troubleshooting; workgroup discovery lab and CCO; track log-ins and connections; and use Cisco show and debug commands.

CIS 198 - Fundamentals of UNIX 5.00
Introduces the UNIX operating system commands and the basic Sun Microsystems' Solaris operating environment commands and introduces the Common Desktop Environment (CDE - graphical interface between different environments). The class is intended for new users of UNIX. The fundamental command-line features of the Solaris environment including file system navigation, file permissions, the vi text editor, command shells and basic network use. CDE features include Standard Desktop Tools, Text Editor, printing and mail are covered. Students enrolling in this course should have a basic knowledge of computer operating systems.

CIS 199 - Fundamentals of Web Design 5.00
Emphasizes the production processes surrounding web site design with particular emphasis on design elements involving layout, navigation and interactivity. Students will have hands-on experience working with web pages using the following software: Adobe GoLive, Adobe Illustrator, Adobe LiveMotion, Adobe Photoshop, and Adobe Premiere. Students enrolling in this course should have a basic knowledge of computers and the Internet.

CIS 200 - Help Desk: Software Technician 3.00
Prerequisite: CIS 111F or CIS 111M
Introduces students to the operations of a help desk. Tasks will include, but are not limited to, supporting software packages, working with students in open labs, documenting solutions, and tracking problem areas. Students will work closely with technical advisors and faculty members in the completion of tasks. Good customer relation skills and work habits will be emphasized throughout the course. Emphasis will be placed on the requirements of computer technology in the workplace for technically proficient specialists who can provide end user support in a Microcomputer Information Center environment.

Students enrolling in this course should have a strong background in software applications.

CIS 201 - Computer Science I 3.00
Prerequisites: MA 92 and CIS 106, or CIS 108
Emphasizes object-oriented design, data abstraction and programming beyond an introductory level. Introduces basic user interfaces and graphics through the study of object design. Explores the social implications of computing. Emphasizes object-oriented software engineering including UML. Investigates fundamental sorting and searching algorithms, introductory dynamic data structures and event driven programming techniques. Develops programming skills using a language that supports the object-oriented paradigm.

CIS 202 - Computer Science II 3.00
Prerequisite: CIS 201
Emphasizes algorithms, data structures, and object-oriented software engineering. Introduces algorithmic analysis including asymptotic notation, empirical performance measurements, and time/space tradeoffs. Covers fundamental computing algorithms including sorting, searching, and manipulating dynamic data structures, such as lists, stacks, queues, trees, graphs and hash tables. Investigates recursion including applications to algorithms and data structures. Integrates further software engineering concepts including data abstraction and participation in team programming projects. Projects will be completed using a language that supports the object-oriented paradigm (Java).

CIS 203 - Systems Analysis & Design 3.00
Prerequisites: CIS 106 or CIS 108
Presents concepts of structured systems analysis and design techniques such as problem definition, cost analysis, charting and scheduling, implementation planning and documentation. Emphasizes project management, communication and analytical skills.

CIS 204 - Computer & Information Sciences Project 3.00
Prerequisite: CIS 203
Student is assigned a project commensurate with his/her background and training and carries it through from system analysis and design to program preparation and implementation.

CIS 206 - C Programming 3.00
Prerequisites: CIS 130 or CIS 140 or CIS 201 or CIS 240
Covers the ANSI C standard. Emphasizes structured design techniques, a C programming style, multi-file compilations, and reusable software. Introduces the C Preprocessor for symbolic constants, macros and conditional compilations

CIS 208 - C++ Programming 3.00
Prerequisite: CIS 130 or CIS 140 or CIS 201
Introduces C++ syntax. Emphasizes object-oriented programming (OOP). Discusses differences between C and C++. C++ features covered not in C include: classes and objects, inheritance, function and operator overloading and virtual functions.

CIS 210 - LAN Design and Management 3.00
Prerequisite: CIS 111L or CIS 111M
Introduces Local Area Network (LAN) design and management. Emphasizes practical design considerations and hands-on management. Specific design topics include standards, topologies, interconnectivity, comparative implementations, security and electronic messaging. Management topics include installation, resource and user management and software/programming considerations.

CIS 211 - Local Area Networking (A,B,..) 3.00
Prerequisite: CIS 210
Prepares students to work with advanced Local Area Network (LAN) technology and/or to meet industry certification.

CIS 211A - Local Area Networking: Advanced Network Administration, Service & Support 3.00
Prerequisite: CIS 210
Prepares students to administer, service and support a Local Area Network. Topics include file system, server startup and configuration, memory layout, protocol support, server management, advanced printing services, client management and software and hardware troubleshooting. This course is hands-on and designed to cover industry certification objectives.

CIS 211B - Local Area Networking: Networking Technologies, Installation & Configuration 3.00
Prerequisite: CIS 210
Prepares students to work with various networking and communications technologies and to install and configure networks. Topics include digital/analog transmission media and modes, network protocols, detailed OSI model layers, protocol stacks and management considerations. Methods for installation, upgrading and configuration will be discussed. This course is designed to cover industry certification objectives.

CIS 211E - LAN: Enterprise Networking 3.00
Prerequisite: CIS 210

CIS 212 - Personal Computer Repair and Diagnostics 3.00
Prerequisite: CIS 101 or COS 116D
Introduces diagnosis and troubleshooting of personal computers at the system level. Troubleshooting techniques include diagnosis software, board replacement, memory management, IC chip replacement and other common troubleshooting practices. Topics include microcomputer circuits and operating system layouts, tools usage, hardware and software interaction, and multimedia technology.

CIS 217 - Computer Network Security 3.00
Provides an overview of network security basics. Covers general security concepts included in the Security+™ curriculum. Includes communications, infrastructure, operational and organizational security. Introduces the basics of cryptography algorithms.

CIS 230 - Database Management Systems 3.00
Prerequisites: CIS 106 or CIS 108
Provides in-depth study of data base management. Covers generalized data management systems while specifically describing the DBMS language, schema, structure, access methods and maintenance procedures. Students will write programs in a fourth-generation language for creation of and access to a database.

CIS 233 - Advanced Visual Basic Programming Language 3.00
Introduces advanced programming with emphasis on structured design techniques. Students gain knowledge of computers and problem solving by writing in the Visual Basic Language. Programming for maximum user productivity and acceptance is stressed. Object Oriented Programming skills are taught with an emphasis on advanced data handling, and database design using a relational database for application efficiency. The advanced topics of Active X Controls, Dynamic Link Libraries (DLL), Object Linking and Embedding (OLE), VB for Applications (VBA), and Multiple Document Interface (MD) are practiced while creating business applications.

CIS 235 - PERL Programming 3.00
Prerequisite: CIS106 or CIS108
Provides an intensive introduction to programming an design using the PERL programming language. Topics include scripts, input/output, operators, regular expressions, references, and files. Applications to systems, World Wide Web (WWW), and Common Gateway Interfaces (CGIs) will be covered. Some Hypertext Markup Language (HTML) will be covered for interfacing to PERL programs.

CIS 240 - Algorithm Development and Computer Programming with Pascal 3.00
Prerequisite: CIS106 or CIS108
Emphasizes algorithm development. Presents data structures, language syntax and semantics of the Pascal language and structured programming concepts.

CIS 241 - Introduction to Data Communications and Networking 3.00
Prerequisite: CIS 101 (CIS 108 also recommended)
Presents principles and practices of modern data communications and provides an understanding of online processing systems; basic communications theory; components of data communications systems: error detection; data encryption techniques, hardware and software; network protocols and system planning considerations.

CIS 242 - Data Structures 3.00
Prerequisites: CIS 206 or CIS 208 or CIS 240 or CIS 255
Presents design and implementation of data structures, including: stacks, queues, lists, trees and hash tables. Covers the efficiency of various searching and sorting algorithms for manipulating data structures. Algorithms will be presented in pseudocode. Programming language paradigms will be discussed in class. Stresses program design using abstract data types.

CIS 250 - Microprocessor Assembly Language 3.00
Prerequisites: CIS121 or CIS 130 or CIS 140 or CIS 240
Provides an understanding of microcomputer architecture and assembly language programming. Emphasizes writing and running subroutines. Note: Students who have taken CIS 150 may not enroll in CIS 250.

CIS 260 - Networking Essential 1.00
Prerequisites: CIS 158A & CIS 158B & CIS 158C
Provides students with a foundation in current networking technology for local area networks, wide area networks, and the Internet. It is designed to provide students with the background necessary to understand the local area networking information in the Microsoft courses on workstations and networking.

CIS 261 - Administering Windows NT 2.00
Introduces the skills necessary to perform post-installation and day-to-day administration tasks in a single-domain or multiple-domain environment.

CIS 262 - Supporting Microsoft Windows NT 4.0 Core Technologies 3.00
Prerequisite: CIS 261
Provides the core foundation for supporting Microsoft Windows NT operating system. The goal of this course is to provide support professionals with the skills necessary to install, configure, customize, optimize, network, integrate, and troubleshoot Windows NT 4.0.

CIS 263 - Internetworking Microsoft TCP/IP on Microsoft Windows NT 4.0 3.00
Prerequisite: CIS 262
Provides the knowledge and skills required to set up, configure, use, and support Transmission Control Protocol/Internet Protocol (TCP/IP) on Microsoft Windows NT operating system version 4.0.

CIS 264 - Supporting Microsoft Windows NT Server 4.0 Enterprise Technologies 2.00
Prerequisite: CIS 263
Introduces the training necessary to support professionals working in a Microsoft Windows Server 4.0-based enterprise environment. Students will learn how to design, implement, and support the Windows NT Server network operating system in a multi-domain enterprise environment.

CIS 265 - Creating and Managing a Web Server 1.00
Prerequisite: CIS 264
Introduces the various support features of Microsoft Internet Information Server (IIS) Students will learn how to install, configure, and implement all components that comprise IIS.

Computer Office Systems Management (COS)

COS 103 - Introductory Keyboarding 3.00
Develops typewriting skills and techniques. Covers basic procedures such as typing personal and business letters, envelopes, centering, tabulation and manuscripts. Goal is at least 30 words per minute.

COS 107 - Word Processing 3.00
Prerequisite: CIS 101 or COS 116D
Covers the basic, intermediate and advanced features of word processing. Students create, edit, format and save personal and business documents. Along with data integration, special features such as mail merge, sorting, styles, columns, footnotes, outlines, table of contents, indexes, and templates are presented. Note: Students without typing skills should enroll in a keyboarding class concurrent with this course.

COS 109 - Word Processing II 3.00
Prerequisite: COS 107
Covers advanced skills in the use of Word. Students perform many complex operations, develop and work with large documents and design complex forms. Focuses on developing specific skills suck as advanced merging operations, macros, styles and columns.

COS 114 - Business Software Applications 3.00
Emphasizes an integrated approach. Covers different software applications from spreadsheet to word processor, to graphs, to the file manager, to communication files. Provides numerous hands-on assignments and exercises. Students gain practical experience using a computer to solve problems that arise in the automated office environment.

COS 116A - Electronic Communications 1.00
Using different e-mail software packages, students learn to send and receive messages, reply to and forward messages, manage inboxes and outboxes and empty trash. Also included are the tasks of scheduling, using calendars, creating address lists, attaching documents and serving as a proxy.

COS 116B - Office Applications: Internet Home Page 1.00
Learn how to create Web pages using mark codes, link Web sites, include images and sound files and how to create user-friendly forms.

COS 116C - Office Applications: Presentation Graphics 1.00
Introduces the basic principles and terminology of presentation graphics software. Topics covered include but are not limited to creating slides, using charts and graphics, customizing information and controlling the design of an electronic presentation. Additionally, learn how to make transparencies, 35mm slides and handout notes for a slide show.

COS 116D - Office Applications: Windows 1.00
Covers the basics of the Windows operating system from navigating with the mouse to customizing the desktop to managing files, directories and programs.

COS 116E - Office Applications: Keyboarding 1.00
Helps students improve their keyboarding skills. Students will identify their speed and accuracy problems, develop practice routines to correct those problems and review basic business formatting.

COS 116F - Introduction to the Internet: Searching and Researching Information 1.00
Prerequisite: CIS101 or COS116D
Introduces students to techniques for analyzing information needs, create different types of queries to meet those needs, and select appropriate search engines to achieve the desired results. Emphasis will be placed on exploring specific search techniques and their relative merits.

COS 116G - Introduction to Networking 1.00
Prerequisite: COS 116D
Introduces networking concepts and related software, hardware, and protocol building blocks. Addresses physical communications media, common network topologies, and covers fundamentals of common basic network operating systems and network management areas.

COS 116J - Office Applications: Introduction to Personal Accounting Software 1.00
Introduces a computerized accounting software package for personal financial management. Topics include: setting up accounts and categories, recording bank and credit card transactions, automating transactions, reconciling accounts, creating graphs and charts, online banking and billing

COS 116K - Basic Project Management 1.00
Introduces students to the basic tasks related to planning a project, creating project schedules, communicating project information, using critical paths to assign resources, tracking progress, and sharing information across software applications.

COS 116L - Office Applications: Software Integration 1.00
Builds upon student's knowledge of the Microsoft Office Suite. Students cover the basics through advanced features of sharing data among Word, Excel, Access, PowerPoint and Outlook.

COS 116M - Office Applications: Introduction to Web Page Creation and Management Software (FrontPage) 1.00
Introduces the basic principals and terminology of a web authoring and site management software package for creating and managing Web sites without programming. Topics include (but are not limited to): inserting/editing text, images, tables, hyperlinks, frames, forms. Emphasis will be placed on creating, customizing, navigating and organizing web sites.

COS 116N - Introduction to Publication Software (Publisher) 1.00
Introduces the basic principles and terminology of a publications software package. Topics include (but are not limited to): creating publications from scratch and using a wizard; working with design, color, and font schemes; and working with text and objects, master pages and multiple pages.

COS 116P - Photoshop 1.00
Introduces the basic principles and terminology of graphics software used for web and print materials. Students will learn how to create, modify, and import images as well as merge and edit colors. Students will become familiar with both the MAC and PC platforms in this course.

This course is recommended for students planning to take CMM114 or CIS111J.

COS 120 - Business English 3.00
Presents a study of basic grammar, spelling, sentence structure and the composition of business correspondence. For office technology students. Does not fulfill the general education English requirements.

COS 204 - Office Procedures I 3.00
Prerequisite: COS103
Focuses on the transcription machine. Emphasizes practical task performed by executive secretaries and administrative assistants.

COS 208 - Executive Keyboarding 3.00
Prerequisite: COS103
Helps students with keyboarding experience to further their skills in the area of administrative or executive office skills. Students identify their speed and accuracy problems, develop practice routines to help correct those problems and learn basic and advanced business formatting. Teaches how to prepare employment documents, how to handle office tasks, how to edit and abstract written materials and how to make decisions and set priorities.

COS 209 - Medical Terminology 3.00
Teaches the basic principles of building and defining medical words. Students use techniques learned to develop an extensive medical terminology vocabulary. No previous knowledge of anatomy, physiology or pathology is necessary.

COS 209A - Introduction to Medical Terminology 1.00

COS 209B - Medical Terminology of the Human Body 1.00

COS 209C - Medical Terminology of Disease/Diagnosis 1.00

COS 210 - Medical Transcription 3.00
Prerequisite: COS 209
Emphasizes medical transcription, medical office management skills, and completion of routine tasks performed in the medical office. Throughout the course, medical terminology and communication skills are reinforced using simulated office experiences.

COS 212 - Introduction to Medical Office Systems 3.00
Prerequisite: CIS101 or COS116D
Covers the general flow of information in a medical office and prepares students to handle administrative tasks in health care practices. Students will use a widely accepted medical administrative software package to input patient information, prepare reports, schedule appointments, and handle billing. Students will be expected to manage insurance forms both manually (in paper form) and electronically.

Construction Management (CON)

CON 101 - Introduction to Construction Management 3.00
Covers the construction process, roles and responsibilities of employees and construction documents. Reviews forms of business organization along with the relationship of the business operation to government regulations, labor laws and safety.

CON 110 - Construction Materials 3.00
Includes an examination of basic properties of construction materials. Established materials and newer types are assessed for dependability. Reviews the metric system and mechanical and electrical systems used in residential and commercial projects.

CON 120 - Construction Methods 3.00
Prerequisites: CON 110 & (EG 120 or EG 121)
Presents a comprehensive study of the methods used in the construction of residential and commercial projects. Examines earthmoving materials and operation and excavation, paving, foundation, concrete, wood, steel and masonry construction techniques. Includes an analysis of building codes.

CON 131 - Construction Law 3.00
Explores construction law and the relationship between engineers, architects, contractors, subcontractors, suppliers and attorneys relative to specific legal and contractual problems.

CON 201 - Project Management 3.00
Prerequisite: CON 120
Covers principles that apply to effective planning, scheduling and controlling project completion. Uses simple projects to demonstrate application of principles.

CON 229 - Construction Cost Estimating I 3.00
Prerequisite: CON 120
Includes practical and theoretical techniques of cost estimating that apply to both manufacturing and construction businesses. Covers design and business environment, methods, estimating and assurance with an emphasis on construction firms.

CON 230 - Construction Cost Estimating II 3.00
Prerequisite: CON 229
A continuation of Construction Cost Estimating I. Concentrates on construction firms, emphasizing quantity takeoffs for preparation of estimates.

CON 240 - Construction Management & Finance 3.00
Prerequisites: CON 101 & BU 101
An intermediate-level management course. Covers general management issues for contractors, accounting systems and controls and financial and tax management of the business operation. Uses case-study approach.

Cooperative Education (CE)

CE 101 - Cooperative Education I 1.00
Provides the student with academic credit for knowledge and skill outcomes derived from a planned work experience in the student's chosen career field. In addition to meeting core learning outcomes, jointly-developed specific learning outcomes are selected and evaluated by the faculty supervisor, work place supervisor and the student. Co-op placements are directly related to the student's program of study and provide learning experiences not available in the classroom setting. Co-op experiences provide entry-level, career-related experience and workplace competencies that employers value when hiring new employees. Co-op may also be used as an opportunity to explore career fields. Students must meet with the manager, staff & workforce development and academic program manager prior to registering.

CE 102 - Cooperative Education II 2.00
Provides the student with academic credit for knowledge and skill outcomes derived from a planned work experience in the student's chosen career field. In addition to meeting core learning outcomes, jointly-developed specific learning outcomes are selected and evaluated by the faculty supervisor, work place supervisor and the student. Co-op placements are directly related to the student's program of study and provide learning experiences not available in the classroom setting. Co-op experiences provide entry-level, career-related experience and workplace competencies that employers value when hiring new employees. Co-op may also be used as an opportunity to explore career fields. Students must meet with the manager, staff & workforce development and academic program manager prior to registering.

CE 103 - Cooperative Education III 3.00
Provides the student with academic credit for knowledge and skill outcomes derived from a planned work experience in the student's chosen career field. In addition to meeting core learning outcomes, jointly-developed specific learning outcomes are selected and evaluated by the faculty supervisor, work place supervisor and the student. Co-op placements are directly related to the student's program of study and provide learning experiences not available in the classroom setting. Co-op experiences provide entry-level, career-related experience and workplace competencies that employers value when hiring new employees. Co-op may also be used as an opportunity to explore career fields. Students must meet with the manager, staff & workforce development and academic program manager prior to registering.

CE 106 - Cooperative Education/London Work Experience 6.00
Develop workplace competencies, expand knowledge of the global workplace and economy, appreciate cross-cultural perspectives through working in the British workplace and create a portfolio that represents an integration of the entire London experience. (The wages earned while working in London will help the student offset daily living expenses.)

Criminal Justice (CJ)

CJ 101 - Introduction to Criminal Justice 3.00
Prerequisite: EN 52
Presents a history of criminal justice, with emphasis on English antecedents important to the administration of justice in the United States. Introduces the United States Constitution and Supreme Court decisions affecting individual rights and law enforcement practices. Includes career orientation through an analysis of criminal justice agencies.

CJ 106 - Police - Community Relations 3.00
An overview of law enforcement community relations and community policing concepts. Will review officer-citizen contacts, problem solving, crime prevention, cultural diversity, sexual harassment, and Americans with Disabilities Act. Review the prohibitions against racial, religious, and ethnic violence.

CJ 110 - Criminal Law 3.00
Prerequisite: EN 52
Explores the history and purpose of criminal law. Elements of substantive criminal common law as modified by statute. Introduces legal research and a case study review of appellate court decisions relative to selected aspects of criminal law.

CJ 203 - Juvenile Delinquency 3.00
Prerequisite: EN 52
Offers an in-depth study of the judicial process in handling juvenile offenders as well as distinctions in the criminal justice system between adults and juveniles. Examines the nature, causes and extent of juvenile crime and its relation to the overall crime scene, as well as preventive and remedial procedures to correct this problem.

CJ 204 - Police Operational Services 3.00
Prerequisites: CJ 101 & CJ 110
Examines police operational techniques and strategies; incident analysis; patrol deployment; traffic enforcement theory and practice; crime prevention and community relations; and the investigative process.
Explores the police officers role as a manager of community crime prevention resources. Includes analysis of recommended practices for maintaining police officers' health and safety.

CJ 207 - Industrial and Commercial Security 3.00
Prerequisite: EN 52
Explores the broad range of industrial, commercial, institutional and private security fields. Covers systems, procedures and techniques in protecting proprietary information, trade secrets, loss prevention, hazard prevention and safety from manufacturing and industrial hazards, fire, bombs, protection of persons, etc.

CJ 212 - Criminalistics 4.00
Prerequisite: CJ 204
Laboratory class develops skills in the identification, collection, preservation and presentation of physical evidence. Introduces police photography, including use of the camera, negative and print processing and photo preparation of court room presentation.

CJ 214 - The Correctional Process 3.00
Prerequisite: CJ 101
Surveys the juvenile and adult correctional process from adjudication through probation or parole.

CJ 220 - Criminal Evidence & Procedure 3.00
Prerequisite: CJ 110
Examines the United States Constitutional limitations on law enforcement, emphasizing arrest, use of force and search and seizure. Rules of evidence of particular importance to the law enforcement function including: the hearsay rule and exceptions; documentary, opinion, corpus delicti and circumstantial evidence; character and past crimes; evidentiary privileges; jurisdiction and venue; and witnesses.

CJ 221 - Police Defense Tactics 5.00
An overview of law enforcement use of force and defensive tactic concepts. Will review unarmed defense, pressure points, controlled force and impact weapon usage.

CJ 222 - Police Arsenal and Weapons 5.00
An overview of law enforcement use of force and firearms concepts. Review deadly force, police and usage, mental preparation, shooting fundamentals, safe weapons handling and firearms qualifications.

CJ 250 - Directed Studies 3.00
Prerequisites: 30 semester hours, including CJ 101 & CJ 110 & SO 201
Supervised individual study of a topic selected by the student with staff approval. May also be designed to support the learning experience achieved through the cooperative education experience.

Drama (DR)

DR 101 - Introduction to Theater 3.00
Prerequisites: EN 50A & EN 52
Introduces the history of drama and the theater through reading, viewing and discussing plays.

DR 102 - Introduction to Acting 3.00
Offers a basic study of acting, through both a historical perspective and in-depth exercises.

DR 121 - Stagecraft 3.00
Explores all technical aspects of play production, with emphasis on set construction, scene painting, properties and stage lighting. Provides laboratory experience in conjunction with campus theater productions.

DR 201 - Modern Drama 3.00
Prerequisite: EN 101
Presents selected works of drama that have gained prominence during the late nineteenth and twentieth centuries.

DR 203 - Fundamentals of Directing 3.00
Addresses problems in playwriting, directing and acting. Students work on scenes and/or one-act plays.

DR 204 - Production Survey 1.00
Students participate in a campus theater production as a member of the production crew. May be taken for credit three times.

DR 205 - Acting Survey 1.00
Students participate in a campus theater production as a member of the cast. May be taken for credit three times.

DR 206 - Advanced Acting 3.00
Concentrates on characterization and dramatic improvisation.

DR 212 - Summer Theater Internship 3.00
Offers an intensive study of theatrical performance, including both acting and stagecraft assignments. Students prepare a theatrical production for presentation during the summer.

DR 214 - Readers' Theater 3.00
Includes the principles, preparation, performance, direction, criticism and field study of various forms of group performance of literature.

Driver Education Instructor Certification (DR)

DE 101 - Driving Task Analysis 3.00
Introduces the task of the driver within the highway transportation system (HTS) with emphasis on risk perception and management and the decision-making process. This course includes learning activities that focus on preparing the prospective driver educator to conduct laboratory and classroom instruction and maintain a learning environment. Learning activities will prepare the prospective driver educator to conduct driver performance enhancement activities. (This course satisfies one-third of the 120-hour Maryland State requirement for driver education instructor certification.)

DE 102 - Developing Novice Driver Skills 3.00
Prerequisite: Satisfactory completion of DE 101
Prepares the prospective driver educator to conduct activities which develop vehicle operational skills for a novice driver. Emphasis is placed on laboratory organization and administration, maintaining a learning environment, developing laboratory instructional modules, and the conduct of learning experiences. (This course satisfies one-third of the 120-hour Maryland State requirement for driver education instructor certification.)

DE 103 - Developing Driver Education Classroom Knowledge 3.00
Prerequisite: Satisfactory completion of DE 102
Prepares the prospective driver educator to develop driver education classroom skills with application to classroom organization, maintaining a learning environment, developing instructional modules, and to conduct learning experiences. (This course satisfies one-third of the 120-hour Maryland State requirement for driver education instructor certification.)

Early Childhood Education (ECD)

ECD 101 - Introduction to Early Childhood Education 3.00
Prerequisite: EN 52
Examines conceptual framework for understanding the role of early childhood education professional. Content focuses on the profession of early childhood education in the context of historical, philosophical, and social influences. Units of study also review contemporary trends, issues and practices in the field of early childhood education.

ECD 104 - Activities I for Children 3.00
Prerequisite: EN 52
Corequisite: ED 100
Introduces the principles, materials and methods used with young children ages birth to six, including advancing physical, cognitive, communication, creative and social skills. Students plan and present lessons in the area with young children. (This course satisfies one-half of the 90-hour State requirement for Day Care Certification.)

ECD 105 - Activities II for Children 3.00
Prerequisite: ECD 104
Studies the design and implementation of the preschool curriculum in the areas of art, dramatic play, language arts, literature, math, science, movement and music. Students design and execute an original curriculum.

ECD 106 - Infants & Toddlers Development and Care 3.00
Prerequisite: EN 52
Examines the child's growth and development from conception to age two. The course investigates normal stage development, health, feeding, play, rest, abuse as well as appropriate activities for socialization, positive guidance techniques and skills to enhance parent/caregiver communication. This course meets the State requirement's approved training for Infant/Toddler Senior Staff qualification.

ECD 107 - Child Health, Safety and Nutrition 3.00
Prerequisite: EN 52
Presents a survey of the health, safety and nutritional needs of young children. Includes required state and federal codes. Emphasizes the establishment and maintenance of a safe and healthy learning environment.

ECD 108 - Activities for the School-Age Child 3.00
Prerequisite: EN 52
Examines developmentally appropriate principles, materials and methods used with school-age children ages 6 to 12. Specific consideration given to planning activities for school-age child care. Students plan and present lessons in the areas of physical, intellectual and social development. This course meets the state requirements training for group leader.

ECD 210 - Directed Practicum 3.00
Prerequisites: Successful completion of at least 45 credits including ED 100, ECD 104, ECD 106 and ECD 108 before enrollment
Supervised practical experience. The student assumes major responsibility for the full range of teaching and care-giving duties for a group of young children.

ECD 212 - Administration of Child Development Centers 3.00
Prerequisites: Successful completion of at least 45 credit hours including ED 100, ECD 101, ECD 104, ECD 106 before enrollment
Presents management practices and administrative functions of child development directors. Covers state requirements for physical facilities, staffing and designing programs. Covers budgeting and financing of child development centers.

ECD 213 - Understanding & Guiding the Young Child's Behavior 3.00
Prerequisite: ED 100
Designed for adults who are responsible for the care and development of young children from birth to eight years of age, primarily in an early childhood setting. This course will focus on developmentally appropriate child guidance philosophies, methodologies of discipline, and guidelines for the responsible adult.

ECD 230 - Language & Literacy Development in Early Childhood 3.00
Prerequisites: ED 100 & ECD 104
Designed for adults who are responsible for the care, development and teaching of young children from birth to eight years in primarily an early childhood setting. This course is a study of the development of oral language by the young child, the relationship between language development and emerging literacy, and the structuring of the learning environment for the child from birth to eight years. A variety of quality early childhood literature will be reviewed along with methods for using children's literature to enhance language development.

Economics (EC)

EC 101 - History of Economic Development 3.00
Prerequisite: EN 52
Surveys the origins and evolution of economic theory, philosophy and organization. Emphasizes evolution of modern-day economic systems, communism, socialism and capitalism.

EC 103 - Contemporary Economic Problems 3.00
Prerequisite: EN 52
Explores the economic problems of society, welfare, revenue-sharing, inflation, unemployment, taxation, basic economic concepts and theories of micro-economics and macro-economics.

EC 201 - Principles of Economics 3.00
EC 201H - Honors Principles of Economics 3.00
Prerequisite: EN 52
Introduces basic concepts, the national accounts, national income analysis, business cycles and the monetary system in an essentially macro-economic approach.

EC 202 - Principles of Economics 3.00
Prerequisite: EC 201
Emphasizes price theory, distribution, international trade and economic development in an essentially micro-economic approach.

EC 202H - Principles of Economics 3.00
Prerequisite: EC 201
Emphasizes price theory, distribution, international trade and economic development with an essentially micro-economic approach. Also focuses on current economic issues in the field of microeconomics.

EC 210 - Money and Banking 3.00
Prerequisite: EC 201
Imparts an integrated understanding of the monetary process within the modern economy, with particular emphasis to the United States. Emphasizes the relationship between money, credit and the banking system in the United States.

Education (ED)

ED 100 - Child Development & Behavior 3.00
Prerequisite: EN 52
Introduces basic growth and developmental principles necessary to work effectively with young children from ages birth to 12 years. Emphasizes the social, emotional, physical and intellectual developmental stages of the young child. (This course satisfies one-half of the 90-hour State requirement for Day Care Certification.)

ED 102 - Schools and Society 3.00
Prerequisite: EN 101
Examines the historical, philosophical, and social development of American education. Students will learn methods, concepts, and principles of education. They analyze and reflect on the processes of teaching and learning. They explore the interrelationships of education, social institutions, and pluralistic culture. Students will also reflect on ways that values, skills, and experience shape and are shaped by schooling and society. Observation, teaching, and a portfolio are required.

ED 202 - Educational Psychology 3.00
Prerequisite: PS 101
Introduces the nature and theories of learning processes. Focuses on classroom interaction and its influence upon the learning process and the growth and development of the child. (This course satisfies the Maryland State Department of Education professional education course work in human learning.)

ED 203 - Foundations of Special Education 3.00
Prerequisite: EN 52
This course is designated to provide an overview of critical issues and strategies related to educating students who have been identified as exceptional. The course content focuses on historical and legal foundations of special education, inclusive education, developmental characteristics of exceptional students, and strategies for accommodating students. (This course satisfies the Maryland State Department of Education professional education course work in human learning.)

ED 214 - Processes and Acquisition of Reading 3.00
Prerequisites: 30 credits including EN 101 & PS 101 or teacher certification
Develops students' understanding of how the brain responds to reading acquisition. Participants will demonstrate knowledge of language development and the reading process. They will demonstrate an understanding of the role of experiential background, prior knowledge, motivation, phonemic awareness, and personal significance to developing readers. (This course satisfies the Maryland State Department of Education professional education course work in human learning.)

ED 215 - Instruction of Reading 3.00
Prerequisite: ED 214
Develops students' ability to analyze the essential connection of language development, reading acquisition, and writing. Participants will use a variety of developmentally appropriate word recognition and comprehension strategies to enhance students' understanding and interpretation of text. They will use appropriate early identification and intervention strategies to assist students with different learning styles, low achievement, special needs, limited English-speaking proficiency, and emergent readers. Finally, students will implement a balanced literacy program in an organized classroom that foster interests, motivation, and positive attitudes/perceptions about all aspects of literacy. (This course satisfies the Maryland State Department of Education professional education course work in human learning.)

ED 216 - Materials for Teaching Reading 3.00
Prerequisite: ED 214
Exposes participants to a variety of materials to be used for the three purposes of reading. Participants will learn how to use materials to support long-term motivation for reading, how to select and evaluate materials, and how to use the expertise of members of the community and parents to help fulfill the goals of the reading program. (This course satisfies the Maryland State Department of Education professional education course work in human learning.)

ED 217 - Assessment for Reading Instruction 3.00
Prerequisites: ED 214 & ED 215
Develops an understanding of various reading assessment instruments and their appropriate uses and purposes. Participants will make educational decisions based upon data provided by local and/or state assessments and communicate assessment results using clear, concrete language. (This course satisfies the Maryland State Department of Education professional education course work in human learning.)

ED 218 - Teaching Reading in the Content Areas, Part I 3.00
Prerequisites: 30 credits including EN 101 & PS 101 or teacher certification
Provides students with an understanding of the essentials of reading processes necessary for secondary students to become proficient readers. Participants gain an understanding of the following five areas: purposes and types of reading, methods of assessing reading, strategies and skills in reading, student-centered reading instruction, and affective dimensions of reading. (This course satisfies the Maryland State Department of Education professional education course work in human learning.)

ED 219 - Teaching Reading in the Content Areas, Part II 3.00
Prerequisite: ED 218
Expands on Part I, focusing on types of reading, skills in reading, and instruction. The emphasis will be 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 will also implement reading and writing strategies that promote student mastery of subject content. (This course satisfies the Maryland State Department of Education professional education course work in human learning.)

ED 220 - Fieldwork: Observation & Practice in the Schools 1.00
Prerequisites or corequisites: ED202 or ED203 or ED/PS208
This course offers students the opportunity to do structured observation in a school at their level of specialization. They will provide classroom assistance as assigned. (May be taken more than once for credit)

ED/PS 208 - Human Growth and Development 3.00
Prerequisite: EN 52
Presents central concepts related to parameters of human development through the life span. Includes physical, social, emotional and mental development at various stages of life. Considers the influence of culture as well as individual differences. (This course satisfies the Maryland State Department of Education professional education course work in human learning.)

Electronics (EL)

EL 100 - The Science of Electronics 3.00
Surveys the field of electronics. Includes the history of the science of electronics, basic laws, devices and theory, subfields of applications and a look at the future.

EL 103 - D.C. Circuit Analysis 4.00
Prerequisites: EL 100 & MA 92
Examines circuit theory and fundamental voltage, current and resistance relations; series/parallel circuits; network transformations; multisource circuits and network theorems. Includes an introduction to electric and magnetic fields as well as capacitance and inductance.

EL 104 - A.C. Circuit Analysis 4.00
Prerequisites: EL 103, MA 111
Examines circuit theory and inductance/ capacitance including transient analysis, AC fundamentals, AC networks and associated theorems. Includes resonant circuits, filters and transformers.

EL 108 - Transistor Circuit Analysis 4.00
Prerequisite: EL 103
Introduces solid-state electronics. Includes semiconductor material, diodes and bipolar transistors, as well as small signal and power amplifiers. Includes an introduction to field-effect transistors.

EL 203 - Linear Integrated Circuits 4.00
Prerequisite: EL 108
A continuing course in solid-state electronics that includes frequency response, operational amplifiers along with basic circuits, stability criterion and compensation techniques. Examines oscillator circuits, active filters and voltage regulators.

EL 204 - Communications Systems 4.00
Prerequisites: EL 104, EL 203
Offers advanced treatment of electronic communication systems. Includes the EM spectrum and Fourier analysis, noise, AM, AM receivers, FM, FM receivers and digital modulation techniques and systems. A work-based learning component is included.

EL 207 - Digital Circuits I 3.00
Prerequisite: EL 103
Introduces digital systems including number systems, logic gates and boolean algebra, combinatorial logic circuits, Karnaugh maps, flip flops, timing circuits, as well as arithmetic circuits.

EL 208 - Digital Circuits II 3.00
Prerequisite: EL 207
Corequisite: EL 108
Offers advanced treatment of digital systems including synchronous counters, registers, multiplexers, coders, tri-state devices, IC logic families, MSI circuits, A/D's and D/A's, as well as memory devices.

EL 209 - Industrial Electronics 3.00
Prerequisites: EL 104, EL 203, EL 207
Presents basic electrical components. Focuses on concepts and operation of various types of amplifiers, ICs, motors, generators, industrial control devices and transducers.

EL 212 - Microprocessors 3.00
Prerequisite: EL 207
Corequisite: EL 208
Introduces microprocessors, emphasizing the 8086/88 family of devices. Includes the architecture, development tools, instruction sets, programming, memory and peripheral interfaces and interrupts. A work-based learning component is included.

EL 215 - Computer Architecture 3.00
Prerequisite: EL 208
Offers an advanced, theoretical treatment of the structure and function of computers. Includes bus structures and techniques, internal and external memory, input/output devices and operating systems. Also includes ALUs, instruction sets, addressing modes and CPU structure, function and operation.

EL 217 - Computer Circuits & Signals 4.00
Prerequisite: EL 208
Offers advanced treatment of digital circuits. Details the circuitry of a commercial microcomputer. Students analyze schematics, examine timing diagrams and evaluate system operation. Students practice troubleshooting techniques in the associated laboratory. A work-based learning component is included.

EL 220 - Digital Electronics 3.00
Prerequisites: EL 103, EL 207
Presents an introduction to digital systems such as counters, registers, multiplexers, as well as microprocessors. Provides an overview of computers along with an introduction to architecture, instruction sets and programming.

EL 225 - General Radiotelephone Theory 3.00
Prerequisite: EL 204
Prepares students for the FCC General Radiotelephone License exam. Covers regulatory and operational issues with focus on electrical and electronic theory.

EL 227 - Solid-State Electronic Devices 3.00
Prerequisite: EL 108
Emphasizes the technological aspects of solid-state electronic devices. Examines semiconductor theory and relationships between semiconductor devices and electronic signals. Provides a basis for understanding the techniques of microelectronic processing. Includes theory, operation, design and function of semiconductor components. Topics include semiconductor materials, energy bands, p-n junction diodes, bipolar and field-effect transistors, switching devices and integrated circuits.

EL 230 - Microelectronic Processing 3.00
Prerequisite: EL 227
Focuses on the science and art of fabricating microelectronic devices. Introduces the basic concepts of electronic device processes including diffusion, lithography and thin-film depositions. Covers the applications of these several processes oriented towards the manufacturing of various microelectronic devices. All the physical, material and scientific principles will be linked with the processing method.

Emergency Medical Services (EMS)

EMS 105 - Emergency Medical Technician-Basic 7.00
Develop the knowledge and skills necessary to recognize the signs and symptoms of illnesses and injuries commonly encountered in the pre-hospital setting and provide appropriate care. The development of competency in patient care techniques essential to emergency care is a major focus of the course. After completion of this course, the student is eligible for EMT-B Certification.

EMS 106 - Field Work in EMS 4.00
Prerequisite: EMS 105
Provides the opportunity to practice and apply pre-hospital skills in actual patient care runs before enrolling in a paramedic program. Field assignments will be made to approved ambulance units and companies under the preceptorship of experienced pre-hospital providers. On-campus seminars will be conducted to monitor learning and skill progression and allow integration and synthesis of the student's experience.

EMS 120 - Pharmacology for EMS 3.00
Prerequisite: BI 103 & BI 104 & MA 91
Introduces students to basic concepts of pharmacology, drug administration and dosage calculation. An emphasis is placed on drugs used in emergency and pre-hospital settings. Computation or oral and parenteral medication dosages are taught and practiced. Techniques and terminology of medication administration are discussed. Basic principles of pharmacokinetics and pharmacodynamics are addressed and major interactions and adverse reactions are presented. Students develop familiarity with major drug classifications and the drugs most frequently used in the pre-hospital environment.

EMS 200 - Introduction to Pre-hospital Environment 2.00
Introduces the roles and responsibilities central to the delivery of emergency pre-hospital advanced life support-level care. The student is introduced to aspects of the pre-hospital environment such as EMS systems, communications, special situations, well being of the EMT Paramedic, ambulance operations, incident command, and ethical and legal issues.

EMS 201 - Medical Emergencies 8.00
Prerequisites: EMS 200, Current EMT-B Certification
Corequisite: EMS 202, Current CPR Certification-Healthcare Providers Certification
Provides the knowledge and skills essential to advanced life support care of patients with medical emergencies. Advanced techniques of airway management, intravenous therapy and pharmacological intervention are introduced and practiced in the classroom laboratory. Assessment and intervention in frequently encountered pre-hospital emergencies is emphasized.

EMS 202 - Paramedic Practicum I 4.00
Corequisites: EMS 200, EMS 201
Provides the paramedic student with an opportunity to apply the knowledge and skills introduced in EMS 200 and EMS 201. Preceptored patient care experience is facilitated in various settings such as nursing homes, the hospital emergency department, intensive care, surgical department and other in-patient units. (Individually scheduled clinicals)

EMS 203 - Traumatic Emergencies 3.00
Prerequisite: EMS 201, Current CPR for Healthcare Provider Certification
Corequisite: EMS 206
Provides the knowledge and skills essential to advance life support care of patients with traumatic injuries. Management of hemorrhagic, orthopedic and neurologic injuries and shock is emphasized. Skills related to the stabilization of patients experiencing trauma and shock are introduced and practiced in the classroom laboratory.

EMS 206 - Paramedic Practicum II 4.00
Prerequisites: EMS 201, EMS 202, CPR Healthcare Providers Certification
Corequisites: EMS 203, EMS 209
Provides further opportunities to apply clinical skills and integrate theory into practice. Preceptored patient care experience is facilitated in more diverse settings in order to introduce the student to the care of pediatric, gynecologic-obstetrical and psychiatric patients.

EMS 207 - Preparation for Paramedic Certification 1.00
Prerequisites: EMS 203, EMS 206, EMS 209
Provides student with a comprehensive review and synthesis of the factual, conceptual and technical foundations required to successfully pass the National Registry Paramedic Examination. Integration and application of knowledge acquired in previous EMS courses is encouraged through scenario-based exercises.

EMS 208 - Pathophysiology for EMS 3.00
Prerequisites: EMS 201, Current EMT-B Certification
Introduces the pre-hospital provider to essential components of disease causation and disease process. Broadens understanding of disorders to include chronic and subacute illnesses, with emphasis on etiology, diagnosis and therapeutic implications.

EMS 209 - Behavioral and Developmental Emergencies 3.00
Prerequisites: EMS 201, EMS 202
Corequisites: EMS 203, EMS 206, Current CPR for Healthcare Providers Certification
Provides the theoretical and practical basis for managing the behavioral and developmental dimensions of pre-hospital emergencies. Techniques of crisis management and therapeutic communication in emotional and psychiatric disorders are emphasized. Emergencies specific to various human developmental stages are discussed, including pediatric, gynecologic and geriatric applications.

Engineering & Drafting (EG)

EG 105 - Engineering Graphics 3.00
Emphasizes basic drawing required of all engineering majors. Problem-solving and drawing techniques. Includes lettering, the alphabet of lines, drawing instruments, geometric constructions, dimensioning, tolerancing, orthographic projections, sectional views, auxiliaries and shop processes. Students provide drawing equipment.

EG 106 - Electrical & Electronic Drafting 3.00
Offers basic drawing for students entering the electronics field. Includes some basic drafting board principles, emphasizing computer-aided drafting. Also includes electronic components, schematics, wiring diagrams, PC boards, microelectronics, packaging and related production drawings.

EG 107 - Elementary Surveying I 4.00
Presents land engineering and/or construction surveying. Provides a professional background for entrance into, or advancement in, a surveying career. Offered fall semester in odd-numbered years.

EG 108 - Elementary Surveying II 4.00
Prerequisite: EG 107
Provides training for a career in surveying and the related careers of mapping, civil engineering and photogrammetry. Offered spring semester in even-numbered years.

EG 110 - Engineering Statics 3.00
Prerequisite: MA 210
Investigates that branch of physical science called mechanics. Mechanics deals with the state of rest or motion of bodies that are subjected to the action of forces. Statics is one branch of mechanics that deals with the equilibrium of bodies, that is, those that are at rest or that move with a constant velocity. Includes theory and applications with an emphasis on developing ability to analyze problems.

EG 111 - Elementary Structures 3.00
Prerequisite: MA 92
Explores structural integrity calculations for buildings, including beam and column loading, live loads, dead loads, deflection, modules of elasticity and stress. Emphasizes roof and floor framing plans, welded, riveted and bolted connections, gussets, base plates, bearing plates and role of reinforcing rods.

EG 115 - Materials and Methods 3.00
Covers architectural materials such as concrete blocks, wood, trim, marble, terrazzo, millwork, acoustic tiles, exposed beams, floor tiles and their proper use in architectural design.

EG 116 - Development of Specifications and Standards 3.00
Prerequisite: EN 50A
Includes terminology, specification language and specifications in mechanical and architectural drafting. Also covers existing government and industry specifications such as ASTM, AISA, SAE, AIA, AISI, ANSI, MIL-D-1000 and MIL-STD-100.

EG 120 - Architectural Blueprint Reading/Residential 3.00
Examines basic principles of graphic communication essential in dealing with all areas of the building trades and construction industry. Involves architectural working drawings for residential construction.

EG 121 - Architectural Blueprint Reading/Commercial 3.00
Prerequisite: EG 120
Covers architectural graphic communication with emphasis on commercial construction. Expands principles of basic construction outlined in EG 120 to include a study of detailed working drawings and related specifications for commercial buildings.

EG 130 - Introduction to Drafting 3.00
Teaches drafting principles applicable to both engineering and architectural disciplines. This includes proper use of drafting board tools, basic concepts, prospective opportunities in industry and proper drafting methodology.

EG 131A - Residential Drafting 3.00
Prerequisites: CIS 101 & EG 130
Teaches residential drafting using CADD. Includes plans, sections, details, elevations and related details for a complete set of working drawings for a residence of approximately 3,000 sq. ft. Requires appropriate dimensioning, layout and use/knowledge of computers. Additional CADD block lab time is available to students.

EG 131B - Commercial Drafting 3.00
Prerequisite: EG 131A
Teaches drafting for a commercial building of approximately 20,000 sq. ft. In addition to plans, sections, details, schedules, materials and structural drawings for a group project for a planned community. Working drawing set includes commercial and residential architectural applications and finish requirements. Additional CADD block lab time is available.

EG 132 - Advanced Drafting for a Planned Community 5.00
Prerequisite: EG 131B
Includes plans, sections, details, elevations, site plans, schedules, materials and structural drawings for a group project for a planned community. Working drawing set includes commercial and residential architectural applications and finish requirements. Additional CADD block lab time is available.

EG 133 - Manufacturing Processes, Costs and Joining Techniques 3.00
Provides in-depth data on threaded fasteners, pins, rivets, keys, bolts, screws and related fastening devices. Welding, soldering, brazing shrink fits and strengths associated with each fastening device are included. Students are made aware of fabrication processes, including casting, forging, machining, boring, shaping and related finish tolerances, materials, heat treating, surface treatments, lapping, honing and similar forming and treating operations, associated costs, reliability requirements and quality circles.

EG 134 - Site Planning and Landscape Architecture 4.00
Prerequisites: CIS 101 & EG 130
Provides skills and knowledge to build site plans and landscape architecture to include grades, topography, road and street layout, storm sewers, drains, traffic flow and curb design. Also included is instruction on plantings, trees, shrubbery and grasses. Emphasis is placed on making maximum use of natural topography, building orientation for energy conservation and use of plant life for building enhancement. Additional CADD block lab time is available to students on an as-required basis.

EG 204 - Subdivision Design 3.00
Prerequisite: EG 108
Expands basic surveying knowledge. Includes field and office work involved in the planning, designing and staking-out of a residential subdivision. Covers hydrographic and mining surveys.

EG 205 - Legal Aspects of Surveying 3.00
Prerequisite: EG 108
Covers legal vocabulary principles in land surveys.

EG 210 - Mechanics of Materials 3.00
Prerequisites: MA 211 & PY 203
Includes analysis of systems of forces on a deformable body. Tools covered include geometrical relationships, free body diagrams, equilibrium equations and stress and strain properties of materials. Concepts are applied to beams, columns, shafts and covers other machine and structural parts.

EG 211 - Engineering Dynamics 3.00
Prerequisite: MA 212
Includes the study of the motion of bodies relative to each other in two dimensions and in three dimensions. Analyzes systems both at rest and in motion. Includes force acceleration, work energy and impulse-momentum relationships.

EG 217 - Introductory Robotics 3.00
Examines the use of robots in manufacturing. Includes increased reliability in manufacturing, maintainability, confidence levels and the role of drawings in the robotics process. Covers use of numerically controlled machines, direct programmable fabrication and use of new production techniques such as wave soldering.

EG 221 - Introductory Metallurgy 3.00
Includes both ferrous and nonferrous alloys. Explores time, temperature and transformation curves (TTT) with respect to their relationship to heat treating metal alloys. Covers alloy hardness, stress-relieving, normalizing, Austemparing, Martemparing and related metal conditions in relationship to the fabrication process.

EG 230 - Computer-Aided Design and Drafting 5.00
Prerequisites: EG 105 or CIS 101
Develops basic skills in mechanical engineering drafting, with some exposure to elementary design. Computer-aided and drafting (CADD) techniques, to effectively transfer the designer's requirement to the fabricator, are included. The student learns the fundamentals of computer operations and how to utilize AutoCADTM software in developing and design drafting techniques. Since CADD experience is considered a valuable asset by industry, employment opportunities resulting from this course can be greatly enhanced for the entry or journeyman drafter. Additional CADD block lab time is available.

EG 231 - Advanced Architectural Pictorial Drafting with CADD 4.00
Prerequisite: EG 131B
Covers principles of architectural pictorial drafting. These include isometric, oblique, 1-, 2- and 3-point perspective, rendering by computer and exploded views. Additional CADD block lab time is available to students on an as-required basis.

EG 232 - Architectural 3D Computer-Aided Design and Drafting 4.00
Prerequisite: EG 131B
An architectural CADD 3-D modeling. Designed to assist students in detailing building design concepts. Emphasis is placed on building feature relationships to view spatial placing of doors, windows, roof lines, porticos and other internal/external features of building design. Additional CADD block lab time is available.

EG 233 - Advanced Engineering Drafting 5.00
Prerequisite: EG 230
Provides an advanced CADD engineering drafting course including advanced tolerancing, advanced intersections and developments, welding, gear and cam design, working drawings, shop drawings, process sheets and specifications and standards applications. Working drawings include details of working assembly with component's subassemblies, final assemblies and drawing lists. Additional CADD block lab time is available.

EG 234 - Advanced Engineering Pictorial Drafting with CADD 4.00
Prerequisite: EG 233
Designed to teach principles of engineering pictorial drafting. This includes isometric, oblique, intersections and developments, exploded views, patent drawings and similar engineering applications. Additional CADD block lab time is available to students on an as-required basis.

EG 235 - Engineering 3D Computer-Aided Design 4.00
Prerequisite: EG 233
Designed to emphasize applications of wireframe models, surface models and solid models. This includes advanced modeling extensions together with view port, paper space and view point manipulations.

EG 236 - Drafting for Mechanical Systems 4.00
Prerequisites: EG 131B or EG 230
Presents an introductory mechanical drafting CADD course in basic principles for architecture. This includes electrical, piping, ducts, chill systems, and heating systems for residential and commercial application. Use of applicable heating, electrical, plumbing and air conditioning codes is stressed. Additional CADD block lab time is available.

EG 237 - Drafting Cooperative Education 10.00
Provides credit for work experience in the drafting field. Up to ten (10) credits can be carried by the student and substituted for appropriate EG course(s). Number of credits awarded, i.e., one (1) to ten (10), will be determined by the program manager, drafting technology and engineering. Objectives, the number of credits to be earned and methods for evaluation will be established by the program manager and the student at the beginning of the course.

English & Literature (EN)

** Students in developmental courses may receive a "Z" grade at the end of a semester's work. The "Z" designates "in progress" toward the proper competency level to exit the course.*

EN 49 - Oral English Improvement * 0.00 (3.00)
For the native-born student whose nonstandard spoken English is an academic handicap and an employment barrier. Structured exercises and individualized remediation help the student improve oral grammar and usage. Includes large and small group instruction.

EN 50 - Writing Skills I * 0.00 (4.00)
Develops basic writing skills. Emphasizes writing correct sentences and effective paragraphs. Includes English usage, punctuation and spelling. Placement based on the writing placement exam.

EN 50A - Writing Skills II * 0.00 (4.00)
Develops writing skills in preparation for EN 101. Emphasizes writing well-organized paragraphs and essays. Includes review of grammar and punctuation and development of proofreading and editing skills. Placement based on the writing placement exam.

EN 51 - Effective College Reading I * 0.00 (4.00)
Promotes the development of active reading approaches for use with a variety of materials. Stresses the development of background knowledge and its role in reader-text interaction. Upon satisfactory completion of EN 51, students will enroll in Effective College Reading II (EN 52). Placement based on the reading placement exam.

EN 52 - Effective College Reading II * 0.00 (4.00)
Promotes the development of active reading strategies for the tasks and texts students encounter in college. Stresses the interaction among the reader, the text and the context as applied to a variety of disciplines. Guides students to become independent readers who process information to enhance learning. Placement based on the reading placement exam.

EN 53 - Spelling Improvement * 0.00 (3.00)
Develops spelling skills through class and lab practice. Improves the speller's ability to hear sounds correctly.

EN 54 - Vocabulary Improvement * 0.00 (3.00)
A multimedia approach to rapid vocabulary building. A series of planned vocabulary modules is provided for the student who needs extra help to reach grade level in word knowledge.

EN 55 - Memory Development * 0.00 (2.00)
Develops memory through simple systems of associations. Topics include development of memory for course details, course organization, course relationships and practical application to everyday life situations.

EN 56 - College Reading & Writing * 0.00 (8.00)
Prepares students for the demands of college reading and writing through an integrated approach to literacy development. Students will develop reading and writing strategies through exploration of a variety of topics. Instruction will emphasize reading for meaning, writing as communication and the orchestration of these processes to maximize learning. Students who place in EN 050A (Writing Skills II) and EN 052 (Effective College Reading II) can meet both requirements through this combined course. Placement is based upon a student's performance on the writing and reading placement exams.

EN 101 - English Composition 3.00
Prerequisites: EN 50A & EN 52
Presents the basic techniques of exposition through the writing of essays and the study of prose models.

EN 101H - English Composition 3.00
Prerequisites: EN 50A & EN 52
Taught in conjunction with Honors Speech Fundamentals (CM 103H). Students selected for the combined course complete the EN 101 composition requirement, fulfill a communication elective and have the opportunity for learning enrichment through the study of classical ideas of rhetoric in a small group situation.

EN 101S - English Composition with Supplementary Instruction 3.00 (5.00)
Prerequisites: EN 52 or satisfactory performance on reading assessment. Students are recommended for this course based on their writing assessment or their performance in EN 50A.
Presents the basic techniques of exposition through the writing essays and the study of prose models. This variation of English Composition includes three credits of EN 101 and two noncredit hours of supplementary instruction and practice in course skills and concepts as well as additional feedback at early stages of the writing process. This variation of EN 101 is assigned 5 credits for the purpose of charging tuition, 3 credits of EN 101 and 2 non-credit hours of supplementary instruction.

EN 102 - English Composition and Literature 3.00
Prerequisite: EN 101
Introduces literature through study and analysis of literary genres: poetry, short story and drama. Students write a documented research paper.

EN 102H - English Composition and Literature 3.00
Prerequisite: EN 101 or EN 101H
Introduces literature through study and analysis of literary genres: poetry, short story and drama. Students write a documented research paper. Also emphasizes literary theory and criticism.

EN 103 - The Research Paper 1.00
Focuses on the preparation and writing of a documented research paper. (Strongly recommended for students who need skill development in writing the research paper.)

EN 104 - Workshop in Writing (A,B,C..) 3.00
Offers a series of workshops in several genres of creative writing for students who have already created a portfolio of work, published or unpublished. The particular genre focus (fiction, poetry, drama, exposition, etc.) will be indicated each semester.

EN 115 - Technical Writing 3.00
Prerequisite: EN 101
Develops the skills necessary for effective business, scientific and technical communication through situational writing. Includes work in audience analysis, letter and resume writing, informal and formal reports, graphics and presentations.

EN 117 - Fast Reading 2.00
Prerequisite: EN 52
For able readers. Develops reading speed and comprehension simultaneously. Includes concentration, phrase reading, eye movement, matching rate to purpose, pen-as-pacer technique and reading attitudes.

EN 118 - College Level Vocabulary I 1.00
Prerequisite: EN 52
Enhances vocabulary knowledge. Includes vocabulary expansion through use of extended definitions, structural analysis and reading context.

EN 119 - College Level Vocabulary II 1.00
Prerequisite: EN 52
Enhances vocabulary knowledge. Includes vocabulary expansion through use of extended definitions, structural analysis and reading context.

EN 201 - British Literature 3.00
Prerequisite: EN 101
Surveys the literature of Great Britain from the Anglo-Saxon period to the eighteenth century.

EN 202 - British Literature 3.00
Prerequisite: EN 101
Surveys the literature of Great Britain from the eighteenth century through the present.t.

EN 203 - American Literature 3.00
EN 203H - Honors American Literature 3.00
Prerequisite: EN 101
Surveys the literature of the United States from the Colonial period to the Civil War.

EN 204 - American Literature 3.00
EN 204H - Honors American Literature 3.00
Prerequisite: EN 101
Surveys the literature of the United States from the Civil War period to the present.

EN 205 - World Literature 3.00
Prerequisite: EN 101
Surveys selected works of world literature from its beginnings through 1650 CE.

EN 206 - World Literature 3.00
Prerequisite: EN 101
Surveys major world writers from 1650 CE through the present.

EN 208 - Images of Women in Literature 3.00
EN 208H - Honors Images of Women in Literature 3.00
Prerequisite: EN 101
Surveys the images of women in literature and their use by female authors, with some analysis of women's language.

EN 210 - Creative Writing I (A,B, etc) 3.00
Prerequisite: EN 101
Introduces skills of writing narrative fiction and/or poetry and/or drama. The complexities of creative writing as a craft and an art are explored through analysis of representative works, study of techniques and extensive practice.

EN 211 - Creative Writing II (A,B, etc) 3.00
Prerequisite: EN 210
Continues study and analysis of techniques used in writing narrative fiction and/or poetry and/or drama. Emphasizes class discussion of student work.

EN 212 - Journalism I 3.00
Prerequisite: EN 101
Introduces principles of good reporting.

EN 213 - Journalism II 3.00
Prerequisite: EN 212
Focuses on advanced reporting (features, interpretive stories, specialized assignments) and basic editing (reading copy, writing headlines) combined with practical experience on the college newspaper.

EN 214 - The Poem 3.00
Prerequisite: EN 101
Surveys a wide variety of poems that explore themes relevant to life experiences.

EN 215 - The Novel 3.00
Prerequisite: EN 101
Surveys a variety of novels. Analyzes the elements of the novel with emphasis on thematic development and relevance of the novels to life experiences in a variety of cultures and nations.

EN 216 - The Short Story 3.00
Prerequisite: EN 101
Surveys a wide variety of short stories that explore themes relevant to life experiences. Analyzes the elements of the short story with emphasis on thematic development and relevance of the stories to life experiences in a variety of cultures and nations.

EN 217 - Advanced Composition 3.00
Prerequisite: EN 101
Develops advanced writing skills emphasizing clarity and logical construction. Assignments for specific audiences include short papers and a research exercise on a topic related to student's major.

EN 218 - Journalism Practicum 1.00
Prerequisite: EN 212
Provides opportunities for students to work on the college's student newspaper for credit. May be repeated for up to four credits.

EN 220 - Black Literary Tradition 3.00
Prerequisite: EN 101
Traces the development of the black literary tradition from its rhythmical oral beginnings to its highly sophisticated contemporary vernacular (African-American).

EN 221 - Shakespeare & His Contemporaries 3.00
Prerequisite: EN 101
Focuses on several of Shakespeare's plays, plus works of other Renaissance writers and their relevance to our modern life. Heavy supplementation with films and filmstrips.

EN 221H - Shakespeare & His Contemporaries 3.00
Prerequisite: EN 101 or EN 101H
Focuses on several of Shakespeare's plays, plus works of other Renaissance writers and their relevance to our modern life. Heavy supplementation with films and filmstrips. Also emphasizes literary theory and criticism.

EN 222 - Creative Writing Workshop (A,B,C..) 3.00
Prerequisite: EN 211
Offers a series of writing workshops in narrative fiction and/or poetry and/or drama designed to further skills developed in EN 211 (Creative Writing II).

EN 223 - Classical Mythology 3.00
Prerequisite: EN 101
Surveys Greek and Roman mythology, emphasizing the impact it has had on Western literature, art, music and human culture throughout the ages. Attention will also be paid to the sites of the ancient world that have gained special significance through these myths.

EN 224 - Special Topics in Literature (A,B, etc.) 3.00
Prerequisite: EN 101
As an umbrella course, consists of a series of three-credit courses dealing with various themes in literature. (Subdivisions in this course will be added to the curriculum as they develop.)

EN 224I - Charles Dickens: Mirror of Victorian England 3.00
Prerequisite: EN 101
Focuses on selected works of Charles Dickens as reflections of Victorian social issues, problems and values. Emphasis on themes and subjects that dominated Dickens' writing.

EN 224J - Mystery Fiction 3.00
Prerequisite: EN 101
Seeks to find guideposts to the fact of mystery in human life through reading classics in the genre of the mystery story.

EN 224K - Literature of the Former Soviet Bloc: From Solidarity to Perestroika 3.00
Prerequisite: EN 101
Explores, through comparative literature, the literary and cultural trends that have emerged in Eastern Europe and the Soviet Union in the aftermath of Solidarity, perestroika and the general collapse of the bloc.

EN 224MH - Honors Special Topics in Literature: Women's Journal Writing as Literary History 3.00
See description for EN 224. This course will focus on selected works of women journal writers and reflections of social issues, problems and values with some analysis of literary and historical perspectives.

EN 224NH - Honors Special Topics in Literature: Writers' Journals 3.00
See description for EN 224. In addition, this course focuses on selected works of published writers journals as reflections of social issues, problems and values with analysis of literary and historical perspectives.

EN 225 - The Bible as Literature 3.00
Prerequisite: EN 101
Surveys the Bible as literature in its various forms: parable, poem, proverb, myth, chronicle, letter, and narrative.

EN 226 - Film as Literature 3.00
Prerequisite: EN 101
Surveys selected films and their counterparts in literature. Emphasizes narrative abilities of film.

EN 227 - Literature: Multicultural Perspectives 3.00
EN 227H - Honors Literature: Multicultural Perspectives 3.00
Prerequisite: EN 101
Examines the diverse views of humankind and the human condition through the reading of selected works from a variety of cultures, both Western and Non-Western.

English as a Second Language (ESL)

ESL 93 - American English Pronunciation 0.00 (3.00)
Prerequisite: ESL 97 or placement on ESL assessment
Designed for students who native language is not English and who wish to improve their pronunciation of standard American English. Includes a wide variety of instructional methods: lecture, independent work, small group work, and whole class discussion. Course content focuses on both segmental and supersegmental elements of pronunciation: English phonemes and patterns of stress intonation.

ESL 95 - English Grammar II for ESL 0.00 (3.00)
Prerequisite: ESL 97 or placement on ESL assessment
Designed for students whose native language is not English, but who have some prior training in English. Focuses on English sentence structure and verb forms, but includes instruction in mechanics, punctuation, and usage. Placement is based upon the college's ESL assessment. Students may take this course simultaneously with ESL 93, ESL 98, ESL 99, or any credit course for which they meet the prerequisite.

ESL 96 - Beginning Reading and Writing for ESL 0.00 (5.00)
Prerequisite: Placement on ESL assessment
Designed for students whose native language is not English but who have some prior training in using the English language. Includes integrated instruction in listening, speaking, reading, and writing. Emphasizes reading and writing everyday English, understanding spoken English, and increasing conversation ability. Likely to take more than one semester to complete. Placement is based upon students' performance on the college's ESL assessment. Students who successfully complete this course may enroll in ESL 97: Low-Intermediate Reading and Writing for ESL.

ESL 97 - Low-Intermediate Reading and Writing for ESL 0.00 (5.00)
Prerequisite: ESL 96 or placement on ESL assessment
Designed for students whose native language is not English, but who have some prior training in using the English language. Includes integrated instruction in listening, speaking, reading, and writing with emphasis on effective spoken and written language for subsequent ESL courses. Likely to take more than one semester to complete. Placement is based upon students' performance on the college's ESL assessment or successful completion of ESL 96: Beginning Reading and Writing for ESL. Students who successfully complete this course may enroll in ESL 98: High-Intermediate Reading and Writing for ESL.

ESL 98 - High-Intermediate Reading and Writing for ESL (A) 0.00 (5.00)
Prerequisite: EN 97 or placement on ESL assessment
Designed for students whose native language is not English but who have a working knowledge and understanding of the English language. Includes integrated instruction in listening, speaking, reading, and writing with emphasis on academic writing for subsequent ESL courses. Likely to take more than one semester to complete. Placement is based upon students' performance on the college's ESL placement or successful completion of ESL 97: Low-Intermediate Reading and Writing for ESL. Students who successfully complete this course may enroll in ESL 99: Advanced Reading and Writing for ESL.

ESL 99 - Advanced Reading and Writing for ESL 0.00 (5.00)
Prerequisite: ESL 98 or placement on ESL assessment
Designed for students whose native language is not English but who have a working knowledge and understanding of the English language. Includes integrated instruction in listening, speaking, reading, and writing with emphasis on academic reading and writing for the demands of college credit courses. Likely to take more than one semester to complete. Placement is based upon students' performance on the college's ESL assessment exam or successful completion of ESL 98: High-Intermediate Reading and Writing for ESL. Students ho successfully complete this course may enroll in EN 101: English Composition.

Federal Emergency Management (FEM)

FEM 101 - Refresher Course for Radiological Monitor: IS330 1.00
Refresher Course for Radiological Monitors IS-330, provides and individualized training package that reviews the concepts, information, and skills necessary to perform the responsibilities of the radiological monitor in the local radiological protection system.

FEM 102 - Radiological Emergency Response: IS301 1.00
Radiological Emergency Response, IS-301, provides a learning experience in which participants demonstrate a comprehensive understanding of radiological protection and response principles, guidelines, and regulations

FEM 103 - An Orientation to Community Disaster Exercises: IS120 1.00
An Orientation to Community Disaster Exercises, IS-120, provides an opportunity to learn about Community Disaster Exercises and introduce the skills required to successfully design exercises that test a community's disaster response capabilities.

FEM 104 - Building for Earthquakes of Tomorrow: Complying w/Executive Order 12699: IS8 1.00
Building for the Earthquakes of Tomorrow: Complying with Executive Order 12699, IS-8, provides individuals in State and local governments, and the building and financial industries, with information about the requirements of the Executive Order and how they will be implemented. This course also provides the student with basic knowledge about earthquakes and how building can be built to be safe during an earthquake.

FEM 105 - Engineering Principles and Practices/Retrofitting Flood-Prone Structures: IS279 1.00
Engineering Principles and Practices for Retrofitting Flood-Prone Residential Structures, IS-279, provides essential, non-technical information about retrofitting existing flood-prone residential structures. The retrofitting measures presented are creative and practical, comply with applicable floodplain regulations, and are satisfactory to homeowners.

FEM 106 - Role of the EOC/ Community Preparedness Response and Recovery: IS275 1.00
Emergency Operations Center (EOC's) Management and Operation s Course, IS-275, provides a general introduction to the role of the Emergency Operations Center (EOC), the emergency manager's responsibilities, and the roles of the person(s) responsible for EOC management and operations. This course also provides an overview of the type of standard operating procedures required for effective EOC operations.

FEM 107 - Orientation to Hazardous Materials for Medical Personnel: IS346 1.00
An Orientation to hazardous Material for Medical Personnel, IS-346, is designed to prepare hospital personnel to analyze hazardous materials situations, take the necessary steps to assure medical providers safety, and identify appropriate resources for decontamination and medical care. Additional training is required in order to diagnose and treat patients who have bee involved in hazardous materials incidents.

FEM 108 - A Citizen's Guide to Disaster Assistance: IS7 1.00
An Orientation to hazardous Material for Medical Personnel, IS-346, is designed to prepare hospital personnel to analyze hazardous materials situations, take the necessary steps to assure medical providers safety, and identify appropriate resources for decontamination and medical care. Additional training is required in order to diagnose and treat patients who have bee involved in hazardous materials incidents.

FEM 109 - Animals in Disaster; Module A, Awareness and Preparedness: IS010 1.00
Animals in Disaster: Module A, Awareness and Preparedness, IS-010, is intended to increase awareness and preparedness among animals owners and care providers. This course includes sections on typical hazards, how these affect animals and what can be done by responsible owners to reduce the impact of disasters. The course is also intended to help animal owners, care providers and industries to better understand emergency management. Module A will heighten awareness of the special issues that emergency managers need to consider when incorporating animal-care annexes into their emergency operation plans.

FEM 110 - Animals in Disaster; Module B, Community Planning: IS011 1.00
Animals in Disaster: Module B, Community Planning, IS-011, is intended to guide emergency management officials and animal owners, care providers, and industries in preparing community disaster plans. The gold of Module B is to provide sufficient information for both groups to meet and develop meaningful and effective plans that improve the care of animals, their owners, and the animal-care industries in disasters. This course provides the basic background needed to develop a coordinated response to a disaster in which animals and their owners are affected.

FEM 111 - Introduction to Mitigation: IS393 1.00
Introduction to Mitigation, IS-393, provides an introduction to mitigation for those who are new to emergency management and/or mitigation and describes approaches to taking action to reduce to eliminate long-term risk from hazards and their effects.

FEM 112 - Basic Incident Command System: IS195 1.00
This Basic Incident Command System, IS-195, is an introduction to the concepts and principles of ICS an effective system for managing emergencies. This course is designed to provide training for those who are not first responders (i.e., law enforcement, fire, or emergency medical services personnel) who may be called upon to function in an ICS environment.

FEM 113 - Emergency Program Manager: IS1 1.00
The Emergency Program Manager, IS-1, provides an introduction to Comprehensive Emergency Management (CEM) and the Integrated Emergency management System (IEMS). This course includes an in-depth look at the four phases of comprehensive emergency management: mitigation, preparedness, response, and recovery.

FEM 114 - Emergency Preparedness USA: IS2 1.00
Emergency Preparedness, IS-2, is designed to assist individuals in preparing and protecting from the risk of major emergencies and disaster through in-depth information on how to recognize dangers, how an individual can help themselves in an emergency and disaster, and how government agencies can assist an individual and their community.

FEM 115 - Radiological Emergency Management: IS3 1.00
Radiological Emergency Management (IS-3) is designed to familiarize the student with radiological emergencies, including radiological transportation accidents, nuclear power plant accidents, nuclear terrorism threat and other radiological hazards. This course introduces the nature, degree of hazard, and general emergency response strategies associated with each type of emergency

FEM 116 - Hazardous Materials, A Citizen's Orientation: IS5 1.00
Hazardous Materials: A Citizen's Orientation, IS-5, provides a general introduction to hazardous materials that can serve as a foundation for more specific research. The course introduces and identifies personal and community hazardous materials problems, and explains the role of regulation and citizen preparation for hazardous material incidents.

FEM 118 - Managing Floodplain Development Through the National Flood Insurance Program: IS9 2.00
Enhance the knowledge and skills of local officials responsible for administering and enforcing local floodplain management regulations. This course is also intended to broaden their understanding of floodplain management strategies that can be applied to the local level.

FEM 119 - The Role of Volunteer Agencies in Emergency Management: IS288 1.00
Provides awareness of the roles and responsibilities of voluntary agencies in emergency management.

FEM 120 - Property Acquisition for Local Communities: IS12 1.00
Provides and explanation and overview of the Hazard Mitigation Grant program and the process of implementing one form of mitigation: property acquisition. FEM 120 is designed to help citizens take a proactive approach to reducing the effects of disasters through the property acquisition process from formulating a potentially successful application through implementing and closing out a project to managing and maintaining acquired open space.

FEM 121 - Emergency Response to Terrorism, FEMA/USFA/NFA-ERT: SS534 1.00
Provides a general introduction to the basic concepts for the first responder awareness at the scene for a potential terrorist incident. The course introduces terrorism, provides an overview of potential threats identifies incidents and indicators, and provides information on self-protection, scene control and notification and coordination procedures.

FEM 122 - Community Hurricane Preparedness (Version 1.0): IS324 1.00
Provides emergency managers and decision makers with basic information about how hurricanes form, the hazards hurricanes pose, how the National Weather Service forecasts future hurricane behavior, and what tools and guiding principles can help emergency managers prepare their communities.

FEM 123 - The Professional in Emergency Management: IS513 1.00
Provides information about the role of the Federal Emergency Management Agency (FEMA), and the types of damages that specific natural and man made hazards can cause, and how-and under what circumstances-FEMA can help. Through this course the student becomes better prepared to apply the fundamentals of disaster response and recovery for the hazards that affect the community.

FEM 124 - Mitigation for Homeowners: IS394 1.00
Provides individual citizens with an awareness of the natural hazards that affect them and their communities and the mitigation practices available to them to help reduce their degree of vulnerability. The course provides the homeowner with non-technical mitigation techniques for the home, both pre-disaster (preventive) and post-disaster (corrective) that will reduce disaster costs and the impacts of natural hazards.

FEM 125 - Special Considerations for FEMA Public Assistance Projects: IS600 1.00
Provides information needed to address special considerations issues that affect the scope of work and funding of FEMA Public Assistance projects. These issues include insurance, hazards mitigation, environmental considerations and historical considerations. This course will give the student fundamental knowledge for identifying the special considerations issue. Guidelines for documenting the issue, and steps for resolving it.

FEM 126 - Introduction to the Public Assistance Process: IS630 1.00
Introduces the process of the Public Assistance program that awards grants to assist state and local government and private, non-profit entities with the recovery process from a disaster. This CD-ROM, computer based training, is an introductory level course designed for all audiences including federal, state, tribal and local emergency management staff with responsibilities in FEMA's Public Assistance program. The course is recommended for non-public assistance personnel who need a basic understanding of the process. Four units of instruction provide the student with information on such topics as an overview, eligibility, kickoff meeting, project formulation, and small project validation.

FEM 127 - Anticipating Hazardous Weather and Community Risks: IS271 1.00
Designed to give the students the tools to anticipate, rather than react to weather. The CD-ROM, interactive course gives the student a solid background in understanding hazardous weather and community risks so that the student can communicate effectively with their local National Weather Service office and community. An overview of weather hazards, forecasting, and warnings is provided.

FEM 128 - Disaster Management: IS208 1.00
Provides the student with fundamental information on the disaster assistance process and disaster assistance programs from FEMA and other sources, and the State's role associated with accessing those programs. This independent study course is also a prerequisite for State Coordinating Officers (SCO) who wish to take the resident FEMA State Coordinating Officer Course (E208).

FEM 129 - Special Events Contingency Planning for Public Safety Agencies: IS15 1.00
Addresses how to plan and prepare for various contingencies involving special events that may attract large crowds and require supplemental public safety resources. The course is designed for a wide audience, including any personnel with a role in the development of a special event plan. The course teaches the necessary information and skills needed to plan for a special event.

FEM 130 - Introduction to Residential Coastal Construction: IS386 1.00
Introduces the student to basic information about residential coastal construction in an effort to ensure that residential structures built along coastal or lakeshore waters are well sited, designed and constructed. Completion of this course will prepare the student for successful completion of the resident course entitled Residential Coastal Construction.

FEM 131 - Principles of Emergency Management: IS230 1.00
Provides an introduction to the fundamentals of emergency management as an integrated system. Surveys how the resources and capabilities of organizations at all levels can be networked together in emergency management phases for effective hazard response.

FEM 132 - Leadership and Influence: IS240 1.00
Provides an introduction to leadership and influence skills by addressing the following topics: leadership from within, how to facilitate change, how to build and rebuild trust, how to use personal and political influence, and how to foster an environment for leadership development.

FEM 133 - Decision Making and Problem Solving: IS241 1.00
Provides advanced methods to improve decision-making skills by addressing the decision-making process, decision-making styles, attributes of an effective decision, and ethical decision-making

FEM 134 - Effective Communication: IS242 1.00
Provides an introduction to communication and interpersonal skills needed by local emergency managers, planners, and responders. Develops communication skills needed in emergency management situations.

FEM 135 - Developing & Managing Volunteers for Emergency Management Programs: IS244 1.00
Provides an introduction for working with volunteers and volunteer agencies (VOLAG) on emergency management projects. The need to work with volunteers before, during, and after emergency situations will be stressed.

FEM 136 - Debris Operations: IS632 1.00
Provides an introduction to the fundamentals of Debris Operations in an emergency management environment. Defines and describes the functions of individuals and organizations in debris operations. Identifies and discusses critical debris operations issues. Surveys funding, eligibility, and contracting issues related to debris operations.

FEM 137 - Public Assistance Operations I: IS631 1.00
Provides an introduction to Public Assistance methods, laws, and procedures available in an emergency management environment. Reviews the primary documents, laws, and regulations that relate to Public Assistance. Discusses and defines the terms and processes used during Public Assistance cases.

FEM 138 - Livestock in Disasters: IS111 1.00
Provides an introduction to the issues farmers and emergency managers must deal with during an emergency management environment. Examines approaches that will mitigate the impact of disasters on livestock. Discusses emergency planning for farming communities. Defines different types of disasters and how each affects livestock.

FEM 139 - Disaster Basics: IS292 1.00
Provides a wide range of personnel with basic knowledge to describe the major requirements, important features, and dynamics of FEMA disaster programs and activities. This course is a prerequisite for designated or higher-level FEMA disaster management courses.

FEM 140 - Emergency Planning: IS235 1.00
Introduces the fundamentals of the emergency planning process, including the rationale behind planning. Presents reasons for effective participation in the all-hazard emergency operations planning process to save lives and protect property threatened by disaster. Designed for emergency management personnel who are involved in developing an effective emergency planning system.

FEM 141 - Exercise Design: IS 139 1.00
Introduces the fundamentals of emergency management exercise design and prepares students to design and conduct a small functional exercise for an organization. Addresses the value of conducting exercises and the components of a comprehensive exercise program. Reviews the exercise development process including development tasks, organization of the design team, exercise documentation, and the steps in designing an exercise.

Forensic Science (FOS)

FOS 101 - Introduction to Forensic Science 3.00
Prerequisite: EN 52
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. This course may be used as an elective in the Criminal Justice Degree Program.

FOS 152 - Toxicology (Pathology of Drug Abuse) 3.00
An examination of the effects of drug abuse on brain neurochemistry and the organ system.

Geography (GG)

GG 101 - Elements of Geography 3.00
Explores elements of man's environment and the changes resulting from natural and human agents. Includes map reading and interpretation.

GG 102 - Cultural Geography 3.00
GG 102H - Honors Cultural Geography 3.00
Studies man in his regional settings, with emphasis on the interrelationships of physical and cultural phenomena.

GG 104 - Economic Geography 3.00
Surveys worldwide patterns of economic activity stressing basic environmental factors and concepts of location theory.

Health Education (HE)

HE 100 - Elements of Nutrition 3.00
Presents the basic principles of human nutrition with, emphasis on the nutrients and factors that affect their use in the human body.

HE 101 - Survey of Pharmacology 3.00
Presents the basic pharmacologic principles according to therapeutic applications. Serves the needs of potential students who desire content-specific information related to pharmacology. Emphasis is placed on current drug therapy. Various drug classifications, including drug action and effects, site of activity, recommended dosages and toxicity will be presented.

HE 200 - Principles and Application of Nutrition 3.00
Prerequisites: One semester of college biology-either BI 100, BI 101, BI 103 or BI107
Introduces the principles of nutrition and their application for the maintenance of good health throughout the life-cycle. Presents recent nutritional concepts and theories.

HE 201 - Stress Management 3.00
A wellness course designed to aid students in understanding the nature and sources of stress. Stress management coping strategies and relaxation techniques will be introduced.

HE 204 - Health Education 3.00
HE 204H - Honors Health Education 3.00
Covers basic areas of health, including: mental health, fitness, nutrition, weight control, sexual health, drugs and alcohol, disease and consumer and environmental health.

History (HI)

HI 101 - History of Western Civilization 3.00
Prerequisites: EN 50A & EN 52
Surveys the development of Western civilization from ancient times to 1500.

HI 102 - History of Western Civilization 3.00
Prerequisites: EN 50A & EN 52
Covers Western history from 1500 to the present.

HI 103 - History of Maryland 3.00
Prerequisites: EN 50A & EN 52
Covers Maryland history from its establishment as an English colony to the present, with emphasis on the political, economic and social and cultural developments.

HI 201 - History of the United States 3.00
HI 201H - Honors History of the United States 3.00
Prerequisites: EN 50A & EN 52
Examines the economic, political and social forces that have shaped the patterns of life, institutions and thought in the United States through the Civil War.

HI 202 - History of the United States 3.00
HI 202H - Honors History of the United States 3.00
Prerequisites: EN 50A & EN 52
Covers United States history from Reconstruction to the present.

HI 203 - History of the African American 3.00
Prerequisites: EN 50A & EN 52
Surveys African origins, with a concentration on the major economic, political and social forces that have helped shape the role of the African American in the history of America.

HI 204 - Twentieth Century History 3.00
Prerequisites: EN 50A & EN 52
Presents a concentrated study of the historic world events since the turn of the century.

HI 205 - Contemporary Latin America 3.00
Prerequisites: EN 50A & EN 52
Explores twentieth-century movements for social change and political liberalism in selected countries of Latin America. Emphasizes the relationship of the continent's historic past to present revolutionary movements.

HI 206 - Diplomatic History of the United States 3.00
Prerequisites: EN 50A & EN 52
Includes historical and critical treatment of American foreign policy, its purposes, achievements and shortcomings from the colonial period through the Nixon administration. Emphasis on the twentieth century and the role of the United States in world affairs.

HI 212 - Civil War 3.00
Prerequisites: EN 50A & EN 52
Examines the causes of the Civil War, the constitutional crisis confronting the Union, the conduct of the war by both the Union and Confederacy, the economic and social conditions of the homefront, the status and condition of African Americans and the wartime origins of Reconstruction.

HI 213 - History of the South 3.00
Prerequisites: EN 50A & EN 52
A history of the South from the colonial period to the present. The course examines the Golden Age of the Chesapeake, antebellum society, the institution of slavery, development of a regional identity, the War for Southern Independence, Reconstruction, readjustment of racial patterns and the rise of the New South and the Sun Belt.

HI 214 - The Civil Rights Movement 3.00
Prerequisites: EN 50A & EN 52
Explores the history of the civil rights movement in twentieth-century America. It begins with an overview of segregation, examines in detail the efforts of the movement to overcome Jim Crow discrimination and concludes with A history of the South from the colonial period to the present. The course examines the Golden Age of the Chesapeake, antebellum society, the institution of slavery, development of a regional identity, the War for Southern Independence, Reconstruction, readjustment of racial patterns and the rise of the New South and the Sun Belt. an assessment of the movement's legacy.

Honors Courses (H)

In addition to prerequisites listed for individual Honors courses, prerequisites for all Honors courses include testing placement or the recommendation of the student's advisor.

BI 100H – Honors Fundamental Concepts of Biology 4.00
Prerequisite: EN 50A, EN 52
Develops an understanding of biological systems through the study of selected biological principles for the non-science major. Topics provide an understanding of biological systems as a whole. Honors students have the opportunity for learning enrichment in small groups.

BI 101H/102H – Honors General Biology 4.00
See description for BI 101 and BI 102. Offers experience in molecular biology needed by students planning to major in biological sciences through special lectures, laboratory exercises, optional independent projects and seminar presentations by invited speakers and college faculty. Includes student presentations and faculty/student discussion sessions.

CIS 101H – Honors Introduction to Computers & Information Processing 3.00
Emphasizes microcomputer hardware and software, data organization and an overview of programming and application software. Uses application software in the areas of database management, spreadsheets, word processing and graphics. Also examines the impact of technology on society in the current millennium.

CMSP 103H – Honors Speech Fundamentals 3.00
Prerequisites: EN 52, EN 50A
Emphasizes the attainment of understanding and skill in public speaking. Assignments require analyzing the audience, researching, organizing, outlining, supporting and delivering a variety of extemporaneous speeches. Taught in conjunction with Honors English Composition (EN 101H). Students selected for the combined course complete the EN 101 composition requirement, fulfill a communications elective and have the opportunity for learning enrichment through the study of classical ideas of rhetoric in small group situations.

CMSP 105H - Honors Group Discussion 3.00
Prerequisite: EN 52
Offers skills development in verbal and nonverbal communication, listening, observation, leadership and participation in groups. Emphasizes leading a learning/discovery discussion; researching and analyzing questions of fact and policy; planning agendas; interacting; and reaching consensus.

EC 201H - Honors Principles of Economics 3.00
Prerequisite: EN 52
Introduces basic concepts, the national accounts, national income analysis, business cycles and the monetary system in an essentially macro-economic approach.

EC 202H – Honors Principles of Economics 3.00
Prerequisite: EC 201
Emphasizes price theory, distribution, international trade and economic development with an essentially micro-economic approach. Also focuses on current economic issues in the field of microeconomics.

EN 101H – Honors English Composition 3.00
Taught in conjunction with Honors Speech Fundamentals (CM 103H). Students selected for the combined course complete the EN 101 composition requirement, fulfill a communication elective and have the opportunity for learning enrichment through the study of classical ideas of rhetoric in a small group situation.

EN 102H – Honors English Composition and Literature 3.00
Prerequisite: EN 101 or EN 101H
Introduces literature through study and analysis of literary genres: poetry, short story and drama. Students will write a documented research paper. Also emphasizes literary theory and criticism.

EN 203H - Honors American Literature 3.00
Prerequisite: EN 101
Surveys the literature of the United States from the Colonial period to the Civil War.

EN 204H - Honors American Literature 3.00
Prerequisite: EN 101
Surveys the literature of the United States from the Civil War period to the present.

EN 208H - Honors Images of Women in Literature 3.00
Prerequisite: EN 101
Surveys the images of women in literature and their use by female authors, with some analysis of women's language.

EN 221H – Shakespeare & His Contemporaries 3.00
Prerequisite: EN 101 or EN 101H
Focuses on several of Shakespeare's plays, plus works of other Renaissance writers and their relevance to our modern life. Heavy supplementation with films and filmstrips. Also emphasizes literary theory and criticism.

EN 224MH–Honors Special Topics in Literature: Women's Journal Writing as Literary History 3.00
Prerequisite: EN 101
See description for EN 224. Focuses on selected works of women journal writers and reflections of social issues, problems and values with some analysis of literary and historical perspectives.

EN 224NH–Honors Special Topics in Literature: Writers' Journals 3.00
Prerequisite: EN 101
See description for EN 224. Also focuses on selected works of published writers' journals as reflections of social issues, problems and values with analysis of literary and historical perspectives.

GG 102H - Honors Cultural Geography 3.00
Studies man in his regional settings, with emphasis on the interrelationships of physical and cultural phenomena.

HE 204 - Health Education 3.00
HE 204H - Honors Health Education 3.00
Covers basic areas of health, including: mental health, fitness, nutrition, weight control, sexual health, drugs and alcohol, disease and consumer and environmental health.

HI 201H - Honors History of the United States 3.00
Prerequisites: EN 50A & EN 52
Examines the economic, political and social forces that have shaped the patterns of life, institutions and thought in the United States through the Civil War.

HI 202H - Honors History of the United States 3.00
Prerequisites: EN 50A & EN 52
Covers United States history from Reconstruction to the present.

ID 104H - The Individual and Society: Liberty & Freedom 3.00
Prerequisite: EN 101
Investigates liberty and freedom in the relationship between the individual and society.

ID 109H - Culture and Conflict 3.00
Prerequisite: EN 101
Offers inquiry into the nature and function of culture, the ways in which it both fosters and reflects conflict-individually and socially-in history and in our own time and methods that might help resolve such conflict in the future. May be used as a social science or a humanities elective.

ID 110H - Honors Media and Human Values 3.00
Prerequisite: EN 101
This team-taught honors seminar explores media and hu\man values as interdisciplinary concepts, examining them in their social, literary and visual environments, with an emphasis on synthesizing conclusions. Students conduct independent study and present results of research to the class. May be used as a social science or humanities elective.

ID 111H - Science, Literature, Technology: Bridges and Bonds 3.00
Explores the interrelationships and interdependencies of science, literature and technology. Examines definitions of the three disciplines through the eyes of early investigators, discoveries and inventions made in the ensuing years and implications for our present and future world. May be used as a humanities or social science elective.

MA 109H – Foundations of Geometry 3.00
Prerequisites: MA 92 or one year of high school algebra
A non-traditional mathematics course intended for honors students. Emphasizes class discussion. Rather than taking tests, students write two brief papers. Covers elementary Euclidean and non-Euclidean geometrizes; readings are from primary sources.

MU 101H – Honors Introduction to Music History and Appreciation 3.00
Prerequisites: EN 50A, EN 52
A study of music masterpieces of the past and present through reading, listening and analysis. Examines classical music in its historical context. Representative composers are compared in terms of their compositional styles, aesthetic values and expressive content. Emphasis on the relationship of music to the visual arts, literature and civilization.

PC 107H – Honors Introductory Astronomy 4.00
Prerequisites: EN 50A, EN 52, MA 92
Presents a survey of astronomy that includes a study of the physical nature of the universe, the solar system, stars, nebulae and galaxies. The laboratory includes sky observations for collection and analysis of data, photographic analysis and laboratory experiments. Involves a more theoretical approach to the physics, math and chemistry developed in PC 107.

PI 104H – Honors American Government: National 3.00
Prerequisite: EN 52
Covers basic principles of the national government: structure, powers and operations of Congress; the presidency and the Supreme Court; citizenship, elections, political parties and pressure groups. Includes an examination of the constitutional principles underpinning democracy and the challenges of operationalizing democracy in our diverse and competitive society. Addresses the question, "What are those politicians up to, anyway?"

PS 101H - General Psychology 3.00
Prerequisite: EN 52
Emphasizes the major factors that influence human behavior, including behavioral neuroscience, perceptual processes, consciousness, intelligence, personality and psychological disorders. Additional emphasis is placed on current psychological issues and research.

SO 101H–Honors Introduction to Sociology 3.00
Prerequisite: EN 52
Introduces the student to the study of society and the impact of society upon the individual. Exemplifies social processes in cultural patterns and institutions. Examines group values at various levels of human relationship. Includes independent research.

Hospitality (HOS)

HOS 102 - Dining Room Management 2.00
Examines the organization of the dining room and the functions required for successful management. Emphasis is placed on providing quality customer service.

HOS 103 - Beverage Management 2.00
Introduces the varieties of alcoholic and non-alcoholic beverages. Develops an appreciation for wine and food affinity. Explains laws and procedures related to responsible alcohol service.

HOS 110 - Introduction to Hospitality Management 3.00
Prerequisites: EN 50 & EN 52
Develops an understanding of the hospitality industry and introduces the student to the career opportunities available. Provides a basic understanding of the organizational structure and departmental functions within hotel and foodservice establishments. Examines the forces and issues that are shaping the current and future hospitality industry. Develops an understanding of competition and the role of management in providing product and service excellence. Various types of operations will be discussed emphasizing value chain analysis and defining service as competitive advantage.

HOS 111 - Culinary Fundamentals 2.00
Prerequisite: MA 90
Examines basic concepts related to the preparation of food and introduces culinary terms. Develops skills in knife usage and equipment identification and handling. Reviews issues related to menu planning, recipe development, and cost control.

HOS 112 - Food Preparation I 3.00
Prerequisite: HOS 111
Applies the principles of food preparation to soups, stocks, sauces, dairy products and eggs and introduces the use of flavoring and seasoning techniques. Demonstrates the safe and correct use of equipment applied to a variety of cooking methods. Applies knowledge of laws and regulations relating to safety and sanitation.

HOS 113 - Food Preparation II 3.00
Prerequisite: HOS 112
Applies the principles of food preparation to meat, seafood, poultry, and game. The identification, inspection, purchasing and storage practices, and cooking methods relating to each product will be discussed. Basic butchering and carving techniques will be applied.

HOS 114 - Baking 3.00
Prerequisite: HOS 111
Applies the fundamentals of baking science to the preparation of a variety of products. Examines the use and care for equipment normally found in the bake shop or baking area.

HOS 115 - Garde Manger 3.00
Develops skills in producing a variety of cold food products and preparing items appropriate for buffet presentation, including decorative pieces.

HOS 121 - Sanitation Certification 1.00
Develops an understanding of basic principles of sanitation and safety in hospitality operations. The course focuses on prevention of foodborne illnesses and introduces the student to HACCP planning and implementation. Successful completion of the course can lead to certification as a Safe Food Handler by the National Restaurant Association.

HOS 122 - Labor Cost Control and Analysis 2.00
Prerequisite: MA 90 & EN 50 & EN 52
Provides an introduction to labor cost controls. Explores the factors affecting labor costs and labor cost as a percentage of revenues. Identifies the need for developing cost performance standards and implementing control procedures. Offers a discussion on training and its impact on controlling the cost of labor. Emphasizes the monitoring of actual performance against standards and taking corrective action to insure compliance. Examines the Control Process and introduces the basics of cost-volume-profit analysis.

HOS 123 - Food Service Purchasing and Cost Control 3.00
Prerequisite: MA 90, EN 50, EN 52
Examines food purchasing as a process and emphasizes the dynamics of managing the flow of food through the operation. Provides an introduction to food recognition and basic menu planning and their effects on production, service, labor and other financial control procedures. Emphasizes establishing operating standards, monitoring actual results and taking correction action to account for variances. Introduces students to the budgeting process with strong emphasis placed on control of prime costs. Offers discussion on selection, training and retention of employees and the effect of human resource functions on daily operations and cost control.

HOS 221 - Front Office Procedures 3.00
Prerequisites: EN 50 & EN 52 & HOS 110
Presents a systematic approach to front office procedures by detailing the flow of business through the hotel, from the reservation process to checkout and settlement. Examines the elements of front office management. Emphasis is placed on planning and evaluating front office procedures.

HOS 222 - Housekeeping Management 3.00
Prerequisites: EN 50 & EN 52 & HOS 110
Introduces students to the systems approach to managing housekeeping operations in the hotel industry. Provides the necessary background and applications for opening, operating and managing housekeeping operations in small, medium and large hotels. The management skills and practical applications taught within this course will be useful in other facilities such as hospitals and retirement communities. The course utilizes an authentic facility model approach.

HOS 223 - Hotel Facilities Management 3.00
Prerequisites: EN 50 & EN 52 & HOS 110
Provides the information necessary to properly manage the physical plant of a hotel or foodservice facility. Examines the functional areas of the facility from electrical and water systems to waste and energy management. Emphasis is placed on integrating systems to maximize hotel efficiency and cost reduction.

HOS 224 - Hotel Sales and Marketing 3.00
Prerequisites: EN 50 & EN 52 & HOS 110
Provides students with a background in hospitality sales, advertising and marketing. Emphasizes practical marketing techniques, segmenting the market and selling to that market segment. Marketing is addressed as an integral part of hospitality operations and will focus on marketing plans developed at the unit level. Introduces personal selling and the techniques necessary to close the sale.

Human Services (HS)

HS 101 - Introduction to Human Services 3.00
Prerequisite: EN 52
Surveys the philosophies of the field of human services. Examines the historical and theoretical approaches to the understanding of human services and the agencies that deal with delivery of services to members of society. Includes the interrelationship of human services and examines the skills needed for the paraprofessional and professional.

HS 102 - Human Relations 3.00
Prerequisite: EN 52
An experiential course. Provides insight into one's own and others' interpersonal behavior. Includes the socio-psychological basis for interpersonal relationships and emphasizes the social and communication skills needed for successful human relationships.

HS 203 - Introduction to Counseling and Interviewing 3.00
Prerequisite: PS 101
Presents an overview of counseling theory, with focus on the development of specific helping behaviors.

HS 204 - Ethics & Practice Issues in the Human Services 1.00
Prerequisite: HS 203
Corequisite: CE 101
Integrates a study of ethical and practice issues in the human service field with the student's experience in the cooperative education practicum. Special attention will be given to the special ethical issues in the addictions field.

HS 205 - Fundamentals of Addictions 3.00
Prerequisite: HS 203
Present major theoretical approaches to the field of addictions, and introduction to the twelve core functions of the alcohol and drug abuse counselor. This course will include skill development training for the beginning alcohol and drug counselor.

HS 206 - Pharmacology of Psychoactive Drugs 3.00
Prerequisite: PS 101
Presents the basic pharmacological and neurophysiological fundamentals of licit and illicit drug use. The primary focus of the course is the explanation of how drugs may alter body and brain function and how these alterations influence and mediate human behavior. Suggested for human service majors, especially those interested in addictions, current or potential health care professionals.

HS 207 - Theory and Practice of Group Counseling **3.00**
Prerequisite: HS 203
Presents the theory and practice of using groups as a counseling intervention in the human services. There will be a presentation of types of groups, general principles of groups, stages of evolution of groups, ethical and professional issues, and special emphasis on the use of groups in the drug and alcohol field.

Humanities (HU)

HU 201 - Humanities I: Culture/Human Experience (To the Renaissance) **3.00**
Prerequisites: EN 50A & EN 52
Surveys Western culture through a study of philosophy, the visual, literary and performing arts from the Ancient World to the Renaissance.

HU 202 - Humanities II: Culture/Human Experience (Renaissance to the Present) **3.00**
Prerequisites: EN 50A & EN 52
Surveys Western culture through study of art, music, literature and philosophy from the sixteenth century to the present.

HU 203 - Special Topics in the Humanities **3.00**
Prerequisites: EN 50A & EN 52
An intra-disciplinary umbrella course consisting of a series of three-credit courses that address timely topics in the humanities.

HU 203A - Civilization and Culture: Japan **3.00**
Explores the uniqueness of Japanese civilization and culture, with emphasis on politics, economics, philosophy, religion, art and architecture, drama and literature as ongoing and evolving traditions.

HU 203B - Civilization and Culture: Britain **3.00**
Discover key social, cultural, and political characteristics of contemporary British society. Compare and contrast British and American assumptions and practices. The course structure is based on a series of seminars led by the core instructor with complementary lectures delivered by guest speakers specializing in specific topics.

Independent Study - Honors (IS)

Provides in-depth study of a particular subject or for original research in a particular discipline. Students work closely with a faculty supervisor. Read guidelines for both honors student and mentor before registering for this course. (See honors coordinator for guidelines and course permission.) Honors independent study courses currently available include the following:

IS 900H - Independent Study - Biology Honors	3.00
IS 901H - Independent Study - Communication Honors	3.00
IS 902H - Independent Study - English Honors	3.00
IS 903H - Independent Study - Mathematics Honors	3.00
IS 904H - Independent Study - Psychology Honors	3.00
IS 905H - Independent Study - Sociology Honors	3.00
IS 909H - Independent Study - Art Honors	3.00
IS 910H - Independent Study - Physical Science Honors	3.00
IS 911H - Independent Study - History Honors	3.00
IS 912H - Honors Forum	1.00

Prerequisites: Completion of honors course in discipline of independent study and completion of 15 credits at FCC.
Corequisites: IS 912H. Contact the honors coordinator for admissions standards, 301.846.2670 or 301.846.2555.

IS 91H - Elementary Principles and Techniques of Tutoring in Biology **1.00**

IS 251H - Elementary Principles and Techniques of Tutoring English **1.00**
Students work on a one-to-one basis with students who need academic assistance in biology or English. Cover methods of teaching basic skills, principles involved in the learning/teaching situation and techniques for developing sound interpersonal relationships. See honors coordinator for course permission.

Interdisciplinary Studies (ID)

ID 102 - Environmental Action **3.00**
Explores current developments in the field of environmental law. Covers legal resources and strategies available to citizens concerned with defending the quality of the environment. Surveys ecological problems involving water and air pollution, thermal and radiation hazards of power plants, solid waste disposal, conservation of natural resources, public land use control and similar problems in relation to the statutory framework of federal, state and local laws and regulations.

ID 103 - Evolution & Human Behavior **3.00**
Considers thinking, talking, fantasizing, fighting, loving, breeding, maturing and other activities of the human animal in evolutionary perspective, using material drawn from a variety of biological and behavioral sciences.

ID 104H - The Individual and Society: Liberty & Freedom **3.00**
Prerequisite: EN 101
Investigates liberty and freedom in the relationship between the individual and society.

ID 109H - Culture and Conflict **3.00**
Prerequisite: EN 101
Offers inquiry into the nature and function of culture, the ways in which it both fosters and reflects conflict-individually and socially-in history and in our own time and methods that might help resolve such conflict in the future. May be used as a social science or a humanities elective.

ID 110H - Honors Media and Human Values **3.00**
Prerequisite: EN 101
This team-taught honors seminar explores media and human values as interdisciplinary concepts, examining them in their social, literary and visual environments, with an emphasis on synthesizing conclusions. Students conduct independent study and present results of research to the class. May be used as a social science or humanities elective.

ID 111H - Science, Literature, Technology: Bridges and Bonds **3.00**
Explores the interrelationships and interdependencies of science, literature and technology. Examines definitions of the three disciplines through the eyes of early investigators, discoveries and inventions made in the ensuing years and implications for our present and future world. May be used as a humanities or social science elective.

ID 113 - Introduction to Leadership **3.00**
Prerequisites: EN 52 and EN 50A
Examines leadership through an analysis of various leadership qualities and styles in the fields of business, government, the law, and the military. By utilizing a wide variety of sources, including readings, films, and experiential exercises, students will explore the concept of leadership as well as developing/improving their own leadership skills.

ID 208 - Politics and the Novel **3.00**
Examines political phenomena through the medium of the novel. Covers work in politics, political sociology and political history.

ID 209 - Ethnic Diversity **3.00**
A survey of the status and treatment of ethnic groups in the United States; patterns of dominant and subordinate relations, prejudice and discrimination; historical and current problems, demographic and social background, political and social policies.

ID 214 - Issues of the Aging and Aged **3.00**
Examines the psychological, sociological and physiological aspects of adulthood and aging. Emphasis on the theories of why and how we age, life styles and factors that influence health and aging, personal needs, self-actualization and crises of the later years.

ID 220 - World War II Through Film **3.00**
Prerequisites: EN 50A, EN 52
Surveys World War II, particularly the military and social aspects, through film. This course includes American, Japanese and German perspectives.

ID 222 - The Sixties **3.00**
Prerequisites: EN 50A, EN 52
Examines one of America's most turbulent decades: the 1960s. This course explores the Civil Rights Movement, the Vietnam War, the Anti-War Movement, and changing cultural and social mores. Emphasis will include an examination of the history, politics, literature, film, and music of the era.

Languages (LF, LG, LI, LL, LS)

LF 101 - Introductory French I **3.00**
Presents study of French grammar and vocabulary with selected readings in contemporary literature. Develops competence in and knowledge of French language and culture.

LF 102 - Introductory French II **3.00**
Prerequisite: LF 101
A continuation of LF 101 with increased emphasis on literature and idiomatic speech.

LF 201 - Intermediate French I **3.00**
Prerequisite: LF 102
Covers advanced grammar and composition with selected readings.

LF 202 - Intermediate French II **3.00**
Prerequisite: LF 201
A continuation of LF 201. Readings in representative French prose and poetry form the basis of class discussion.

LF 224 - Readings in French Literature **3.00**
Prerequisite: LF 202
Offers an in-depth look at the culture, history and fine arts of France through a study of French literature.

LG 101 - Introductory German I **3.00**
Introduces German grammar and vocabulary. Develops oral and reading skills in the language and competence in answering basic questions. Through the reading of lifelike dialogs, gain insight into German culture, thought and expression.

LG 102 - Introductory German II **3.00**
Prerequisite: LG101
Continuation of LG 101. More complicated readings are introduced.

LG 201 - Intermediate German I **3.00**
Prerequisite: LG 102
Covers advanced grammar and composition with selected readings.

LG 202 - Intermediate German II **3.00**
Prerequisite: LG 201
A continuation of LG 201. Readings in representative German prose and poetry form the basis of class discussion.

LI 101 - Introductory Italian I **3.00**
Presents the fundamentals of the Italian written and spoken language. Develops a firm foundation in the language with emphasis on the development of vocabulary, grammar, reading and conversational skills. Offers insight into Italian culture and customs.

LI 102 - Introductory Italian II **3.00**
Prerequisite: LI 101
A continuation of LI 101, with intensive oral work and a study of grammar with emphasis on reading and comprehension.

LI 201 - Intermediate Italian I **3.00**
Prerequisite: LI 102
Presents advanced grammar and composition with selected readings pertinent to intermediate level. Group discussions in Italian.

LI 202 - Intermediate Italian II **3.00**
Prerequisite: LI 201
A continuation of LI 201. Readings in contemporary Italian prose and poetry form the basis of class discussion.

LL 101 - Introductory Latin I **3.00**
Introduces classical Latin language. Presents the study of Latin grammar and vocabulary with the goal of developing reading skills in the language. Offers insight into Roman literature, thought and expression through the reading of Latin sentences and passages derived from ancient authors.

LL 102 - Introductory Latin II **3.00**
Prerequisite: LL 101
A continuation of LL 101. Introduces elementary readings in Latin literature.

LL 201 - Intermediate Latin I **3.00**
Prerequisite: LL 102
Presents Latin grammar through lecture, practice, review and the reading of ancient authors. Includes medieval Latin and the Vulgate Roman and Greek culture appropriate to the readings. Increases English vocabulary by recognition of English words derived through Latin.

LL 202 - Intermediate Latin II **3.00**
Prerequisite: LL 201
Reviews Latin grammar. Presents Virgil's Aeneid, Books: I, II, IV and VI. Includes Roman and Greek culture and mythology appropriate to the readings.

LS 101 - Introductory Spanish I **3.00**
Introduces Spanish grammar and vocabulary. Develops oral and reading skills in the language and competence in answering basic questions. Through the reading of lifelike dialogs, gain insight into Spanish culture, thought and expression.

LS 102 - Introductory Spanish II **3.00**
Prerequisite: LS 101
A continuation of LS 101. Introduces more complicated readings.

LS 201 - Intermediate Spanish I **3.00**
Prerequisite: LS 102
Presents advanced grammar and composition with selected readings pertinent to the intermediate level. Group discussions in Spanish.

LS 202 - Intermediate Spanish II **3.00**
Prerequisite: LS 201
A continuation of LS 201. Discuss readings in representative Spanish prose and poetry.

Legal Assistant (Paralegal) (LA)

LA 100 - Introduction to Law **3.00**
Prerequisite: EN 50A and EN 52
Presents an overview of the legal profession. Covers responsibilities of the legal assistant professional. Includes structure of the American Legal System, law office management, standard operating procedures, office automation and computerization, interviewing and investigation, and basic legal theories, concepts, research and writing.

LA 103 - Ethics for the Legal Professional **3.00**
Corequisite: LA100
Concentrates on the ethical responsibilities that have been established by statutes, court decisions, court rules, and professional associations affecting legal assistants/paralegals and lawyers. Includes conflict of interest, confidentiality, competence, solicitation, fees and billing, obligations of attorneys to clients, and protection of client funds. Covers the nature of supervision in order to avoid unauthorized practice of law.

LA 104 - Contracts **3.00**
Prerequisite: EN 50A and EN 52
Covers the fundamental principles of contract law; the manner in which contracts are formed; the elements of a valid contract; the rights and obligations of various parties to a contract, as well as the rights of third parties; and available remedies when a contract is breached.

LA 105 - Torts **3.00**
Prerequisites: EN 50A and EN 52
Covers the fundamental principles of tort law. Includes intentional torts, negligence, and strict liability. Examines the various types of damages that can be awarded and what needs to be established to collect such damages.

LA 106 - Law & Technology **3.00**
Prerequisites: LA 100, COS 103
Prepares students for the increasing levels of computer literacy demanded by the legal profession. Covers the basic features of at least one commonly used word processing program, database program, spreadsheet program and legal specific programs for calendaring, timekeeping and billing. Offers basic features of computer-assisted legal research and other electronic resources. Incorporates current technological trends used by the legal profession.

LA 110 - Legal Research **3.00**
Corequisite: LA 100
Offers working knowledge of techniques of legal research. Includes assigned problems in legal research and a basic knowledge of Shepard's Citation, West's Digest System and Key Numbers; American Law Reports; legal periodicals; federal and state statutes; legislative history resource materials; and other legal research tools. Stresses proper citation forms, along with "briefing" of cases and memo preparation. Includes the use of computers in legal research.

LA 120 - Legal Writing and Documents **3.00**
Prerequisites: EN 101 & LA 110
Offers working knowledge of techniques of legal writing in the preparation of legal documents. Specifically for the legal assistant, course covers various types of legal documents including leases, contracts, wills, memoranda, pleadings, trial briefs, legal correspondence and legislative drafting.

LA 210 - Estates and Probate **3.00**
Prerequisite: LA 100
Covers basic legal concepts and fundamental principles of law as applied to the more common forms of wills, trusts and intestacy, as well as organization and jurisdiction of the probate court.

LA 220 - Evidence and Procedure (Civil) **3.00**
Prerequisite: LA 100
Covers rules governing the admission of evidence at a trial or administrative proceeding. Considers both federal and Maryland law. Explores procedural aspects of civil actions.

LA 230 - Law of the Real Estate Business **3.00**
Prerequisites or corequisites: LA 102 & LA 130
Reviews the essentials of real estate law and the processes and procedures for which the paralegal is responsible, including discussion of landlord/ tenant matters; easements and covenants; analysis of real estate contracts; types and sources of mortgage financing; ordering title work; preparation of closing documents; settlement statements; closing; and coordination of closing.

LA 240 - Family Law **3.00**
Prerequisite: LA 100
Develops skills necessary to become an effective legal assistant/paralegal working with family law matters. Explores the fundamentals of family law including: the regulation of marriage; law of divorce; annulment and legal separation; child custody and support; children of unmarried parents; child abuse and neglect; domestic violence; and adoption.

Massage Therapy (MT)

MT 200 - Massage Therapy Practicum 20.00
Incorporates a minimum of 550 clock hours of therapeutic massage course work at a state approved massage therapy program, proof of program completion and national certification (National Certification Examination for Therapeutic Massage and Bodywork (NCETMB). 20 credits will be granted for this practicum.

Mathematics (MA)

Students may substitute higher level mathematics courses in their programs with advisor permission.

MA 1 - Learning to Learn Math 0.00 (2.00)
Enhances learning efficiency of math. Covers math study skills, along with practice using developmental math, to master the following: reading and studying math textbooks, time management, note-taking strategies, computer- and - video-assisted math practice, math memory strategies, systems for solving math problems and test-taking strategies.

MA 2 - Building Math Confidence 0.00 (1.00)
Helps students who are apprehensive about taking math to gain needed confidence.

MA 90 - Pre-Algebra 0.00 (3.00)
Develops basic arithmetic and pre-algebra skills. Topics include fractions, decimals, percents, ratio and proportion, integers, algebraic expressions and linear equations.

MA 91 - Elementary Algebra 0.00 (3.00)
Prerequisite: MA 90
Develops elementary algebra skills. Topics include linear equations, exponents, polynomials, graphing linear equations, systems of equations, radicals and problem solving.

MA 92 - Intermediate Algebra 0.00 (3.00)
Prerequisite: MA 91
Develops intermediate algebra skills with a graphing approach. Topics include linear functions, systems of equations, quadratic, functions, rational functions, radical functions, exponential and logarithmic functions.

MA 103 - Foundations of Mathematics 3.00
Prerequisite: MA 92
Covers various topics within mathematics for those whose need is a survey of mathematical principles rather than the in-depth analysis required for a mathematics-or science-related program. Depending on instructor preferences, areas covered may include: Problem solving strategies, logic, numeration systems, set theory, classification of numbers, algebra, financial management, geometry, measurement, and right triangle trigonometry, probability, statistics, graphs, systems of equations, linear programming.

MA 105 - Fundamental Concepts of Mathematics I 4.00
Prerequisite: Minimum grade of C in MA 92
A study of the real number system for early childhood education and elementary education students. Provides a comprehensive conceptually based background in elementary mathematics. Topics include historical development of numeration systems, decimal notation, arithmetic algorithms in decimal and other bases, elementary set theory and number theory. Emphasizes problem solving strategies.

MA 106 - Fundamental Concepts of Mathematics II 4.00
Prerequisite: Minimum grade of C in MA 92
A study of the fundamentals of geometry for early childhood education and elementary education students. Provides a conceptually based background in geometry including plane and solid, metric and nonmetric, dimensional analysis, congruence and similarity, coordinate and transformational geometry. Emphasizes problem solving skills and the appropriate use of technology including calculators and computers.

MA 109H - Foundations of Geometry 3.00
Prerequisite: MA 92
A nontraditional mathematics course intended for honors students. Emphasizes class discussion. Rather than taking tests, students write two brief papers. Covers elementary Euclidean and non-Euclidean geometrizes; readings are from primary courses.

MA 111 - Algebra and Trigonometry 4.00
Prerequisite: Minimum grade of C in MA 92
A pre-calculus course covering college algebra and trigonometry topics with a graphing approach. Topics include right triangle trigonometry, circular trigonometric functions, inverse trigonometric functions, exponential functions, power functions, logarithmic functions, and polynomial functions and their zeros.

MA 115 - Mathematics of Finance 3.00
Prerequisite: MA 92
Covers simple interest and discount, compound interest, bank discount, annuities certain, deferred annuities, extinction of debts, bond investments, depreciation and depiction and perpetuity and capitalization.

MA 201 - Applied Calculus 3.00
Prerequisite: Minimum grade of C in MA 92
A one-semester course for students in business, biology, social sciences, electronics and technical programs. Covers methods for finding the derivatives and integrals of algebraic and transcendental functions with applications in each program.

MA 202 - Introduction to Discrete Mathematics 3.00
Prerequisite: MA 92
For the mathematics and computer science student. Develops problem solving skills. Topics include sets and logic, elementary number theory, graph theory, matrices, algorithm design, mathematical induction and recursion.

MA 206 - Elementary Statistics 3.00
Prerequisite: Minimum grade of C in MA 92
An introductory noncalculus statistics course. Topics include descriptive analysis and treatment of data, probability, statistical inference, linear regression and correlation, chi-square tests and nonparametric tests.

MA 207 - Elementary Statistics with Probability 4.00
Prerequisite: Minimum grade of C in MA 92
An introductory non-calculus statistics course with additional topics in elementary probability. Statistical topics include descriptive analysis and treatment of data, statistical inference, linear regression and correlation, and chi-square tests. Topics from Elementary Probability include basic event and outcome concepts, fundamental rules of probability, random variables and their distributions, and expectation. Practical applications of the course concepts are explored through team projects. Students may not take both MA 206 and MA 207 for credit.

MA 210 - Calculus I 4.00
Prerequisite: MA 111
Presents the first course in the three-semester calculus sequence (MA 210/MA 211/MA 212). Designed for students in mathematics, science, engineering, medical and other technical programs. Topics covered include: functions, limits and continuity, the derivative concept, differentiation techniques (including product rule, quotient rule, chain rule and implicit differentiation), applications of the derivative, and definite and indefinite integral concepts. The Fundamental Theorem of Calculus is discussed and used in the context of introductory integration.

MA 211 - Calculus II 4.00
Prerequisite: MA 210
Presents the second of three courses in the calculus sequence. Topics include methods and applications of integration, improper integrals, sequences and series, Taylor approximations, polar functions, introduction to differential equations.

MA 212 - Calculus III 4.00
Prerequisite: MA 211
Presents the final course in the three-semester calculus sequence. Topics include functions of several variables and their graphs, vectors, parametric equations, partial derivatives, multiple integrals and applications, Green's Theorem, Stokes' Theorem and the fundamental theorem of line intregals.

MA 213 - Differential Equations 3.00
Prerequisite: MA 211
Presents differential equations of order one; linear differential equations with constant coefficients; nonhomogenous equations with undetermined coefficients, variation of parameters; inverse differential operators; Laplace Transform, systems of differential equations; nonlinear equations; elementary applications.

MA 218 - Linear Algebra 3.00
Prerequisite: MA 210
Includes systems of linear equations, determinants, vectors in 2- and 3-space, vector spaces, linear transformations, eigen values and eigen vectors and applications.

Music (MU)

MU 101 - Introduction to Music History and Appreciation 3.00
Prerequisites: EN 50A & EN 52
Presents a study of music masterpieces of the past and present through reading, listening and analysis.

MU 101H - Introduction to Music History and Appreciation 3.00
Prerequisites: EN 50A & EN 52
A study of music masterpieces of the past and present through reading, listening and analysis. Examines classical music in its historical context. Representative composers are compared in terms of their compositional styles, aesthetic values and expressive content. Emphasis on the relationship of music to the visual arts, literature and civilization.

MU 103 - Fundamentals of Music 3.00
Covers the basic elements of music for the interested student or prospective classroom teacher. Includes study of musical notation, terminology, major and minor scales, simple and compound meters, familiarity with the piano keyboard, intervals, triads, sight-singing and ear-training and simple dictation.

MU 104 - Music Listening and Literature I 3.00
Provides an in-depth study of a limited number of musical works selected from the genres of overture, dance music, keyboard literature, chamber music, symphonic literature and program music. Includes a core work from each genre with appropriate spin-off works to enhance understanding of the genre. Offers insights into compositional techniques, musical meanings, expressive musical elements and the relationship of the composer to society. Includes some nomenclature, elementary theory and music reading.

MU 105 - Music Listening and Literature II 3.00
A continuation of MU 104, with musical works selected from the genres of concerto, opera, oratorio and suite, along with twentieth-century styles.

MU 106 - Aural and Keyboard Skills I 1.00
Prerequisite: MU 103
Converts theoretical knowledge into practical application through sight-singing, ear-training, keyboard work and rhythmic exercises. Study concepts are derived from material introduced in Music Theory I, including major and minor scales, intervals, sequential patterns and simple melodies, rhythmic patterns, tempos, cadences, harmonization and figured bass.

MU 107 - Aural and Keyboard Skills II 1.00
Prerequisite: MU 106
A continuation of Aural and Keyboard Skills I, coordinated with material presented in Music Theory II, including more difficult triad types and seventh chords, nonharmonic tones, part-singing, syncopated rhythms, cadences, harmonic progressions and modulations.

MU 111 - Music Theory I 3.00
Prerequisite: MU 103
Presents a study of diatonic harmony through four-part writing and analysis of music. Includes sight-singing, rhythmic and melodic dictation. Private instruction is recommended concurrently.

MU 112 - Music Theory II 3.00
Prerequisite: MU 111
A continuation of Music Theory I, with more advanced harmony. Introduces contrapuntal technique. Offers more advanced dictation skills, beginning composition using course skills.

MU 117 - Choral Ensemble I 2.00
Presents a variety of choral literature as the basis for study and presentation. Students participate as members of the Choral Arts Society of Frederick. Three rehearsal hours weekly. Open to all students.

MU 118 - Choral Ensemble I 2.00
Presents a variety of choral literature as the basis for study and presentation. Students participate as members of the Choral Arts Society of Frederick. Three rehearsal hours weekly. Open to all students.

MU 119 - Jazz Ensemble I 2.00
Presents great jazz literature as the basis for study and presentation. Three rehearsal hours weekly. Applied music in chosen instrument recommended concurrently.

MU 120 - Jazz Ensemble I 2.00
Presents great jazz literature as the basis for study and presentation. Three rehearsal hours weekly. Applied music in chosen instrument recommended concurrently.

MU 121 - Orchestral Ensemble I 2.00
Presents great orchestral music of the Baroque, Classical, Romantic and/or Contemporary musical eras. Applied music in chosen instrument recommended concurrently. Students participate as members of the Frederick Symphony Orchestra. Three rehearsal hours weekly.

MU 122 - Orchestral Ensemble I 2.00
Presents great orchestral music of the Baroque, Classical, Romantic and/or Contemporary musical eras. Applied music in chosen instrument recommended concurrently. Students participate as members of the Frederick Symphony Orchestra. Three rehearsal hours weekly.

MU 123 - Wind Ensemble I 2.00
Presents a variety of wind ensemble literature as the basis for further study and presentation. Three rehearsal hours weekly. Applied music instruction in chosen instrument recommended concurrently.

MU 124 - Wind Ensemble I 2.00
Presents a variety of wind ensemble literature as the basis for further study and presentation. Three rehearsal hours weekly. Applied music instruction in chosen instrument recommended concurrently.

MU 141 - Class Voice I 1.00
Offers class instruction in singing with emphasis on basic techniques of voice production, including correct breathing, posture, vowel production and vocal problems. Various repertoire will be studied. Open to beginners. One class hour per week.

MU 142 - Class Voice II 1.00
Prerequisite: MU141
A continuation of Class Voice I, including more advanced techniques of vocal production and technique. Repertoire from classical, folk and Broadway styles included.

MU 151 - Class Piano I 1.00
Offers beginning piano study in a classroom-lab setting. An electronic piano is available for class use. Introduces basic keyboard and musicianship skills, including selected elementary pieces. Enrollment is limited to ten people.

MU 152 - Class Piano II 1.00
Prerequisite: MU 151
A continuation of the material presented in Class Piano I. Explores elements of theory, technique and improvisation. Topics include major and minor scale building, harmonizing scale degrees, accompaniment patterns, cadences and more. Includes solo and ensemble pieces and standard scale fingerings.

MU 171 - Class Strings I 1.00
Offered first semester for beginning students. One hour weekly.

MU 206 - Aural and Keyboarding Skills III 1.00
Prerequisite: MU 107
Corequisite: MU 211
A continuation of Aural and Keyboard Skills II, coordinated with material presented in Music Theory III, including such items as secondary dominants, Neapolitan sixth chords, augmented sixth chords, ensemble work, conducting and more complex chord progressions.

MU 207 - Aural and Keyboard Skills IV 1.00
Prerequisite: MU 206
Corequisite: MU 212
A continuation of Aural and Keyboard Skills III, coordinated with material presented in Music Theory IV, including such items as synthetic scales, quartal and quintal harmonies, tone rows, chromaticism, changing meters and polychords.

MU 211 - Music Theory III 3.00
Prerequisite: MU 112
Corequisite: MU 206
A continuation of Music Theory II, with further work on modulations, dominant relationships, cadential identifications, extended part-writing procedures, four-part chorale analysis and writing, leading tone triads and diatonic seventh chords. Includes binary and ternary forms, characteristics of instrumental writing, the Neapolitan sixth chord and augmented sixth chords, harmonizations with all types of chords and figured bass symbols.

MU 212 - Music Theory IV 3.00
Prerequisite: MU 211
Corequisite: MU 207
A continuation of Music Theory III. Includes chords of the ninth, eleventh and thirteenth, evaded cadences, complex harmonic progressions, whole-tone scale and pentatonic scale, impressionistic techniques, twelve-tone writing, atonality, new sound sources, twentieth-century uses of melody, rhythm, harmony and form, extended uses of chromaticism, new notational methods, score reading and listening.

MU 217 - Choral Ensemble II 2.00
Continuation of MU 117-118. Three rehearsal hours weekly.

MU 218 - Choral Ensemble II 2.00
Continuation of MU 117-118. Three rehearsal hours weekly.

MU 219 - Jazz Ensemble II 2.00
Continuation of MU 119-120. Three rehearsal hours weekly.

MU 220 - Jazz Ensemble II 2.00
Continuation of MU 119-120. Three rehearsal hours weekly.

MU 221 - Orchestral Ensemble II 2.00
A continuation of MU 121-122. Three rehearsal hours weekly.

MU 222 - Orchestral Ensemble II 2.00
A continuation of MU 121-122. Three rehearsal hours weekly.

MU 223 - Wind Ensemble II 2.00
A continuation of Wind Ensemble I. Three rehearsal hours weekly. Applied music instruction in chosen instrument recommended concurrently.

MU 224 - Wind Ensemble II 2.00
A continuation of Wind Ensemble I. Three rehearsal hours weekly. Applied music instruction in chosen instrument recommended concurrently.

MU 251 - Class Piano III 1.00
Prerequisite: MU 152
A continuation of the material presented in Class Piano II. Students will work on greater hand independence and facility, arpeggios, chord progressions, new types of scales and secondary dominants. Includes a study of easy classics.

MU 252 - Class Piano IV 1.00
Prerequisite: MU 251
A continuation of Class Piano III, emphasizing development of a greater repertoire and enhancement of performance skills. Students become more fluent in hand control, rhythmic ability and accompaniment patterns. Includes a study of standard national and holiday pieces, as well as additional drills in functional piano playing.

Applied Music Courses (MU)

First-Year Courses

Fall Semester

MU 172 - First Year Piano	2.00
MU 172A - First Year Piano	1.00
MU 174 - First Year Voice	2.00
MU 174A - First Year Voice	1.00
MU 178 - First Year Brass	2.00
MU 178A - First Year Brass	1.00
MU 180 - First Year Woodwinds	2.00
MU 180A - First Year Woodwinds	1.00
MU 182 - First Year Strings	2.00
MU 182A - First Year Strings	1.00
MU 184 - First Year Guitar	2.00
MU 184A - First Year Guitar	1.00
MU 186 - First Year Percussion	2.00
MU 186A - First Year Percussion	1.00

Spring Semester

MU 173 - First Year Piano	2.00
MU 173A - First Year Piano	1.00
MU 175 - First Year Voice	2.00
MU 175A - First Year Voice	1.00
MU 179 - First Year Brass	2.00
MU 179A - First Year Brass	1.00
MU 181 - First Year Woodwinds	2.00
MU 181A - First Year Woodwinds	1.00
MU 183 - First Year Strings	2.00
MU 183A - First Year Strings	1.00
MU 185 - First Year Guitar	2.00
MU 185A - First Year Guitar	1.00
MU 187 - First Year Percussion	2.00
MU 187A - First Year Percussion	1.00

Second-Year Courses
All second-year courses carry a prerequisite of corresponding first-year courses.

Fall Semester

MU 272 - Second Year Piano	2.00
MU 272A - Second Year Piano	1.00
MU 274 - Second Year Voice	2.00
MU 274A - Second Year Voice	1.00
MU 278 - Second Year Brass	2.00
MU 278A - Second Year Brass	1.00
MU 280 - Second Year Woodwinds	2.00
MU 280A - Second Year Woodwinds	1.00
MU 282 - Second Year Strings	2.00
MU 282A - Second Year Strings	1.00
MU 284 - Second Year Guitar	2.00
MU 284A - Second Year Guitar	1.00
MU 286 - Second Year Percussion	2.00
MU 286A - Second Year Percussion	1.00

Spring Semester

MU 273 - Second Year Piano	2.00
MU 273A - Second Year Piano	1.00
MU 275 - Second Year Voice	2.00
MU 275A - Second Year Voice	1.00
MU 279 - Second Year Brass	2.00
MU 279A - Second Year Brass	1.00
MU 281 - Second Year Woodwinds	2.00
MU 281A - Second Year Woodwinds	1.00
MU 283 - Second Year Strings	2.00
MU 283A - Second Year Strings	1.00
MU 285 - Second Year Guitar	2.00
MU 285A - Second Year Guitar	1.00
MU 287 - Second Year Percussion	2.00
MU 287A - Second Year Percussion	1.00

Description of Applied Music Courses

1. Thirteen half-hour lessons for one credit, thirteen hour lessons for two credits. Instruction includes technique, theory, style, interpretation and performance of selected literature.
2. Two repertoire and performance classes each semester, conducted by a member of the applied music faculty. Student performers are selected at the discretion of the faculty. Specific dates for the classes are announced at the beginning of each semester. Attendance is required of students registered for college credit. Students failing to meet the attendance obligation or an approved alternative are penalized one letter grade. Students registered for college audit are welcome and encouraged to attend.
3. Jury examination to be held on the last Saturday of the semester and to be regarded as the final exam. Students perform for the applied music faculty one composition they have studied during the semester. Jury exam times are made by appointment. Students in their first semester of applied music study are exempt from the jury exam requirement.
4. A student recital is to be held at the end of each semester. Participants are selected at the discretion of the faculty.
5. Additional instructor fee: see fee schedule in the academic schedule.

Nursing (NU)

NU 50 - Preparation for Nursing 1.00
Offers a basis for developing proficiency and accuracy in dosage calculations. Teaches computations of oral and parenteral medications for adults and children using the apothecaries, metric and household systems. Includes an introduction to pharmacology.

NU 51 - Transition to Registered Nursing 2.00
Presents basic concepts of the practice of registered nursing for the Licensed Practical Nurse who has been accepted into the LPN Transition Program. The Neuman Systems Model is used as a framework for client system care in the lectures, campus labs and clinical setting. Offered in Summer Session only.

NU 52 - Reproductive Health Nursing (Transition to RN) 1.00
Prerequisite: NU 51
Presents the study of childbirth and alterations in female reproductive health in the family client system for the LPN who is a student in the LPN Transition program. The Neuman Systems Model is the framework for the study of family client system care in seminars, in the campus laboratories and in acute care settings.

NU 54 - Transition to Register Nursing 3.00
Prerequisite: NU 51
Presents the study of adult client systems with acute and chronic alterations in wellness for the licensed practical nurse who is a student in the LPN Transition program. The Neuman Systems Model is the framework for the study of client care in the seminars, in the campus laboratories and in acute and rehabilitative facilities. Offered in the Summer Session only.

NU 101 - Introduction to Clinical Nursing 6.00
Prerequisites: BI 103, BI 104, BI 120: passing score on nursing dosage calculations exam
Introduces concepts of professional nursing. The Neuman Systems Model is the framework for the study of client care in the lectures, in the campus laboratories and in subacute and long term care facilities.

NU 210 - Reproductive Health Nursing 3.00
Prerequisite: NU 101
Introduces the study of childbirth and alterations in female reproductive health in the family client system. Normal conditions and complications of childbirth and female reproduction are addressed. The Neuman Systems Model is the framework for the study of family client system care in lectures, in the campus laboratories and in acute and community settings.

NU 211 - Medical-Surgical Nursing I 7.00
Prerequisite: NU 101
Introduces the study of adult client systems with acute and chronic alterations in wellness. The Neuman Systems Model is the framework for the study of client care in the lectures, in the campus laboratories and in acute and rehabilitative facilities.

NU 212 - Medical-Surgical Nursing II 4.00
Prerequisites: NU 210, NU211
Continues the study of adult client systems with acute and chronic alterations in wellness. The Neuman Systems Model is the framework for the study of client care in the lectures, in the campus laboratories and in acute and perioperative settings.

NU 213 - Medical-Surgical Nursing III 4.00
Prerequisites: NU 212, NU 214
Involves the student in the nursing care of clients with life-threatening situations or complex health problems. Focus moves from maintenance and promotion of health to utilization of emergency measures, monitoring devices and life-support Clinical experiences are provided in hospitals, nursing homes and various community health care settings.

NU 214 - Psychiatric/Mental Health Nursing 4.00
Prerequisites: NU 210, NU 211
Introduces the study of adult, child and adolescent client systems experiencing acute and chronic alterations in mental health. The Neuman Systems Model is the framework for the study of client system care in lectures, in the campus laboratories and in acute and community settings.

NU 215 - Nursing Care of Children 3.00
Prerequisites: NU 212, NU 214
Introduces the study of the pediatric client systems experiencing acute alterations in wellness. The Neuman Systems Model is the framework for the study of client care in the lectures and in acute care settings.

NU 216 - Preparation for Practice 2.00
Prerequisites: NU 212, NU 214
Introduces current trends in nursing practice and leadership. Facilitates the graduate's entry into nursing practice at the generalist level. The Neuman Systems Model is the framework for the study of nursing issues and leadership in the classroom and the management practicum.

Park Management (PM)

PM 101 - Introduction to Parks and Recreation 3.00
Presents history and philosophy of recreation and park facilities in the United States, with emphasis on the National Park Service, United States Forest Service and other government agencies. Presents implications of the new leisure age and how these trends are reflected in forestry, parks and recreation delivery systems. Discusses future careers.

PM 200 - Guided Study in Parks and Recreation 1.00-6.00
Prerequisites: PM 101, RC 201
A theory/cooperative education project. In cooperation with a park management instructor, the student works out a project prior to the end of the second semester, including objectives to be achieved.

PM 204 - Park Planning and Design 3.00
Examines the planning process and its relation to park planning. Includes basic design, area layout, landscape architecture, use of community surveys, site analysis and preparation of plans and proper methods of presentation to agency or public sectors.

PM 205 - Resource Protection and Safety 3.00
Includes three vital segments of resource management planning: 1) forest fire prevention, control and suppression; 2) law enforcement, protection of the resource and its visitor; 3) visitor safety. Local and federal agency policies in these areas will be presented. Requires the draft of a fire and a law enforcement management plan.

PM 207 - Park and Recreation Administration and Management 3.00
Explores principles and practices conducive to proper facility management. Includes budget planning, personnel management, public relations, operating procedures and other duties. Also includes proper procedures for leadership, staff-line organization and effective communications and publicity.

PM 212 - Introduction to Forestry 3.00
Traces the history of forest management. Includes legislation, management techniques, ecological and environmental factors, economic aspects and private and public forestry practices. Also discusses forest protection and planning.

Philosophy (PH)

PH 101 - Introduction to Philosophy 3.00
Prerequisites: EN 50A & EN 52
Surveys the major intellectual problems faced by great philosophers of all ages.

PH 204 - World Religions 3.00
Prerequisites: EN 50A & EN 52
Introduces the historical background, beliefs, scriptures and practices of the world's major religious traditions including Hinduism, Jainism, Buddhism, Sikhism, Taoism, Confucianism, Shintoism, Judaism, Zoroastrianism, Christianity and Islam.

PH 205 - Ethics 3.00
Prerequisites: EN 50A & EN 52
Introduces the problems and possibilities of moral philosophy and ethical decision making.

PH 206 - Logic 3.00
Prerequisite: EN 52
Introduces basic problems in the use of logic and language. Improves the use of language and sound principles of reasoning.

PH 207 - Biomedical Ethics 3.00
Prerequisites: EN 50A & EN 52
Explores some of the most troubling problems that health care professionals, physicians and lawyers-as well as individual patients and their families-are called upon to make. Examines principles in biomedical ethics, as well as general ethical theories in major problem areas, including euthanasia and prolongation of life, genetic intervention, behavior control, experimenting with human subjects, etc.

PH 208 - Business Ethics 3.00
Prerequisites: EN 50A & EN 52
Introduces business ethics. Clarifies moral obligations and ethical dilemmas for managers who make business decisions.

PH 209 - Environmental Ethics 3.00
Prerequisites: EN 50A & EN 52
Identifies the most troubling ethical dilemmas in the field of environmental protection and explores the applicability of traditional ethical theories in areas such as the depletion of nonrenewable resources, population growth, responsibilities to the nonhuman world, responsibilities to future generations and environmental cost/benefit analysis.

Physical Education (PE)

PE 100 - Series Physical Education 1.00
Includes orientation, instruction and participation in specific skills, rules and etiquette in a variety of selected team and individual carry-over activities. (Sections listed in Academic Schedule)

PE 108 - Body Mechanics 1.00
Examines the application of physical laws to the human body at rest or in motion, including concepts of effective, efficient and aesthetic postures, both static and dynamic. Emphasizes joint motions, care of the back and components of fitness including body compositions, flexibility, strength, muscular endurance and cardiovascular endurance.

PE 126 - Fitness/Conditioning 1.00
Introduces through participation the importance of physical conditioning and various ways to achieve it.

PE 131 - Aerobics 1.00
Offers muscular and cardiovascular endurance exercises performed to music.

PE 153 - Introduction to Physical Education 3.00
Theory course for physical education majors. Includes an orientation to the profession, including the relationship of physical education to education, current trends and practices, career opportunities and areas of research.

PE 154 - Fitness for Living 3.00
A wellness course for students which covers the components of physical fitness, stress, care of the back, nutrition and weight control. Evaluations in all areas are included through laboratory experiences.

PE 160 - Elementary Fencing 1.00
Introduces the history, safety, rules and etiquette of fencing. Teaches basic skills required to participate in a fencing match, as well as skills in directing and scoring a match.

PE 161 - Psychology of Sport 3.00
An exploration of the personality factors, including, but not limited to, motivation, aggression and emotion as they affect sports participation and motor skill performance.

PE 165 - Volleyball 1.00
Includes orientation, instruction and participation in specific skills, rules and etiquette of the sport.

PE 166 - Weight Training 1.00
Provides orientation, instruction and participation in specific weight training skills, rules, safety and etiquette of the sport.

PE 173 - Backpacking 1.00
Includes buying and selecting the proper equipment, clothing and meals; campsite selection; setup; and enjoying the outdoors in relative comfort. Suitable for a beginner who wants to learn campcraft or a current backpacker wishing to refine basic skills. Includes a three-day backpacking trip. Fee: $36

PE 174 - Basic Canoeing 1.00
Covers the basics of canoeing. Includes paddling techniques, equipment, water reading safety and logistics. Features flat water, moving water and white water. By the end of the course, student will be certified in Class II white water.Fee: $36

PE 175 - Mountaineering I 1.00
Presents basic skills of rock climbing and mountain climbing. Includes instruction on equipment, its care and purchase, tie-ins, anchors, belaying, ascending and descending and rappelling. Includes field experience.Fee: $36

PE 177 - Karate I 1.00
Introduces the Korean art of Tae Kwon Do. Students learn the basic kicks, punches, stances and form of this popular martial art as well as are introduced to the rules of behavior and code of conduct of the form. Students will also learn basic self defense strategies.

PE 178 - Karate II 1.00
Prerequisite: PE 177
A continuation of Karate I. Introduces more advanced techniques of Tae Kwon Do. Includes advanced hand and foot techniques and practical application of Hap Ki Do self-defense.

PE 179 - Tennis I 1.00
Presents orientation, instruction and participation in specific skills, rules and etiquette of the sport.

PE 180 - Tennis II 1.00
Prerequisite: PE 179
Provides instruction in consistency in the basic tennis shots. Teaches advanced techniques, including the lob, overhead smash and drop-shot. Covers advanced singles and doubles strategies.

PE 181 - Golf I 1.00
Includes orientation, instruction and participation in specific skills, rules and etiquette of the sport. Fee: $9 for driving range, cost of one round of golf.

PE 182 - Golf II 1.00
Prerequisite: PE 181
Provides instruction in maintaining a consistent golf swing. Teaches advanced golf shots, correction of golf swing flaws, and techniques of reading greens.Fee: $9 for driving range, cost of one round of golf.

PE 183 - Beginning Snow Skiing 1.00
Introduces terms, rules, equipment and pre-skiing exercises, along with instruction in the basic skills. Includes walking, side-stepping, wedge, wedge turn, use of lifts, linked turns and varying terrain. Fee: based on actual rental costs

PE 184 - Intermediate Snow Skiing 1.00
Must be capable of wide track parallel turning. Includes parallel turns, step christies, steeper terrain, edge control, sequential and simultaneous leg rotations and long and short radius turns. Fee: based on actual rental costs

PE 185-Advanced Snow Skiing 1.00
Prerequisite: PE 184
For skiers capable of basic parallel turning. Includes instruction in dynamic parallel turns, both short and long radius, higher performance in the parallel turn, powder tactics, variable conditions and bump skiing with refined pole usage and carving techniques for mountain skiing. Fee: based on actual rental costs

PE 186 - Volleyball II 1.00
Prerequisite: PE 165
Provides advanced instruction for students who have the basic volleyball skills: forearm pass, set, spike and serve. Covers advanced defensive and offensive strategies.

PE 187 - Social Dance 1.00
Provides instruction in the basic partner dance forms including such dances as the waltz, swing, two-step, cha-cha, polka and fox trot. Other contemporary dances may be included.

PE 188 - Yoga 3.00
Provides a holistic approach to understanding some of the fundamental principles and philosophies of yoga while also providing weekly experiential hatha (physical) yoga practice.

PE 236 - Coaching Principles 3.00
Provides student with the knowledge to become an effective coach. Foundational areas of coaching are presented, including coaching philosophy, sport psychology, sport pedagogy, sport physiology and sport management. Coaching certification is possible through the American Sports Education Program.

PE 240 - Methods of Golf 1.00
Includes orientation, instruction and participation in specific golf skills, rules and etiquette of the sport. Includes teaching techniques for use in schools and recreational programs.

PE 241 - Methods of Fitness and Conditioning 1.00
Introduces through participation the importance of physical conditioning and the various ways to achieve it. Includes teaching techniques for use in schools and recreational programs.

PE 242 - Methods of Aerobics 1.00
Presents muscular and cardiovascular endurance exercises performed to music. Includes teaching techniques for use in schools and recreational programs.

PE 243 - Methods of Beginning Swimming 1.00
Offers orientation and instruction in swimming skills, physical laws governing swimming and practice swimming of elementary strokes. Includes teaching techniques for use in schools and recreational programs.

PE 246 - Methods of Elementary Fencing 1.00
Introduces the history, safety, rules and etiquette of fencing. Teaches basic skills required to participate in a fencing match, as well as skills in directing and scoring a match. Includes teaching techniques for use in schools and recreational programs.

PE 247 - Methods of Weight Training 1.00
Orientation, instruction and participation in specific weight-training skills, rules, safety and etiquette of the sport. Includes teaching techniques for use in schools and recreational programs.

Physical Science (PC)

PC 103 - Elements of Physical Science 3.00
Prerequisites: EN 50A & EN 52 & MA 91
Covers selected aspects of earth science, physics, chemistry and the quantitative relationships involved in the behavior of matter. Uses simple experiments to introduce scientific topics as needed. Restricted to non-science majors.

PC 105 - Introduction to the Science of Weather 3.00
Prerequisites: EN 50A & EN 52 & MA 91
Surveys the basic physics of the atmosphere and the diagnostic tools of the meteorologist. Includes some discussion of applied meteorology, forecasting, pollution, aviation and agriculture.

PC 107 - Introductory Astronomy 4.00
Prerequisites: EN 50A & EN 52 & MA 92
Presents a survey of astronomy that includes a study of the physical nature of the universe, the solar system, stars, nebulae and galaxies. The laboratory includes sky observations for collection and analysis of data, photographic analysis and laboratory experiments.

PC 107H - Introductory Astronomy 4.00
Prerequisites: EN 50A & EN 52 & MA 92
Presents a survey of astronomy that includes a study of the physical nature of the universe, the solar system, stars, nebulae and galaxies. The laboratory includes sky observations for collection and analysis of data, photographic analysis and laboratory experiments. Involves a more theoretical approach to the physics, math and chemistry developed in PC 107.

PC 108 - Historical Geology 4.00
Prerequisites: EN 50A & EN 52 & MA 91
Traces the evolution of the earth and life through time. Presents scientific theories of the origin of the earth and life. Provides students with the tools to interpret the rock and fossil record. Saturday field trips focus on the geologic history of Maryland and Virginia.

PC 109 - Physical Geology 4.00
Prerequisites: EN 50A & EN 52 & MA 91 & (CH 50 or high school chemistry)
Presents an introduction to the physical and chemical processes that shape the surface of the earth. The laboratory will include rock and mineral identification, map construction and interpretation, analysis of geophysical data and local field studies.

PC 110 - Contemporary Energy Issues 3.00
Prerequisites: EN 50A & EN 52 & MA 91
Provides an analysis of the technical, economic and environmental issues related to energy, including energy resources, energy conversion, environmental effects, cost implications and governmental involvement.

PC 114 - Contemporary Physical Science 4.00
Prerequisites: EN 50A & EN 52 & MA 91
Presents basic principles of physics and chemistry as they relate to our modern technological society. An activities-oriented approach is used that focuses on model building. These models are developed as a method of building both conceptual and quantitative understandings of the physical world.

PC 115 - Introduction to Geoscience 4.00
Prerequisites: EN 50A & EN 52 & MA 91
Presents an overview of the solid and fluid parts of the earth system and investigates their interactions with human culture and society. The course follows a constructivist approach to learning.

PC/BI 112 - Introduction to Environmental Science 3.00
Prerequisites: EN 50A & EN 52 & MA 91
Fundamentals of the environmental sciences as a basis for understanding the impact of technology on the environment. The Earth as a unique island in space. Structure of the solid Earth, atmosphere, oceans and lakes. Atmospheric and oceanic weather. Development of life. Biochemical cycles, terrestrial ecosystems, biological oceanography. Atmospheric and oceanic pollution. Environmental impacts of industrial processes.

Physics (PY)

PY 101 - Survey of Physics 3.00
Prerequisites: EN 50A & EN 52 & MA 92
For students who want a general background in physics and those who must take a two-semester physics course but have not had high school physics.

PY 201 - Fundamentals of Physics 4.00
Prerequisites: EN 50A, EN 52, MA 111, PY 101 or high school physics
Presents an introductory study of physics, with the fundamental principles of mechanics, dynamics and mechanical waves. Emphasizes problemsolving and modeling of physical systems.

PY 202 - Fundamentals of Physics 4.00
Prerequisite: PY 201
Continues the study of basic principles of physics. Topics include thermodynamics, electricity and magnetism, optics and modern physics.

PY 203 - Introductory Physics I 5.00
Prerequisites: EN 50A & EN 52 & MA 210 & (PY 101 or high school physics)
Presents essentially the same topics as those included in PY 201. This is a more analytical course primarily for majors in science or mathematics. Physical laws and theories are developed by the application of calculus. Prepares students for advanced work in the physical sciences.

PY 204 - Introductory Physics II 5.00
Prerequisite: PY 203, MA 211
A continuation of physics topics essentially the same as those included in PY202. The theoretical approach and use of calculus are continued.

PY 205 - Modern Physics 5.00
Prerequisite: PY 204
Continues from the calculus-based sequence PY203-204, with emphasis on modern physics. Includes topics in relativity, electromagnetic theory, physical optics, quantum theory and atomic and nuclear physics.

Political Science (PI)

PI 104 - American Government: National 3.00
Prerequisite: EN 52
Covers basic principles of the national government: structure, powers and operations of Congress; the presidency and the Supreme Court; citizenship, elections, political parties and pressure groups.

PI 104H – Honors American Government: National 3.00
Prerequisite: EN 52
Covers basic principles of the national government: structure, powers and operations of Congress; the presidency and the Supreme Court; citizenship, elections, political parties and pressure groups. Includes an examination of the constitutional principles underpinning democracy and the challenges of operationalizing democracy in our diverse and competitive society. Addresses the question, "What are those politicians up to, anyway?"

PI 105 - American Government: State and Local 3.00
Prerequisite: EN 52
Presents a study of the function and problems of state and local government in the United States, with illustrations from Maryland jurisdiction.

PI 201 - Comparative Government 3.00
Prerequisite: EN 52
Provides a comparative study and analysis of the major European powers, political systems, evolution, constitutions and government organization. Subdivisions contained in this course are:

PI 201A - France and England

PI 201B - Germany and Russia

PI 202 - Public Policy Today: Critical Social and Political Issues 3.00
Prerequisite: EN 52
Explores connotations and classifications of policy; role of the citizen in determination of policy. A detailed study of planning and execution of public policy in important areas.

Subdivisions contained in this course are:

PI 202A - Public Policy Today: Adjudication of Social Science

PI 202B - Public Policy Today: Law and Society

PI 202C - Public Policy Today: Politics of Assassination

PI 202D - Public Policy Today: Middle East History & Politics

PI 202E - South Africa: Past and Present

PI 206 - Civil Liberties 3.00
Prerequisite: EN 52
Provides historical background, social and political issues and leading cases establishing the present rules regarding civil liberties today.

PI 220 - Africa Today 3.00
Prerequisite: EN 52
An examination of contemporary Africa, including issues of representative government, state-building, civil war, human rights, ethnic identity, and changing cultures, economic development, and foreign relations. Select countries will be studied in depth to illustrate key challenges facing the continent.

Practical Nursing (PN)

PN 112 - Nursing Throughout Developmental Stages 8.00
Prerequisites: NU 210, NU 211
Corequisite: PN 113
Prepares practical nursing students to provide care for adult and pediatric client systems with commonly recurring physiological and developmental health problems. The Neuman Systems Model is used as the framework for this course. Supervised clinical experiences on medical-surgical and pediatric units in the hospital as well as observation in community-based centers are provided.

PN 113 - Issues in Practical Nursing 1.00
Prerequisites: NU 210, NU 211
Corequisite: PN 112
Focuses on the effective transition from student to licensed practical nurse. Emphasis is on the responsibilities associated with licensure, ethical and legal issues, employment strategies, continuing professional growth and leadership and management principles. Relevant trends in the development of the discipline of practical nursing are also emphasized.

Psychology (PS)

PS 101 - General Psychology 3.00
Prerequisite: EN 52
Emphasizes the major factors that influence human behavior, including principles of learning, perceptual processes and personality adjustment.

PS 101H - General Psychology 3.00
Prerequisite: EN 52
Emphasizes the major factors that influence human behavior, including behavioral neuroscience, perceptual processes, consciousness, intelligence, personality and psychological disorders. Additional emphasis is placed on current psychological issues and research.

PS 104 - Issues of Drug/Alcohol Use 3.00
Prerequisite: EN 52
Presents a comprehensive study of the use of legal and illegal drugs; an analysis of the addictive and recovery process for individuals and families; a study of treatment modalities and 12-step groups; a study of the physiological and legal consequences of substance use and abuse.

PS 202 - Social Psychology 3.00
Prerequisite: EN 52
Offers a study of personality and behaviors as influenced by culture and interpersonal relations. Includes social influences on motivation, learning, memory and perception, attitudes, public opinion, propaganda, language and communication, leadership, ethnic differences and group processes.

PS 204 - Psychology of Adolescence 3.00
Prerequisite: EN 52
Covers physiological, psychological and social dilemmas of the adolescent. Considers relevant contemporary research and behavioral determinants.

PS 205 - Psychology of Aging 3.00
Prerequisite: EN 52
Introduces the normal physiological, psychological and sociological changes that occur during the life span. Emphasis on consequent behavior patterns and changing needs of the elderly. Includes study of adaptive processes, intervention techniques, strategies and availability of services.

PS 206 - Abnormal Psychology 3.00
Prerequisite: PS 101
Explores the nature, etiology, diagnosis, prognosis, treatment and possible prevention of the major classifications of psychological disorders including anxiety, mood, eating, substance-related, schizophrenic, dissociative, personality and childhood disorders.

PS 207 - Death and Dying 3.00
Prerequisite: EN 52
Introduces the origins and development of death attitudes and behaviors. Topics include euthanasia; suicide; grief and mourning processes; the funeral system; legal rights; and coping strategies. Emphasis on death as a normal developmental event.

PS 209 - Women's Studies: A Multicultural Perspective on the Psychology & Sociology of Women 3.00
Introduces the scientific study of women as a multicultural group. Reviews material from the fields of psychology, sociology, anthropology, and medicine as it related to women. Particular effort will be made to address the experiences of women of varied races, ethnic groups, classes, national origins, and sexual orientations so that the whole concept of gender may be broadened to take these different experiences and different concerns into account.

Respiratory Therapy (RT)

RT 101 - Fundamentals of Respiratory Therapy 3.00
Corequisite: RT 102
Introduces the profession of respiratory therapy, including patient care, medical terminology and the concepts of the health care team. Covers basic respiratory therapy modalities, including medical gas therapy, aerosol and humidity therapy, intermittent positive pressure breathing, incentive spirometry, chest physiotherapy and postural drainage.

RT 102 - Respiratory Therapy Equipment 1.00
Corequisite: RT 101
Introduces the applied aspects of respiratory therapy. Offers practical experience in the use of oxygen and oxygen administrative devices, regulators and flowmeters as well as performing chest physiotherapy and postural drainage. Includes patient-therapist simulations.

RT 103 - Gas Exchange Physiology 2.00
Focuses on the structure and function of the lung as related to gas exchange, diffusion, perfusion and ventilation-perfusion relationships. Emphasizes oxygen and carbon dioxide transport abnormalities in the gas exchange mechanisms. This will lead to and be integrated with clinical applications and interpretations of arterial blood gas analysis.

RT 104 - Pharmacology 3.00
Prerequisites: RT 101, RT 103, BI 103
Corequisites: RT 105, BI 104
Introduces the various classifications of drugs, including drug action and effects, site of activity, recommended dosages and toxicity. Emphasis on anesthetics, bronchodilators, mucokinetics, cardiovascular agents and drugs affecting the nervous system as they apply to respiratory therapy.

RT 105 - Cardiopulmonary and Renal Anatomy and Physiology 3.00
Prerequisites: RT 101, RT 103, BI 103
Corequisite: BI 104
Emphasizes the structure and function of the pulmonary, cardiovascular and renal systems as they relate to respiratory therapy.

RT 106 - Clinical Practicum I 2.00
Prerequisites: RT 101, RT 102, RT 103
Corequisites: RT 104, RT 105
Introduces the hospital environment and patient care, including patients' charts and record-keeping. Includes practical experience in using basic respiratory therapy equipment and applying it to patient care. Students perform basic respiratory therapy floor care modalities such as oxygen therapy, aerosol therapy, IPPB, incentive spirometry and chest physiotherapy and postural drainage.

RT 107 - Clinical Practicum II 2.00
Prerequisite: RT 106
Teaches proficiency in administering basic respiratory care procedures and handling every aspect of floor care. Introduces the intensive care environment and the theory and practical use of mechanical ventilators. Includes practical experience in obtaining arterial blood gases.

RT 200 - Respiratory Home Care 1.00
Prerequisite: RT 107
Introduces the student to respiratory care in the home setting. Emphasis is placed on learning the varying practices between acute and home respiratory care, as well as the equipment modalities used in the home.

RT 201 - Principles of Mechanical Ventilation 4.00
Prerequisites: RT 104, RT 105
Explores special problems associated with both short-term and long-term care of patients requiring artificial ventilation. Includes general principles of gas physics, principles of airway management, intubation and the theory and operation of mechanical ventilators. Integrates arterial blood studies with course topics.

RT 202 - Pediatric/Neonatal Respiratory Therapy 2.00
Prerequisites: RT 104, RT 105
Provides an in-depth perspective of pediatric and neonatal respiratory therapy. Includes fetal lung development; high-risk deliveries; diseases/abnormalities and management of the neonatal and pediatric patient. Discusses mechanical ventilation for this unique population.

RT 203 - Pulmonary Diagnostics 2.00
Prerequisite: RT 201
Includes a detailed analysis of all major parameters of ventilatory measurement as well as diagnostic significance of deviations from predicted normal values.

RT 204 - Hemodynamic Monitoring 2.00
Prerequisite: RT209
Introduces advanced invasive patient monitoring. Topics include venous and pulmonary pressure monitoring; intra-arterial monitoring; cardiac output measurements; and intra-aortic balloon pumping.

RT 205 - Cardiac Diagnostics 2.00
Introduces noninvasive and invasive cardiac diagnostic procedures. Topics include physical assessment; corrective surgical procedures; ultrasound; doppler and color flow physics; echocardiography; electrocardiography; and Holter monitoring. Also covers cardiac catheterization procedures.

RT 206 - Pulmonary Rehabilitation 1.00
Prerequisite: RT209
Offers a study of the special problems of the respiratory impaired. Emphasis on how to assess, categorize and apply education, graded exercises and bronchial hygiene in the rehabilitative process. Stresses outpatient home care as an alternative to hospital care.

RT 207 - Cardiopulmonary and Renal Pathophysiology 3.00
Prerequisites: RT 105, RT 209
Corequisite: RT 210
Examines the effects of various diseases upon the cardiopulmonary and renal systems. Discusses both acute and long-term aspects of ventilatory-circulatory impairment. Emphasis on diseases that cause insult to the respiratory system.

RT 208 - Professional Seminar 2.00
Prerequisite: RT 209
Corequisite: RT 210
Prepares students for entry into clinical practice. Emphasizes preparation for the entry level and registry examinations given by the National Board for Respiratory Care. Provides familiarization with the prospective test matrices and uses both text and computer review materials. Reviews and discusses assigned current readings from various journals related to respiratory therapy.

RT 209 - Clinical Practicum III 2.00
Prerequisite: RT 107
Develops advanced skills in the critical care environment regarding management of the patient dependent upon mechanical ventilation. Practical experiences gained in hemodynamic monitoring. Students will rotate through operating rooms to observe thoracic and cardiovascular surgeries and intubations.

RT 210 - Clinical Practicum IV 2.00
Prerequisite: RT209
Provides clinical experience in the pediatric/neonatal environment as well as advanced adult critical care. Students rotate through neonatal and pediatric intensive care units and gain practical experience with mechanical ventilator management and various therapeutic techniques for this patient population. Students also rotate through various adult critical care areas.

Sociology (SO)

SO 101 - Introduction to Sociology 3.00
Prerequisite: EN 52
Introduces the student to the study of society and the impact of society upon the individual. Exemplifies social processes in cultural patterns and institutions. Examines group values at various levels of human relationship.

SO 101H - Introduction to Sociology 3.00
Prerequisite: EN 52
Introduces the student to the study of society and the impact of society upon the individual. Exemplifies social processes in cultural patterns and institutions. Examines group values at various levels of human relationship. Includes independent research.

SO 102 - Social Problems 3.00
Prerequisite: EN 52
Offers the study of community problems and sociological processes involved in the analysis of universal and local sociological phenomena.

SO 201 - Criminology 3.00
Prerequisite: EN 52
Explores criminal behavior and the methods of its study, causation, types of criminal acts and offenders, punishment, correction and incarceration and prevention of crime.

SO 202 - Marriage and Family 3.00
Prerequisite: EN 52
Presents a comparative analysis of family organization in different societies, with reference to the urban family of Western society. Explores basic causes of change and trends in family structure and function. Topics include mate selections, marriage vows, marital prediction and child-rearing practices.

SO 203 - Social Survey Workshop 3.00
Prerequisite: EN 52
Introduces basic methods, principles and processes of the social survey. A semester project to introduce survey design, administration and analysis is included.

SO 204 - Majority/Minority Relations 3.00
Prerequisite: EN 52
Studies minorities such as racial, ethnic, religious, gender, age and other groups. Addresses social and economic conditions promoting prejudice, racism, ageism, sexism, discrimination and segregation.

Student Development (SD)

SD 1 - College Study Skills 0.00 (2.00)
Enhances learning potential and efficiency. Provides instruction and practice in textbook study systems, time management, textbook marking, effective listening, test preparations, and test taking.

SD 100 - Career Assessment and Planning 3.00
Focuses on the appropriate decisions, skills and attitudes necessary for developing and achieving personal and educational objectives. Emphasizes value-clarification, self-evaluation and decision-making with particular attention given to establishing career planning goals.

SD 101 - Freshmen Seminar: Foundations of Multiculturalism 3.00
Prerequisites: EN 50, EN 51
Promotes a skilled appreciation of multiculturalism and diversity in the modern world. Advances critical thinking skills through the exploration of multicultural contexts, problem solving, and community involvement. Emphasizes college as a cultural experience and preparation for a global, multicultural society.

SD 107 - Human Potential Seminar 2.00
Increases self-confidence, self-motivation, self-determination, caring and regard for other people. Focuses primarily on positive feedback and potential.

SD 112 - Learning Strategies 2.00
Emphasizes learning strategies for improving academic performance in college courses. Students learn how to select, monitor and evaluate learning strategies based upon analysis of individual strengths and weaknesses as learners. Instruction is closely linked to the demands of content area courses in which students are enrolled.

SD 113 - Portfolio Development 2.00
Designed to help students examine past experiences, to identify and clarify college-level learning within those experiences, and to document the learning in a format suitable for assessment and the potential granting of equivalent course credit awards. The focus of the course is on the translation and application of college-level learning gained from life experiences to specific courses offered by the college, and with regard to the student's educational goals.

SD 115 - Introduction to Career Planning 1.00
This course introduces the career planning process, focusing on students' ability to assess their needs for career planning and to plan appropriate actions. Emphasis is placed on accessing career resources of all kinds, including Internet resources.

Surgical Technology (ST)

ST 100 - Fundamentals of Surgical Technology I 6.00
Corequisite: ST 101
Introduces concepts, skills and attitudes needed by students to perform as members of a surgical team. Provides opportunities for job shadowing and observation of the surgical technologist's role. Simulated practice time in FCC's lab and in operating room settings along with didactic instruction prepare the student for the clinical practicum component of this course. The development of competency in basic skills is essential during this 17-week course.

ST 101 - Introduction to Surgical Technology 6.00
Corequisite: ST 100
Provides an overview of the functions of the surgical technologist in the perioperative environment. Develops the fundamental concepts and principles of microbiology, asepsis, pharmacology, anesthesia, ethical and legal considerations, patient care and teamwork. Application of concepts is augmented by small group discussions, job shadowing experiences, field trips and guest speakers.

ST 102 - Fundamentals of Surgical Technology II 14.00
Prerequisites: ST 100, ST 101; BI 103 or BI 115
Provides the student with both theory and practice related to the content areas of diagnostic testing, general surgery and specialty surgical procedures. Workshops and guest speakers augment course content. The theoretical framework presented in lecture will unfold in the clinical, operating room setting under the supervision of a preceptor. Three-day-per-week clinical practicum will continue throughout this 17-week course. The development of competency in general and specialty surgeries is a major focus. Students are prepared for entry-level practice by taking a written Self-Assessment Examination, by completing a skills competency examination, and by preparing a portfolio of clinical experiences.

Academic Regulations

Classification of Students

A course load of 12 credit hours in the fall and spring semesters constitutes full-time status at FCC. Full-time status in the summer session consists of the sum of at least 12 semester hours of credit taken in any combination of the various summer terms. Most curricula, however, require students to complete more than 12 hours each semester in order to graduate in two years. Students wishing to carry more than 18 hours of credit in the fall or spring must receive approval from the vice president for academic affairs. Students carrying six credit hours or more during any one summer session are required to obtain their advisor's approval.

Academic Assessment & Placement Policy & Procedures

Academic assessment is essential to assist students in making choices that will enable them to obtain their educational goals. To assure appropriate advising, all new students, regardless of status and unless otherwise exempted, must undergo a comprehensive basic skills assessment in the areas of reading, writing, mathematics, and study skills prior to their initial class registration at the college. Students who lack necessary prerequisite skills for academic requirements of college-level courses will be required to enroll in, and satisfactorily complete, developmental coursework designed to provide these skills.

1. Students requiring developmental coursework in a particular discipline may not enroll in college-level credit courses in that discipline until satisfactorily completing required developmental coursework. Conversely, students whose academic performance meets the criteria for admissions to honors coursework will be advised accordingly and encouraged to participate in those offerings commensurate with their abilities.
2. Degree-seeking students assessed with developmental needs must complete developmental English requirements before completing their first 15 college-level credits and begin and continue to progress in their developmental math sequence.
3. All students preparing to enroll in English Composition (EN 101), must provide satisfactory evidence of basic writing and reading skills. Students can demonstrate competence by satisfactory performance on the required reading and writing sections of the assessment or by successful completion of EN 52, EN 50A, EN 56 or appropriate ESL courses.
4. English as a Second Language (ESL) status is assigned to students whose native language is not English. This includes U.S. citizens and residents as well as international students. ESL students must complete the appropriate college assessment tests in reading, writing and mathematics. Based on demonstrated skills, these students will be placed in the appropriate skills courses of the ESL program. These students will be advised by the ESL program manager, or other designated advisors before registering for any course. All ESL students are required to demonstrate competency in reading and writing prior to enrolling in EN 101 or courses with designated prerequisites. Students who score into beginning ESL courses may not register for any general education course. Students who score into intermediate or advanced ESL courses may not register for any general education course without permission of the ESL program manager.
5. All students preparing to enroll in a credit-level math course must provide evidence of satisfactory performance on the required math assessment, or must successfully complete required developmental coursework, such as MA 90, MA 91, and MA 92.
6. Students whose reading assessment scores are at the EN 51 level, or whose math assessment scores are at the MA 90 level, may be limited in the number of courses they are allowed to take.

Exemptions

1. Students who have earned college degrees from accredited U.S. institution(s).
2. Students transferring from accredited U.S. institutions of higher education who present valid transcripts indicating successful completion (2.0 grade point average) of the equivalent of at least 12 semester credits. Exemption may be granted as follows:
   a. Exemption from math assessment: Credit hours must include a college-level general education math course;
   b. Exemption from writing assessment: Credit hours must include EN 101;
   c. Exemption from reading assessment: Credit hours must include general education requirements.
3. Students who have declared formally their intention to pursue "courses of interest" on the college's admission application (except in areas of English or general education math) and who are enrolling for no more than six credit hours per semester.
4. SAT or ACT Scores—Students must provide a copy of their official SAT and/or ACT score report.
   a. Exemption from math assessment: Score of 550 or above on the math section of the SAT or a score of 21 or above on the math section of the ACT.
   b. Exemption from writing assessment: Score of 550 or above on the verbal section of the SAT or a score of 21 or above on the verbal section of the ACT.
   c. Exemption from reading assessment: Score of 550 or above on the verbal section of the SAT or a score of 21 or above on the verbal section of the ACT.
5. Students who provide a copy of their official Accuplacer or Compass score(s) from another Maryland community college. Scores will be evaluated and assigned course placement(s) based on FCC standards.
6. Students who are otherwise exempted by the associate dean of The Center for Teaching & Learning or his/her designee.

Maryland Community College Skills Assessment Guidelines

Maryland community colleges have adopted uniform standards of assessment and placement into college-level courses, based upon agreed upon recommendations from the colleges' faculties in reading, writing, and mathematics. They have agreed to use one of three standardized instruments, Accuplacer/Asset, Compass/ Companion, and DTLS/DTMS. In addition, the following protocols have been adopted:

- Tests will be valid for two years.
- Students who receive a Math/Language 550 on the SAT or 21 on ACT should be exempt from skills assessment.
- Students with disabilities should be accommodated for assessments.
- Students should be allowed to retest only one time, should not be allowed to retest sooner than 24 hours after the initial test, and will not be allowed to retest once enrolled in a developmental sequence.
- High school grades alone will not determine placement.

Grading System

Grade	Evaluation	Quality Points
A	Excellent	4
B	Good	3
C	Average	2
D	Passing	1
F	Failing	0
I	Incomplete	0
W	Withdraw	0
AU	Audit	0
S	Satisfactory	0
U	Unsatisfactory	0
Z	In Progress	0
NP	Not Posted	0
P	Pass	0

A grading system using "S" and "U" for some not-for-credit courses is used.

A grade of "W" is recorded for students who drop a course during the published withdrawal period. See the academic schedules for specific dates.

Incomplete

The grade of "I" (incomplete) is exceptional and must be arranged by the instructor. "I" is only given if work has been satisfactory, but because of illness or other extreme circumstances a student does not satisfy the full course requirements. Students have eight weeks following the last day of classes for each semester to make up incomplete work, four weeks after the last day of classes for each summer session, two weeks after January term.

If the work is not completed in the prescribed time, the grade will automatically become an "F."

Audit

Students are welcome to register for academic courses on an audit basis. Courses taken for audit do not receive a grade or credit. Students may audit a course by checking "audit" on the registration card. Regular tuition and fees are charged when auditing a course. Audited courses do not count towards full-time status.

Courses can be changed from "audit" to "credit" up to the last day to add courses, and from "credit" to "audit" up to the last day of the withdrawal period of any semester.

Withdrawal from a Course

To withdraw in good standing from the college, students must complete a withdrawal form and submit it to the Welcome & Registration Center. Students may withdraw from the college up to and including the tenth week from the beginning of a 15-week course. See the academic schedule for specific dates for other courses. Forms are available from the counseling office and Welcome & Registration Center.

In-Progress

A notation of "Z" (in progress) may be given in certain courses when the full requirements are not satisfied and when an "I" is not appropriate. Departments may establish reasonable criteria for awarding of the "Z" notation.

Pass/Fail

Students taking courses on a pass/fail basis are allowed a maximum of 9 such credits to be counted toward their degree. Pass/fail course credits are not computed in the student's overall grade point average (GPA).

Grade Point Average (GPA)

Quality points are a numerical equivalent of grades (see grading system table). Grade point average is computed by multiplying the number value of the grade by the number of semester hours attempted, then dividing the number of quality points by the number of credits attempted.

For example, for five courses of three credits each with the following grades:

Two A's, one B and two C's

A - 4 quality pts. x 3 credit hrs.	=	12
A - 4 quality pts. x 3 credit hrs.	=	12
B - 3 quality pts. x 3 credit hrs.	=	9
C - 2 quality pts. x 3 credit hrs.	=	6
C - 2 quality pts. x 3 credit hrs.	=	6
15 credit hrs.		45 quality pts.

Total of 45 quality points divided by 15 credit hours equals 3.0 GPA.

Grade Reports

Grade reports are available on the FCC website. Grades are not mailed to students except upon written request.

Repeating Courses

The higher grade of a repeated course will apply as the final grade and will be used in computing GPA and is indicated as RI. However, the repeated course and grade remains on the transcript and is indicated as "RP." If the two grades are the same, the last grade will count.

Academic Progress

Frederick Community College is committed to assisting students in the pursuit of their academic goals. While students at the college are expected to take responsibility for their own progress, the college, in support of the student's development, periodically reviews the academic progress a student is making. The primary purpose of this review is to identify and assist students who are making little or no academic progress.

Academic Probation

Students who are identified as not having made satisfactory academic progress will be placed on academic probation status. Continued lack of satisfactory academic progress will result in academic restriction or academic dismissal according to the procedure below. These students will be required to review their program plans with a counselor or an approved faculty advisor and, when appropriate, to restrict their academic loads in the upcoming term.

A student is placed on probationary status and required to have academic progress reviewed for any semester in which the student has not achieved a semester grade point average of at least 2.0 and a cumulative grade point average of at least a 2.0.

Developmental course work is subject to satisfactory academic progress standards.

In most situations the college will require students to limit their course loads only if they have not made academic progress in consecutive reviews. Satisfactory academic progress is considered to be at least 2.0 GPA for all courses attempted in that particular semester. Specifically, students will be required to take the following actions:

1. At the first instance of not making satisfactory academic progress, students will be required to review with a counselor or faculty advisor their academic program and progress prior to finalizing registration for the following term. Because of the importance of this review with a counselor or advisor, the Welcome & Registration Center will not process a registration for probationary students unless the registration form is signed by the counselor or advisor.
2. At the second consecutive instance of not making academic progress, students will be required to see a counselor or an approved faculty advisor as above and will be restricted to a six-credit load in the following semester. Appropriate academic support course (e.g., Learning Strategies, Reading Improvement, etc.) may be required as part of the six-credit limit.
3. At the third consecutive instance of not making satisfactory academic progress, students will be placed on academic restriction and required to consult with a counselor or faculty advisor as above and will be limited to registration for only one course for the following semester.

Academic Alert

In an effort to appraise students early of potential academic difficulty, Academic Alert status is issued when a student's semester performance falls below the threshold of satisfactory academic progress. Academic Alert status is also issued to students previously on academic probation who show evidence of academic progress.

A student is placed on Academic Alert status according to the follow schedule:

a. When the student has a cumulative grade point average less than 2.0 but has achieved a semester grade point average of at least 2.0.
b. When the student has a cumulative grade point average of at least 2.0, but has not achieved a semester grade point average of at least 2.0.

Students placed on Academic Alert are encouraged to consult with a counselor or faculty advisor to develop an intervention plan to assist the student in reaching their academic goals; however they are not required to have their registration approved.

Academic Dismissal

A student who does not make satisfactory progress as indicated by final grades for four consecutive semesters will be dismissed from the college for the subsequent fall or spring semester. Prior to re-enrollment, the student must develop a plan to remediate his/her academic deficiencies and meet with the vice president for student development.

A student's course load may be restricted upon re-enrollment until satisfactory academic progress is made. If satisfactory progress is not made in the first semester upon his/her return, the student will not be readmitted until a formal written request for reinstatement is submitted to and approved by the vice president for student development. Students dismissed for the first time may appeal through the vice president for student development.

Change of Major

Students who wish to change their major must complete a "Change of Major" form in the Welcome & Registration Center (A-102).

Course and Program Offerings

Courses are offered at times considered most appropriate to their intended audiences. Because all programs are not offered during day and evening hours, students should review their curriculum to insure that it is available at acceptable times.

Courses are offered in Fall, January, Spring and Summer terms. There may be short sessions within the longer terms (e.g., 8-week, 5-week, 3-week sessions). The college also offers a Weekend College format, with courses offered on Friday evenings and Saturdays.

Summer/January Semesters

Students may accelerate their programs or reduce course loads in other semesters by enrolling in summer or January classes. FCC offers 5-week, 8-week and 3-week sessions during June, July and August. A two-week January term is also available. Admission procedures for summer and January classes are the same as for regular semesters.

Weekend College

The college offers courses on the weekend in two formats. Some courses are offered over a 15-week period with shorter session times. Other courses are offered in a fast track format. Fast track courses meet seven or eight consecutive weekends with longer session times. The college offers two consecutive fast track terms during a 15-week semester. Fast tracking provides an opportunity for students to complete two or more courses on the weekends during a semester by enrolling in consecutive seven- or eight-week terms. Students should consult the academic schedule for more specific information or call the weekend college coordinator at 301.846.2543.

Distance Learning

See "Ways to Earn Credit at FCC," page 9, for information about distance learning opportunities.

Schedule of Classes

The college distributes schedules of classes offered at all locations for the fall, spring and summer semesters. In addition, the schedule is mailed to all Frederick County households. Students should be aware that not all courses are offered every semester.

Some courses are offered irregularly due to inconsistent demand. Students interested in a course which is offered irregularly should inform the appropriate department chair of their interest.

Registration

New students, those with developmental English requirements, and those on academic probation, are required to have an advisor's approval before registering for classes. All other students are encouraged to meet with an advisor when selecting classes.

Specific information regarding each academic term is published in the credit schedule. Registration dates and schedule adjustment dates are listed in the "calendar" section of the credit schedule. Students should refer to this publication for dates, times, course offerings and other details regarding academic registration. A student may make schedule adjustments only during the period designated in the college calendar.

Mail-in Registration

Mail-in registration forms are included in the credit schedule. Mail-in registrations must be received by the deadline listed on the mail-in registration card.

Adding/Dropping Courses

Courses may be added during the first week of the 15-week semester. After the first week, dropped courses will appear with a grade of "W". During the 15-week fall and spring semesters, courses may be dropped through the tenth week of the semester. Students must submit an add/drop form to the Welcome & Registration Center or use the college's Website. Forms are available in the Welcome & Registration Center and counseling offices. Failure to officially withdraw from a course will result in a grade of "F." Academic terms shorter than 15 weeks have separate add/drop schedules, published in the schedule of classes. See the schedule of classes for dates for individual classes.

Prerequisites

Many courses have stated prerequisites, the criteria for admission to a course. The intent of prerequisites is to ensure that students have the level of skill and knowledge that will assure them reasonable success in the course. Prerequisites may be specific high school or college courses, certification from a particular organization or agency, successful completion of a developmental course, or employment in a certain field. Prerequisites may be waived, however, with permission of the instructor in cases where the student has obtained the skill or knowledge outside of the classroom or at other institutions.

Full and Cancelled Courses

Seats in classes are available on a first-come, first-served basis. Students should plan to register early to ensure that they are able to enroll in the course or section of their choice.

Courses or sections may be cancelled due to insufficient enrollment. In the event that a course or section is cancelled, all enrolled students will be notified immediately by the appropriate academic department. Those students may elect to enroll in another open course or section, or they may request a refund.

Graduation Applications

Students who anticipate completing the requirements for an associate's degree or certificate of accomplishment are required to file a graduation application with the Welcome & Registration Center. The deadlines for submitting graduation applications are published in the academic schedules.

Students who do not complete degree or certificate requirements in the semester in which they first applied for graduation may apply for graduation at a later date.

A graduation ceremony is held in May each year. Students who completed degree requirements the previous August or December, as well as those who complete their requirements in May, are invited to participate.

Honors and Academic Recognition

Honors Program

The honors program allows high-performing students to pursue knowledge in depth (through a departmental honors curriculum) and breadth (through a general honors curriculum). Honors classes, each of which has a limited enrollment of 15, emphasize higher reading levels, critical thinking, group process skills and unique research projects. Some courses are linked so the same cohort of students are together in two classes that share blocks of time.

To graduate with departmental honors, students must have taken at least 9 credits of honors classes plus an independent study/honors forum. The independent study/honors forum culminates with the presentation of papers and projects to the college community.

To graduate with general honors, students must have taken 12 credits of honors classes. For departmental or general honors, students must have a grade point average of 3.2.

Entry into honors classes is gained through placement test scores or through recommendation of an instructor. For more information, call the honors coordinator at 301.846.2670 or 301.846.2402.

Dean's List

Students who have earned 12 or more credits at FCC are eligible to be considered for the dean's list. At the end of the fall and spring semesters, the vice president for academic affairs and dean will publish a list of those full- and part-time students who have completed at least six credits during the semester and have earned a grade point average of 3.5 or better.

Honor Society

The Phi Theta Kappa National Honors Fraternity, with over 500 chapters in 48 states, the Canal Zone and Puerto Rico, is the national honorary scholastic fraternity for community colleges. Founded in 1918, Phi Theta Kappa was recognized officially by the American Association of Junior Colleges in 1929.

Membership in the college's chapter is by invitation only. To be considered, students must be enrolled at FCC, accumulated a minimum of 18 credit hours, achieved a GPA of 3.7 or better, and be of good moral character, evidencing qualities of citizenship. Membership is official recognition of intellectual achievement throughout the student's academic career. Opportunities for service and leadership development are provided at the national and regional levels. Information about Phi Theta Kappa may be obtained from the student life office, 301.846.2489.

Graduation with Honors

Associate degree recipients who have accumulated a cumulative GPA of 3.5 - 3.749 are awarded a degree with "Honors." A degree with "High Honors" is awarded to those students who have accumulated a cumulative GPA of 3.75 or better. The certificate of accomplishment will be awarded with "distinction" to all students with a cumulative GPA of 3.75 or higher. All honors designations will be printed on the diploma or certificate.

Student Support Services

Academic Advising

The goal of Frederick Community College's academic advising system is to assist students in planning academic programs consistent with their degree and/or career objectives. It is designed to provide each student with academic information and assistance with managing the institutional requirements. At the same time, the student is responsible for decisions related to this academic information. See the *Student Handbook* for more information, or visit the student services Web page at www.frederick.edu.

Student Responsibilities

1. The student has the responsibility to meet with an advisor during the early registration period of each semester. The student accepts responsibility for making decisions and the consequences of those decisions.

   The student is knowledgeable about college policies, procedures and regulations, as well as program and graduation requirements. Sources of information include the college catalog, the *Student Handbook* and the catalogs of the transfer colleges as appropriate.
2. The student understands the advisor is an information source. (When appropriate, the advisor may serve as a referral agent helping the student to obtain assistance in areas of concern.)
3. The student is responsible for developing a realistic schedule that allows adequate time for studying, reading, writing research papers, etc., and takes into consideration his/her work schedule, commuting time, family responsibilities and other noncollege demands.

Advisor Responsibilities

A major role of the academic advisor is to facilitate the successful pursuit and attainment of a student's educational and career goals. A student can expect an advisor to meet the following advisor responsibilities.

1. The advisor is responsible for meeting students during the registration period to help them formulate appropriate educational plans.
2. The advisor assists students in identifying educational and career goals.
3. The advisor assists students in developing an academic plan which actualizes goals and objectives consistent with the students' abilities and interests.
4. The advisor is responsible for participating in advising training as necessary to remain knowledgeable about college policies, procedures, prerequisites and college regulations, as well as program and graduation requirements.

   Additionally, advisors should be familiar with academic requirements of receiving institutions for transfer purposes. Sources of information include the college catalog, *Student Handbook*, printed transfer sheets (available from the counseling office), advisor training sessions, counseling staff, and the computerized, state-wide transfer information system, "ARTSYS." The Advising Manual should be updated regularly and reviewed prior to the start of each semester registration.
5. The advisor is a listener and facilitates students' growth in the areas of academic, career and personal concerns.

Transfer Advising

From the time students select their first course, they are making decisions that greatly affect their transfer plans. For this reason, it is important that students work closely with a counselor or faculty advisor for course scheduling and transfer planning.

The transfer center, in the student development suite (A-106), has a variety of resources available to help with transfer planning. College Source, a collection of college profiles and catalog information for colleges across the nation, is available online. College Source also allows students to do a college search by major, size of enrollment, geographic location, cost and available student activities.

The transfer center also has Internet access so that students can view college Web sites. ARTSYS, a computerized information system created especially to help community college students transfer to Maryland four-year institutions, is also available. (See ARTSYS.)

A library containing in-state and many close-by out-of-state college catalogs is available for student use and check out. Brochures and applications for area colleges, as well as transfer guides outlining the majors offered and requirements of the colleges to which our students most frequently transfer, are maintained in the transfer center. Resource books such as *Peterson's Guide to Four-Year Colleges*, *The College Handbook for Transfer Students* and *The College Board Guide to 150 Popular College Majors* are also available.

Transfer workshops covering topics such as how to select a transfer school, the application process, how credits transfer, as well as practical information on the transfer process, are offered throughout the year. Additionally, *Your Transfer Guide*, a comprehensive guide to transfer planning, has been developed for FCC students and is available from the counseling office. Transfer counselors are available to meet individually with students to help develop individualized transfer plans.

Throughout the year, opportunities are available for students to meet with representatives of four-year schools who visit the FCC campus. Both Transfer Day and the FCC-sponsored Frederick County College Night provide opportunities to explore potential transfer schools.

The college makes every possible effort to provide access to the most current and accurate transfer information. However, students should always verify information with the intended transfer school. For more information, visit the student services Web page at www.frederick.edu.

For information on transfer planning, or to schedule an appointment with a transfer counselor, contact the counseling office at 301.846.2471.

Allied Health Advising

Students interested in the college's allied health programs (respiratory therapy, associate degree nursing, practical nursing certificate, emergency medical services program, or surgical technology program) are encouraged to meet with the allied health advisor. Individual appointments are available for new students considering these academic programs. For more information, call 301.846.2471.

Career Services

Career Counseling Services

The college offers many types of career planning assistance to help students make the right choices. Students who are not sure where to begin their career and college major exploration can visit the career center or make an appointment to meet with a counselor. The counselor may suggest a structured approach to career planning such as the course SD 100, Career Assessment and Planning, the noncredit Career Assessment and Exploration workshop, or SD 107, the Human Potential Seminar. To make an appointment with a counselor, call 301.846.2471. For more information, visit the career center Web page at www.frederick.edu.

Career Assessment and Planning

The three-credit course, Career Assessment and Planning (SD 100), is beneficial to students who need a comprehensive, structured approach to career planning. In this elective course, students will first assess their skills, interests, needs and values. Not only will they uncover many hidden talents, they will also identify what they need to be satisfied in a job. After completing this self-assessment, they will explore the occupational world for careers that match their attributes. Besides developing decision-making skills, students will learn how to develop objectives and action plans to help achieve their goals.

Career Assessment and Exploration

Students who prefer only an introduction to career planning but still want the structure may consider taking the Career Assessment and Exploration workshop offered through the continuing education/customized training division. In this two-session workshop, students will determine their personality style and match their style to different occupations, as well as learn how to gather information about occupations of interest.

Human Potential Seminar

If you are unsure of your goals and need some guidance in uncovering your potential, you may find the Human Potential Seminar (SD 107) helpful. This two-credit elective course will help you build self-confidence so that you can start using your untapped potential. Goal-setting and positive feedback are important components of this class.

Career Center

The career center contains resources to help students with career planning. For students who want to explore careers on their own, the career center is an excellent place to start.

Students are able to engage in self-assessment activities to determine career fields which best match their unique attributes, interest, abilities, and work values. A variety of resources are available, including the computerized guidance system, Sigi Plus.

As students progress through the career development process, a variety of resources are available to help them develop and reach career goals. The career center library houses a collection of books and materials on specific career fields, job-seeking skills and job-keeping skills.

Students are encouraged to utilize the varied resources of the career center. For more information, visit the career center Web page at www.frederick.edu.

Honors Program

The honors program offers high-performing students the option of taking several of their courses through honors classes, designated H after the course number. Students can pursue knowledge in depth (through a departmental honors curriculum) or breadth (through a general honors curriculum). Students gain entry to the program through placement test scores or recommendation of their instructors. Honors classes, each of which has a limited enrollment of 15, emphasize higher reading levels, critical thinking, group process skills, and unique research projects. Some courses are linked so that the same cohort of students is together in two classes that share blocks of time. By taking the requisite number and configuration of honors classes and maintaining a 3.5 grade point average, students can graduate with departmental honors, with general honors, or with both. For more information, call 301.846.2670 or 301.846.2402.

Job Placement

The placement office at FCC offers job placement assistance to graduates and those students seeking part-time or full-time employment. Job openings are posted on the job board.

The *Job Search Handbook*, published by the job placement office, provides information on résumé writing, job hunting, interviewing and job keeping. Individual assistance and group workshops on job-seeking and job-keeping skills are also provided.

The annual Job Fair, sponsored by the job placement office, is held in the spring. Area employers are on campus to accept résumés, distribute information and talk to students and community members about prospective career opportunities.

Students seeking job placement services can call 301.846.2594. For more information, visit the career center Web page at www.frederick.edu.

Personal and Social Counseling

FCC offers a comprehensive program of counseling services to assist students with the many choices confronting them as they enter and progress through college. Counselors are available to assist students in resolving educational, career or personal problems. When more specialized professional help is needed, the counselors make referrals to appropriate community resources. In addition, the counseling staff teach a variety of student development courses and offer workshops on a variety of topics. Counseling services are available both day and evening. Contact the counseling office at 301.846.2471.

Developmental Education

For students who are identified through the college's assessment program as needing additional preparation before enrolling in college-level classes, FCC offers an integrated program of developmental education courses in English, math, science and support services.

Center for Teaching & Learning

FCC promotes student learning through a comprehensive program of academic and student support services known as the Center for Teaching & Learning. The center provides:

Transition Services: Activities to help students begin the college learning experience successfully (courses, workshops).

Placement Testing: Assessment of math, writing, reading and study skills levels to help students and advisors select appropriate courses that can impact future academic success.

Academic Support Services: Peer, professional and group tutoring, study skill workshops, learning strategies courses and individual conferences to promote student success in all FCC courses.

Testing Center Services: Proctoring for makeup exams, distance learning exams, and provisions for ADA accommodations.

English as a Second Language: For students whose native language is not English and wish to improve their English skills to be successful in college-level coursework, FCC offers a series of courses which focus on listening, speaking, reading, writing, pronunciation, and grammar. Contact the ESL program manager at 301.846.2558 to determine which courses meet specific needs.

Study Skills Liaison: Workshops are provided on numerous topics related to the content area learning demands of all students. Study skills assistance for individuals is provided by appointment. The office of the study skills liaison is in L-101E. Call 301.846.2616 for additional information.

Academic & Student Support Courses

Students who want to develop their college-level skills in reading, vocabulary, or learning strategies can take advantage of any of the following credit courses:

EN 117–Fast Reading
SD 101–Freshmen Seminar: Foundations of Multiculturalism
SD 100–Career Assessment
SD 112–Learning Strategies
SD 115–Introduction to Career Planning

Writing Center

For many people writing doesn't come easily or naturally. The Writing Center, located in L-106, offers a variety of resources to improve writing skills. One-on-one help with any stage of the writing process and with writing assignments for any class is available from the Professional Writing Consultant (PWC). Sessions are thirty minutes, free, and are offered on a drop-in basis. For students taking online courses, there is online tutoring available with the PWC. The Writing Center also features an open computer lab, writing software, handouts, videos, reference books, online resources, and a variety of workshops on topics ranking from grammar to poetry writing.

Math Lab

In the math lab (B-112), students may review math skills, get help with math classes and work to improve math study skills. The math lab also houses books, computer software and handouts to improve student math skills. Students can pick up 1:1 math tutoring information and access drop-in tutoring at this location.

Tutorial Student Support Services

The college provides free tutorial services for students currently enrolled in FCC credit and developmental courses. Tutorial services clarify, supplement and enhance individual study and classroom instruction. Tutoring is available in most subjects and students can choose to be tutored 1:1 or in groups. Drop-in tutoring and online tutoring are also available in a limited number of subjects. All in-person tutoring takes place on campus. To obtain a 1:1 tutor, a "request for tutoring" card must be completed, and returned to the Tutorial Services office in the library, L-223A. The tutors range from professional tutors to peer tutors who have successfully completed the courses they tutor and are recommended by faculty. Students who are interested in working as a paid or volunteer tutor should contact the Tutorial Services office. Call 301.846.2523 for further information.

Testing Center

FCC's testing center, in the Library Building (L-104), meets campus-wide testing needs. Placement tests are administered at the testing center. Makeup testing is available by arrangement with the instructor for students who have missed tests in class. Exams for distance learning courses are proctored in the center. In addition, students with special needs are accommodated in the testing center. Students with disabilities who need accommodations for the placement test must contact the learning specialist, 301.846.2409, before coming in for the test. CLEP tests may be administered by arrangement with the testing specialist. The center has day and evening hours. Call 301.846.2522, or check our Web page, for specific hours.

Learning Specialist/ADA Coordinator

FCC's learning specialist provides reasonable accommodations for qualified students with disabilities who self-identify and provide documentation. Student success plans are written to ensure that students with disabilities can demonstrate their educational achievement. Course standards are not altered. However, technological support is offered in the form of laptop computers, Franklin spellers, Texts on Tape, TextHelp, Dragon Naturally Speaking, DragonDictate voice-activated computers and a book scanner. Learning strategies are taught to students who are having difficulty with classes. The learning specialist will advise students and refer them to outside agencies, as appropriate, when no current documentation is available. Call 301.846.2409 for more information.

Multicultural Student Support Program

The multicultural student support program provides students with caring mentors, academic support services, academic advising, career counseling, student leadership, and a series of activities which enhances or develops strategies for success. The program focuses on the success of multicultural students, but it is open to all interested students. The purpose of this program is to ensure a smooth transition to the college, to promote college attendance, and to increase the probability of success for each student. The multicultural student support program office is located in L-106D. Call 301.846.2531 for additional information.

Services for Students with Disabilities

The college provides support services to maximize independence and encourage the integration of students with disabilities into all areas of college life. The particular needs of each student are considered on an individual basis. Students with disabilities are encouraged to contact the appropriate office (see below) as early as possible if accommodations are needed. Students may be asked to furnish documentation of the disability before appropriate support services can be provided. This includes accommodation for placement testing.

If the disability involves hearing, sight or mobility impairment, contact the counseling office in A-106, or by phone at 301.846.2471 (TDD 301.846.2625). Students with learning disabilities should contact the learning specialist in The Center for Teaching & Learning at 301.846.2409 or 301.846.2521.

Assessment testing in reading, writing and mathematics is required for all students as part of the admissions and registration process. Students with disabilities should contact the the learning specialist (301.846.2409) prior to testing so that accommodations can be provided if needed.

Students with disabilities may apply for the same types of financial aid available to all eligible students. The college also waives course tuition for individuals who are retired from employment by reason of a permanent and total disability. Additionally, the Division of Rehabilitation Services (301.631.3075) may be able to provide other support services as well as financial assistance. A TTY is available in the counseling office for student use. After-hours access is available by contacting campus security.

Office of Adult Services

The office of adult services in the student development division offers a variety of services for adults returning to college. Designed to ease the transition into the classroom for those who are returning to begin or complete a degree, acquire marketable skills or retrain for a new career, the office offers information and referrals to college and community resources, workshops on topics of interest for adult students, and special services for single parents and displaced homemakers. Each semester the office of adult services sponsors an Adult Student Open House to provide returning adult students with information about Frederick Community College's programs and services. Please call 301.846.2483 for additional information.

Project Forward Step

Project Forward Step is a counseling, information and referral program designed to meet the needs of returning adult students. Funded by Frederick Community College and special project support from the Division of Career Technology and Adult Learning, Maryland State Department of Education, the program provides special services for the following:

Single parents: (working or non-working) who are unmarried or legally separated with custody or joint custody of a minor child or children.

Displaced homemakers: adults who are unemployed or underemployed and experiencing difficulty in obtaining employment or suitable employment or have worked primarily without pay to care for home and family and need to upgrade or refresh marketable skills.

Program services are designed to help individuals increase and upgrade skills leading to employment or a career change. Services provided include intake interview and needs assessment; career counseling and academic advisement; support during transitions; workshops for adult students; referral to college and community services; financial assistance with tuition, books, child care and transportation; and job placement referrals. Call 301.846.2483 for more information.

Women's Center

The office of adult services and the Frederick County Commission for Women entered into a partnership to develop a women's center program that provides Frederick County citizens with a centralized place to access information about and referrals to community resources and services, attend workshops and join support groups, and be exposed to social and professional networking opportunities. The Anne Lynn Gross Breast Cancer Resource Center is now open in the Women's Center. Information about early detection, treatment and aftercare is available as well as community resources and referrals. Call 301.846.2483 for more information.

Project ALIVE

The office of adult services in partnership with the Housing Authority of the City of Frederick provides scholarships to individuals residing in public housing units. Scholarships may be used for tuition, books, materials, child care and transportation. For more information, please contact the office of adult services, 301.846.2483, or Patti Sachon, Project ALIVE coordinator, at 301.696.1874.

Student Life

At FCC, student life incorporates much more than classroom instruction. As a supplement to the academic experience, the student life program offers students the opportunity to acquire or further develop leadership skills through participation in a broad array of co-curricular programs. Clubs and organizations on campus are as diverse as the student population, offering students the opportunity to participate in program events, meet students with similar interests, or simply enjoy quality entertainment both on and off campus.

Participation in leadership conferences and service projects provides students with hands-on experience and is a dynamic and vital component of the student life program. Information about leadership development, campus clubs and organizations, how to start a new club or organization and a current calendar of special events can be obtained by visiting the student life office, Arts & Student Center, F-102, or by calling 301.846.2488.

Athletics

Student athletes may compete in men's and women's soccer, women's volleyball and softball, men's and women's basketball, golf and baseball. Frederick Community College athletic teams compete in two conferences— Maryland Junior (JUCO) and Region XX Conference of the National Junior College Athletic Association (NJCAA). The Maryland JUCO encompasses the seventeen Maryland community colleges, while Region XX of the NJCAA is comprised of Maryland, western Pennsylvania and eastern West Virginia. Athletes have the opportunity to compete for All-JUCO, All-Region XX and All-American honors. Teams that win the regional tournament may participate in national competition.

Eligibility

Students who are interested in sports should check with the athletics office before completing registration to discuss establishing eligibility. Under NJCAA rules, developmental courses can be used to establish and retain athletic eligibility. All passing grades in developmental classes will be calculated on your athletic transcript as a 'C' and will carry the number of credits that were paid for at registration. For example, a passing grade in MA 91 would be calculated as a 3-credit 'C' on your athletic transcript for athletic eligibility purposes only. For further information, contact the athletics office at 301.846.2500.

Bookstore

The FCC bookstore is open year-round, Monday through Thursday from 9:30am until 7:00pm and Friday from 8:30am until 4:30pm to serve FCC students, faculty, staff and the community. The bookstore sells course textbooks, general reference books, educationally priced software, school and art supplies, backpacks, snacks, school-related clothing and other items. New and used graphing calculators used in elementary statistics (MA 206) are available for purchase.

The bookstore makes course books available starting two to three weeks before the beginning of each semester. The bookstore provides a book buy-back service at the end of each semester and each summer session.

Visit the FCC Web site to find out what books will be used for your courses. Click on the College Information link and then onto the Bookstore link for information about your course books.

The FCC bookstore accepts cash, checks and credit cards (MasterCard, Visa and Discover).

Campus Safety and Security

FCC places a high priority on maintaining a safe, secure learning and working environment. The security office is committed to the safety and welfare of all students, employees and visitors. For safety and protection, security staff are on campus 24-hours a day. Emergency phones are in the front parking lot adjacent to the Academic Hall and Library Building.

Press the button and security will respond immediately. Help phones are throughout all buildings; they may be used to dial campus numbers only. Call 2453 for the security office or "0" for the switchboard.

In compliance with Title II of the Crime Awareness and Campus Security Act of 1990, information related to crime statistics and security measures is posted throughout the college and distributed to students, staff, and prospective students on an annual basis, or as requested from the security office, 301.846.2453. The report contains information about campus security issues and ways students and staff can help ensure their personal safety. It also contains statistics on crime rates for the past three years.

College Closing

During inclement weather, the following area radio and television stations will be notified by 5:30a.m. to broadcast announcements concerning cancellations, closings and delays:

WFMD (AM 930)	WFRE (FM 99.9)
WAFY (FM 103.1)	WJZ-TV (CH. 13)
WARX (FM 106.9)	WUSA-TV (CH. 9)
WTTG (CH. 5)	WHAG-TV (CH. 25)

Students and staff may also call the FCC switchboard, 301.846.2400, tune in to FCC's College of the Air, TV Channel 23, or visit the Web site (www.frederick.edu) for the latest FCC inclement weather announcement. See the *Student Handbook* for more information.

College Publications

Student Handbook: Includes college activities and resources, school policies and regulations, etc. Copies are available from the student life office or on the Web at www.frederick.edu.

Transfer Guides: Provide information transfer students need. Continually updated information on specific transfer requirements for colleges most often selected by FCC students are included. Transfer guides are available through the counseling office.

Update: A newsletter published twice each semester by the student development division. Includes information about college programs and services, policies and procedures, ways to increase your chances of being a successful student, items of interest and dates to remember.

A variety of other publications and brochures is available from different departments throughout the college to meet student needs.

Food Services

The food service department operates for the convenience of all students, faculty and staff and is managed and operated by FCC staff. The food service department consists of the Cougar Café, Campus Caterers and vending.

The Cougar Café dining room, located in the Arts & Student Center, operates Monday through Thursday, 9:00am until 2:00pm. During summer, it is open Monday through Thursday, 11:00am until 1:00pm. The Cougar Café is open to the FCC campus community and the general public. Students are encouraged to invite family and friends to join them for fresh salads, soups, overstuffed deli sandwiches, hamburgers, fries and many daily specials.

Campus Caterers, a division of the Cougar Café, services special event needs on campus for groups from five to six hundred. Campus Caterers offers everything from coffee service to boxed lunches to fully catered buffets. Call 301.846.2466 to receive a catering brochure or to have a custom menu designed.

Vending machines are conveniently located throughout the campus. All machines are stocked with popular name-brand products including Coke, Frito-Lay, Hershey and many more. Refunds are available from the Cougar Café or the FCC bookstore during their respective operating hours.

Graduation Awards

During Commencement week, numerous awards are made by various organizations in recognition of outstanding achievement by the year's graduates. Among those of recent years have been the following:

Dr. Lee John Betts Student Leadership Award

Marjorie Betts Citizenship and Family Award

Civil Air Patrol Awards for Excellence in Aviation Technology

CRC Freshman Chemistry Achievement Award

Louise Doty Award for Academic Excellence in English Literature

Chamber of Commerce of Frederick County Award for Academic Excellence in the Business Transfer Curriculum

Chamber of Commerce of Frederick County Award for Academic Excellence in the Business Career Curriculum

Frederick County Medical Society Award for Academic Excellence in Clinical Nursing

Frederick Memorial Hospital Board of Directors' Award for Highest Academic Average in Nursing

Frederick Woman's Civic Club Award for Academic Excellence in History

Hood Transfer with Honors Scholarships

Sigma Xi Club of Frederick for Outstanding Achievement in Science

Dr. Ben Warshowsky Memorial Science Scholarship for Outstanding Achievement in Chemistry and Science

Martin Kalmar Award for Academic Excellence in Mathematics

FCC Community Service Award

Library Services

The FCC library blends traditional library collections and new technologies into a comprehensive information service program. Students, staff and county residents are invited to use the library's collections and services. Resources include 35,000 books and media, 1,200 periodicals, 7 electronic databases, and the Internet. Materials are selected to support the curricula and the research needs of the college. Memberships in local, state and national information networks provide extended research capabilities.

The library employs several information technologies to enhance information access on campus and beyond. The library pages on the college's Web site (www.frederick.edu/html/discover_fcclibrary) provide the library catalog, special research databases, a selected set of reference-oriented Web sites, service request forms, and information about the library. Other electronic resources are available in the library.

The library occupies the north end on the top floor of the Library Building, in the center of campus. There are 24 computers for public use and ample space for individual or group study. For information on hours, collections and services, please call 301.846.2444, or consult the college Web site.

Parking Stickers

All students are required to have a parking sticker. Stickers are issued by the Welcome & Registration Center once registration is completed.

Service Learning/Community Service Opportunities

The office of student life employs a part-time volunteer service coordinator who can refer students to service agencies in the community. Whether you've been assigned a service learning project in a class or you simply want to give back to the community, placement opportunities are abundant.

Students who have received a Meritorious Service Certificate from a Frederick County Public School are invited to apply their meritorious service hours for recognition at FCC. The student life office, in partnership with Frederick County Public Schools, acknowledges outstanding student service at the annual Honors Convocation in May.

For more information on any of the above student life programs, students should contact the office of student life at 301.846.2489.

Student Government Association

The student government association (SGA) is designed to represent student opinions and concerns on campus. SGA is the students' voice on issues concerning campus life and a relay system of information between college committees and the general student body. Leadership opportunities exist for students interested in serving as officers to the student government association and/or students wishing to take part in campus-wide committees and task forces. The executive committee of the SGA consists of president, vice president, secretary and treasurer. Students interested in leadership positions are invited to stop by the SGA office.

An essential component to the success of the SGA is active participation in the college governance process. The SGA appoints interested students to serve as representatives to the college senate, college-wide committees and task forces. While previous student government experience is helpful, all students with interest, commitment and enthusiasm are encouraged to participate. In addition to the leadership skills student representatives develop, indication of active participation is always an excellent highlight on résumés and applications for admission to four-year colleges.

Student Clubs and Organizations

Student clubs and organizations contribute to the development of the student and enrich campus life. The college supports student participation in clubs and organizations and encourages students who are interested in establishing an organization to contact the director of student life. The *Student Handbook* includes information on the clubs and organizations active on campus. In addition, student organizations share offices and an activities suite located in F-103A & B. A meeting room is available for student organizations and services are provided for recognized clubs.

Student Health Form

Each semester students are sent a self-appraisal health form and asked to provide the college with health information. The primary purpose of the form is to provide information that may be helpful in responding to emergency medical situations and, where appropriate, referral to campus resources. Completion of the form is voluntary.

Student ID

All students will be assigned a student identification number when they are admitted to FCC. ID cards are issued by the Welcome & Registration Center once a student has registered. ID cards are required for library services, registration, and admission to college events.

Student Publications

FCC has two major student publications. The *Cougar's Claw* is the college student newspaper and *Tuscarora Review* is the college literary magazine. The *Cougar's Claw* reports on campus issues and events. It offers excellent training in reporting, photography, graphics, public relations and advertising. Students with no previous experience are welcome to join. For more information, contact the newspaper advisor's office at 301.846.2646. *Tuscarora Review* consists of literary, photographic and graphic arts contributions from students and staff. *Tuscarora Review* has recently won several national awards. Student contributions and participation are welcome. For more information, contact the English department at 301.846.2600.

Transcripts

All transcripts issued by the college are free of charge.

Official Transcript

An official transcript is issued only by the Welcome & Registration Center and mailed directly to the receiving party or provided to the student in a sealed envelope. Students must show identification to obtain an unofficial transcript. It is provided on security transcript paper containing the college's seal and the authorizing signature. A raised seal is not required. The college reserves the right to impose a reasonable waiting period for providing official transcripts directly to students in sealed envelopes. Students must show identification to obtain an official transcript.

Unofficial/Issued to Student Transcripts

Unofficial transcripts are available on the Web. An unofficial student transcript may be issued by the student development division in the Welcome & Registration Center. Students must show proof of identification to obtain an unofficial transcript. The unofficial transcript is printed on plain white paper and is not considered official for the purpose of transfer credit.

Voter Registration

Frederick Community College encourages all students, faculty, and staff to exercise their privilege and right to vote in national and local elections. Voter registration forms are available in the student life office, F-120 (Arts and Student Center), or in the Welcome & Registration Center, A-102 (Administration Hall).

Wellness (in Student Life)

FCC promotes wellness in both its students and staff through on-going programming and access to healthy exercise programs. The Weight Room is open day and evening hours for all registered students, faculty and staff. Assistance in developing programs to help with cardiovascular and muscular functions is also available. FCC offers courses in yoga, aerobics, weight training, tennis, golf, volleyball, and fencing, along with Fitness for Living and Health Education theory courses.

Continuing Education & Workforce Development

FCC's continuing education/customized training division provides programs that reflect the needs, interests and trends in business and industry, and that promote the personal and professional growth of the community.

Courses tailored to the applications of individual businesses are offered through customized training contracts within parameters convenient to the companies. A wide range of noncredit courses is offered in day, evening and weekend formats that appeal to people of all ages with busy lifestyles. Continuing education courses represent leading-edge curricula and quality instruction. Instructors are generally field practitioners who bring first-hand knowledge to the classroom. Courses provide students hands-on training and state-of-the-art equipment.

Workforce Development

Today's work environment requires each person to have a broader range of skills and communication abilities than ever before. With fewer people being called upon to do more, keeping skills current and assuring core competencies provides greater assurance of career success.

Workforce development courses are designed in conjunction with professional organizations, area businesses and industry. Programs are intended to enhance and update skills or provide entry-level career training. Many courses are offered as preparation for national licensing examinations or for recertification/relicensing. Included in this selection are computer network engineer certification for several operating systems, certified nursing assistant, certified home health aide, day care, home improvement and many more. For more information, call 301.846.2419.

American Management Association (AMA) Certification

Designed for business professionals seeking AMA certification in management or human resources. The program provides an accelerated format allowing most students to earn their certificate in six months. Most classes are 8 hours in length with emphasis placed on outside reading and short assignments. Courses can be taken for certification or independently for in-depth study. A student must take a total of six AMA management courses in order to receive the AMA certificate of management.

To receive the AMA certificate in human resources management in tandem with the AMA certification in management, you must take three AMA human resources management specific courses, plus three other AMA management courses, for a total of six courses.

To receive the AMA advanced certificate in human resources management, you must take a total of six AMA human resources management specific courses, plus three other AMA management courses, for a total of nine courses.

AMA Management Certificate

Choose six of the following courses:

AMA110: How to Manage Conflict in the Organization

AMA112: Project Management: Planning and Scheduling

AMA114: Coaching for Top Performance

AMA115: How to be an Effective Facilitator

AMA117: Fundamentals of Finance and Accounting for Nonfinancial Managers

AMA118: Manager's Guide to Human Behavior

AMA119: How to Sharpen Business Writing Skills

AMA403: Fair, Square and Legal

AMA404: Fundamentals of Human Resources

AMA Human Resources Certificate

Choose three of the AMA Management Certificate courses in addition to the following required courses:

AMA110: How to Manage Conflict in the Organization

AMA403: Fair, Square and Legal

AMA404: Fundamentals of Human Resources

This program is subject to change. For the latest information, please call 301.846.2419.

Business Development

Whether considering starting a small business or expanding a current business, FCC offers a wide array of short courses to get people started or to provide necessary business skills. A variety of "how to start" courses help you select a new business and get the process under way. Other courses cover employee relations, customer service, advertising, etc. For information on small business courses, call 301.846.2684.

Information Technology Training

Microcomputer technology has changed the way people manage their lives and has led to the creation of new job opportunities in high demand and well-paying jobs. CE/CT provides training for several industry certifications such as MCSE, CNA/CNE, A+ and Microsoft Office User Specialist. These programs can be completed in less than a year and each path provides an optimal way to obtain marketable career skills quickly.

Continuing education courses teach all levels of computer skills, from basics for the first-time user to advanced technology training for professionals in the field. Through continuous monitoring of hardware and software trends and assessing the needs of the business community, the college continually updates software versions to offer state-of-the-art training in cost effective formats.

Internet courses have grown more and more popular every semester. CE/CT offers Internet basics, homepage design and actual online courses.

Call 301.846.2682 for information and a current schedule of offerings.

IT Certification Programs

Computer Technician Training (A+)

Credit or Noncredit

Provides students with the knowledge, skills and customer service experience essential for a successful entry-level (6 months experience) computer service technician. Students must successfully complete the required course track and pass two A+ exams, the Core and MS DOS/Windows (not included with course cost). The exams cover a broad range of hardware and software technologies. The Computer Technician courses are part of the Network Engineer degree and certification programs including Information Technology Program Option III: Network Engineer: MCSE Track, Information Technology Program Option III: Network Engineer: Novell, and Information Technology Program Technical Studies Certificate.

Required Courses:

106: Introduction to PC Hardware

107: PC Repair and Troubleshooting

108: PC Operating Systems

Certified Internet Webmaster (CIW)-Master Designer Training Program

CIW certification establishes an individual as an expert in Internet technologies and offers structured, reliable evidence of Internet skills competency.

Required Courses:

710: Internet Foundations

711: Design Methodology and Technology

712: E-Commerce Strategies and Practices

Computer Software

CE/CT software courses appeal to any individual skill level. Microcomputer fundamentals concepts give beginning students confidence with simple computer terminology. After this basic knowledge is achieved, or if students have already acquired these skills elsewhere, they can move on to software courses. The latest versions of Microsoft Word, Excel, Access and Powerpoint are offered at convenient times during each semester. Call 301.846.2682 for additional information.

Microsoft Certification

Microsoft Certified Professional (MCP)

Credit or Noncredit

This program is designed to prepare students to understand the fundamental essentials of a Windows network platform and general networking principles and practices. Hands–on experience with the product is necessary to successfully achieve certification. Students completing the two required courses and successfully passing either exam (numbers 70-210 or 70-215) will be certified by Microsoft as a Microsoft Certified Professional (Tests are not included with tuition).

Required Courses:

2151: MS Windows 2000 Network & Operating Systems Essentials

2152: Implementing MS Windows 2000 Professional & Server

Microsoft Certified Systems Administrator (MCSA)

Offers validation to IT professionals regarding the specific skills required for network and systems administrator roles. The certification provides employers with a means to identify those individuals who have the appropriate skills to perform the job successfully.

With the completion of the MCP requirements, the student only needs to take the following courses for completion of the MCSA course work.

Required Courses:

2126: Managing a MS Windows 2000 Network Environment

2153: Implementing a Network Infrastructure Using MS Windows 2000

Microsoft Certified Systems Engineer (MCSE)

Credit or Noncredit

The premier certification for professionals who analyze the business requirements for a system architecture, design solutions, deploy, install, and configure architecture components, and troubleshoot system problems. MSCEs in the Windows 2000 track are required to pass five core exams and two elective exams that provide a valid and reliable measure of technical proficiency and expertise.

With the completion of the MCSA requirements, the student only needs to take the following courses for completion of the MCSE course work. There are seven courses in the MCSE track.

Required Courses:

2154: Implementing & Administering MS Windows 2000 Directory Services

2010: Designing a MS Windows 2000 Migration Strategy

1561: Designing a MS Windows 2000 Directory Services Infrastructure

These programs are subject to change. For the latest information, please call 301.846.2419.

Summer IT Jump Start Program

Created for high school students, ages 15-17, the Summer IT Jump Start Program allows teens to earn college credits by enrolling in A+ classes, as well as, register for noncredit workshops in Web page design and graphics.

A+ Credit Classes:

CIS158A: Introduction to Personal Computer Hardware

CIS158B: Personal Computer Repair and Troubleshooting

CIS158C: Personal Computer Operating Systems

Net + Credit Class:

CIS180: Networking Fundamentals

Web Page Design & Web Graphics (Noncredit):

INT106: Internet: HTML & Web Page Design Level 1

INT107: Internet: HTML & Web Page Design Level 2

INT112: Macromedia Flash5: Animating for the Web Part 1

INT113: Macromedia DreamWeaver 4 Part 1

INT114: Macromedia DreamWeaver 4 Part 2

Health

The health care industry is one of the fastest changing and rapidly growing fields today, with paraprofessionals gaining greater importance in all areas of health care delivery. FCC's continuing education division offers transition training of current health care workers, training of new entrants into the field and personal health enrichment courses for everyone.

For those interested in entering health care, continuing education provides an introduction to the allied health field for exploration of several field specialties. Geriatric nursing assistant, parish nursing and home health aide are available to those seeking entry-level skills. Clinical training experiences are offered at various hospitals, clinics and nursing homes in the area as part of the programs.

Courses such as CPR and first aid, universal precautions, OSHA and environmental safety, domestic preparedness and response to terrorism can be offered on site for area business and organizations or may be taken on the campus, call 301.846.2685.

Career/Technology

The career technology area offers a variety of relevant courses to train people for entry-level jobs or to upgrade and enhance current job or hobby skills in technical areas. From auto body to welding, from heating, ventilating and air conditioning to computer-assisted drafting, continuing education provides preparatory training for certification exams and licensing.

Other courses include home improvement, blueprint reading, total quality management, OSHA compliance courses, autobody repair, small engine repair, plumbing and many more. These courses are offered in the evenings at the Career & Technology Center adjacent to the FCC campus and provide hands-on lab and workshop experiences. For more information, call 301.846.2427.

Driver Education and Traffic Safety

The DETS area provides instruction in the safe operation of motor vehicles. This includes:

- a traditional driver education program for adults and teens interested in obtaining a Class C Maryland Driver's License (passenger cars)
- full and part-time professional truck driver training for adults 21 or over interested in a career in the trucking industry
- the MVA-approved Motorcycle Safety training program for new and experienced users
- National Safety Council Defensive Driving Classes and basic traffic safety (for individuals/corporate fleets)
- MVA Approved Driver Improvement/Point System Conference and Drug & Alcohol Awareness classes
- FAA Ultralight aircraft operation and safety (ground school only)

Check the noncredit schedule of classes or call 301.846.2426 for the most current schedules.

Vocational Programs

Heating and Air Conditioning (HVAC)

Designed for students seeking a career in heating and air conditioning. The HVAC program prepares students for the North American Technician Excellence (N.A.T.E.) and journeyman's (provided the student has successfully fulfilled the required field hours) certification.

Required Courses:

TRD106: HVAC: Air Conditioning & Refrigeration I

TRD129: HVAC: Refrigerant Recovery Certification

TRD107: HVAC II

TRD108: HVAC III

TRD155: HVAC IV

TRD158: HVAC V

Welding

Designed for novice and experienced individuals who wish to learn or expand on techniques for horizontal and vertical welding with oxyacetylene and electric arc welding equipment. The advanced welding covers additional skills in arc, oxyacetylene, MIG and TIG welding. Welding certification testing is available upon completion of advanced welding.

Required Courses:

TRD116: Welding I

TRD117: Welding: Advanced

Electricity

Provides electrical professionals with a course that prepares them for the masters or journeyman's license exam. Students must also complete state and/or county required hours to be eligible for exam.

TRD127: Electricity: Exam Prep Course

These programs are subject to change. For the latest information, please call 301.846.2419.

Conferences/Teleconferences and Workshops

Throughout the year continuing education programs include a selection of half-day, full-day or two-day conferences, teleconferences or workshops. Often these are offered in collaboration with area businesses or organizations and provide a way to bring new and relevant professional development information or skills to the community. Because the schedule changes frequently, call 301.846.2684 for information. CE/CT will also provide the staff, expertise and facilities to develop a successful conference or workshop.

Partnerships and Institutes

The continuing education/customized training division has developed numerous partnerships and collaborative groups providing the community greater resources and access to training.

The FCC Institute for Participation in Government

The Institute for Participation in Government provides forums and round tables for those who would like to become more politically aware, active or skilled. Whether people aspire to be better political leaders, to enter politics or to fully understand the ramifications and effects of government policy, the institute has programs to meet these needs. Call 301.846.2419 for further information.

The Consultant Trainers Instructors and Recruiters Network

The Consultant Trainers Instructors and Recruiters Network (CTRAIN) provides an association between area consultants, education and businesses. Members have access to referral networks, the expertise of each other and full involvement of the college. A relatively new entity, CTRAIN will continue to evolve as members actively shape the direction and outreach of the organization. For information on CTRAIN, call 301.846.2419.

The Workforce Partnership of Frederick County

The Workforce Partnership of Frederick County assembles the finest area agencies involved in workforce development and competitiveness, all collaboratively committed to the economic prosperity of Frederick County and its businesses. The partnership includes the Frederick County Job Training Agency, Frederick Community College and Frederick County Economic and Community Development Commission. The partnership provides needs assessments, customized performance training, custom-designed curricula and courses, and workforce development consulting and assessment. For further information, see the section on customized business training or call 301.846.2404.

General Interest/Children's Programs

Continuing education offers opportunities for people of all ages to explore new interests and hobbies, become more self-reliant, develop healthier lifestyles or enhance life experience. Courses are offered that accommodate the vast and diverse needs of the community, from financial planning and management to crafts, from history to sign language, from Kindermusik to culinary arts. Course lengths range from several hours to several weeks.

The division has extensive course selections for children and adolescents through its Kids on Campus program. Courses for children grades one through twelve include art, vocal and instrumental music, SAT preparation, driver education, microcomputer applications and operations and others of academic interest.

Information concerning specific continuing education courses can be found in the noncredit schedules mailed to homes in the county three times per year. Registration is ongoing throughout the year and courses are added often. Registration may be completed by mail, FAX or in person and will require birth date and social security number for processing. For information on offerings or to get the newest schedule and course listing, call 301.846.2419.

FCC/JTA Customized Training

Hundreds of employers have benefited from personal and professional customized training from Frederick Community College and JTA. Whether employees need to improve their computer or communication skills or simply work better as a team, FCC tailors programs to meet employer needs. Trainers go to business sites or work with companies at FCC.

Customized training links business needs to quick and effective training through the FCC/JTA Workforce Partnership, a collaboration of local agencies including FCC, JTA, and the Workforce Development Board. FCC trains more than 3,000 local employees each year.

FCC and JTA have established national training partnerships with companies such as Achieve Global, American Management Association, PBS, Zenger Miller, and Ziglar Training Systems. Training programs are offered any time, any place, and in a variety of formats. Options include instructor-led, online, satellite downlink, video, computer-based, self-paced, train-the-trainer, and workbooks and materials. Programs can be tailored to the appropriate skill level of employees.

The FCC/JTA customized training partnership offers programs such as training needs assessment, computer and software programs, management/leadership training, employee training, institutions, conferences and seminars, online courses (e.g., trainingsafari.com), teleconferencing, and credit and noncredit courses. Call 301.846.2687 for more information.

TrainingSafari.com

When it comes to online training, it's a jungle out there. Don't venture into training with just any bush league company. Let us be your guide! Discover the benefits of Web-based training from Frederick Community College. Accessed from any home computer, TrainingSafari.com makes classes available 24 hours a day, 7 days a week. Students learn at their own pace while facilitators monitor the site and provide instant feedback. Classes include Windows, the Internet, E-Commerce, leadership skills, banking and real estate regulations and personal enrichment. For more information, call 301.846.2687.

College Policies

Attendance

Students are expected to attend all class sessions except in an emergency, religious holidays or participation in official college functions. In these cases, notification or verification, if requested, will be given to the instructor by the student. Guidelines for expected attendance in each course are set and published by the instructor.

Academic Assessment and Placement Policy

Academic Assessment is essential to assist students in making choices that will enable them to obtain their educational goals. To assure appropriate advising, all new students, regardless of status and unless otherwise exempted, must undergo a comprehensive basic skills assessment in the areas of reading, writing, mathematics, and study skills prior to their initial class registration at the college. Students who lack necessary prerequisite skills for academic requirements of college-level courses will be required to enroll in, and satisfactorily complete, developmental course work designed to provide these skills. (See page 100.)

Classroom Behavior

A. Introduction

Faculty members have the right and responsibility to maintain an environment conducive to learning where discussion and expression of all views relevant to the subject matter of the class are recognized as necessary to the educational process. Students, however, do not have the right to interfere with the freedom of the faculty to teach or the rights of students to learn. The following procedure is designed to provide an efficient and informal process for resolving student/instructor classroom conflicts.

B. Procedure

1. If a student's behavior, in the judgment of the instructor, willfully disrupts the teaching and learning process, the instructor should explain that such behavior is unacceptable and describe the consequences if the behavior does not cease. If the behavior continues, the student may be asked to leave the room for the remainder of the class time. If the student does not do so willingly, the instructor may request the assistance of the Frederick Community College security office. The instructor should inform his/her immediate supervisor.

2. The instructor and student should then meet to resolve the issued as soon as possible but prior to the time the student is permitted to attend class again. If, after this discussion, the student refuses to comply with the stated standards of classroom behavior, the instructor should complete a written report and submit it to his/her supervisor. The supervisor will then initiate disciplinary procedures in accordance with the Standards of Student Conduct and Disciplinary Policies and Procedures. (See Section 5.11).

3. Examples of behaviors which may be considered disruptive to the teaching and learning process include, but are not limited to, the following:

a. Smoking in the classroom.

b. Persistently speaking without being called upon.

c. Refusing to be seated.

d. Disturbing class by leaving and entering without authorization.

e. Sleeping.

f. Maintaining private conversation during class time.

Code of Academic Honesty

1. Introduction

Frederick Community College is committed to enhancing the success of all students. Academic honesty is an essential component of that success. All members of the college community have the responsibility to uphold the Code of Academic Honesty. As members of the community, students are expected to use their own efforts, ideas, and materials. Students are also expected to give full credit for borrowing another's work.

A. Work - includes, but is not limited to, words, ideas, art, musical compositions, computer programs, dances, creative writing, and research. Students are expected to conform strictly to this code. Violations of the code will result in appropriate disciplinary action.

2. Definition

The term "Academic Dishonesty" means the misrepresentation of one's academic work which includes, but is not limited to:

a. Cheating - the intentional use or attempted use of unauthorized materials, information, or study aids in any academic exercise. Following are several common forms of cheating:

(1) Copying or using notes, examinations, or instructional material during examinations, tests, or quizzes.

(2) Using another person to write a paper or having another person substantially write a paper.

(3) Obtaining, using, or possessing copies of an examination or providing or receiving information contained therein.

(4) Submitting another's project as one's own.

(5) Having an examination taken by a second party.

(6) Altering or falsifying examination results after they have been evaluated by the instructor and returned to the student.

(7) Writing the answer to an exam question outside of class and submitting that answer as part of an in-class exam.

b. Plagiarism - the presentation as new and original an idea or product derived from an existing source without properly citing the source of the material. Following are several common forms of plagiarism:

(1) Duplicating an author's work (in part or whole) without quotation marks and/or accurate citations.

(2) Duplicating an author's word or phrases with accurate citations, but without quotation marks.

(3) Using an author's ideas in paraphrase without accurate citations.

(4) Submitting a paper in which exact words are merely rearranged even though cited.

c. Facilitating academic dishonesty - the intentional or knowing help or attempt to help another to commit an act of academic dishonesty. Several common forms are:

(1) Completing an examination or project in the name of someone else.

(2) Permitting another student to copy one's work during an examination.

(3) Furnishing another student with unauthorized notes during an examination.

(4) Illicitly collaborating with other individuals in the completion of course assignments.

(5) Taking an examination for someone else.

(6) Giving test questions to students in another class.

(7) Writing a term paper for another student.

(8) Selling or purchasing examinations, papers, or other assignments.

d. Other Forms of Academic Dishonesty -

(1) Submitting or resubmitting the same paper for two different classes/courses without the explicit authorization and approval of the faculty members teaching those classes/courses.

(2) Fabrication - intentional and unauthorized falsification or invention of any information, data, or citation in an academic exercise.

Inclement Weather/College Closings

The college will provide inclement weather announcements concerning cancellations, closings, and delays by 5:30a.m. Please refer to the following sources:

Radio Stations:	WFMD (AM 930)
	WFRE (FM 99.9)
	WARX (FM F106.9)
	WAFY (FM 103.1)
Television Stations:	NEWS4 (CH. 4)
	WUSA-TV (CH. 9)
	WJZ-TV (CH. 13)
	WTTG FOX-5 (CH. 5)
	WBAL (CH. 11)
	WHAG-TV (CH. 25)

Other sources:

FCC switchboard, 301.846.2400

TV Channel 23, College of the Air Bulletin Board

FCC Web site www.frederick.edu

New Web site www.schoolsout.com

The announcements are:

1. FCC is open

FCC and the Children's Center will follow normal schedules. All faculty, staff, and students are expected to come to work/class per their normal schedules.

2. FCC will open at "X"

FCC and the Children's Center will open at the designated time and will follow normal schedules after the delay. This applies to all faculty, staff, and students. [For example, when the college opening is delayed until 9:30a.m., 8:00a.m. -9:15a.m. classes are cancelled and instruction will begin with regularly scheduled 9:30a.m. classes. If a class is scheduled to run later than 9:30a.m. (for example, 8:00a.m. - 10:30a.m.), the class will begin at 9:30a.m.]

3. FCC is open; classes are delayed until "X"

All administrative and support staff are expected to come to work at their normal time (e.g., 8:00a.m. - 8:30a.m.). The Children's Center will be open. Faculty and students should report after the delay. [For example, when classes are delayed until 9:30a.m., 8:00a.m. - 9:15a.m. classes are cancelled and instruction will begin with regularly scheduled 9:30a.m. classes. If a class is scheduled to run later than 9:30a.m. (e.g., 8:00a.m. - 10:30a.m.), the class will begin at 9:30a.m.

4. FCC is closed

Only emergency maintenance and clerical personnel who have been designated by the Vice President for Administration should come to work. No students, faculty, or other staff members should come to the college. The Children's Center will also be closed. When the college is closed only those personnel designated to work are allowed on campus.

When in doubt, call the switchboard or check the web sites for the most current updates before you head to the campus. Students should not arrive on campus until 15 minutes prior to the announced opening.

The above announcements and procedures apply to FCC's main campus, Aviation facilities, and Truck Driver Program facilities. Career & Tech Center classes, along with any other FCC classes held at Frederick County Public School facilities follow FCPS procedures.

Communicable Diseases

The Board of Trustees of Frederick Community College is committed to providing a healthful environment for all students and employees of FCC. In fulfilling that commitment, the Board shall seek the guidance of appropriate medical, legal, and governmental authorities regarding communicable diseases when required. The college shall follow guidelines promulgated by the Maryland State and Frederick County Health Departments to prevent the spread of a communicable disease in the school setting.

Actions taken with respect to students or employees shall be consistent with rights afforded individuals under state and federal statutory regulations.

Decisions regarding students or employees will be made on a case-by-case basis, taking into consideration all available information on the specific case at hand.

• First consideration shall be given to returning the student to the classroom and the employee to his/her regular assignment upon receiving assurance from the physicians and public health officials that the individual should not pose a health risk to staff or students in a school or work setting.

• The determination of whether an AIDS infected child shall be permitted to attend a college child care center shall be made on a case-by-case basis by college personnel, after consultation with a team composed of the child's parent or guardian, appropriate health personnel, and the child's physician, with the final decision to be made by college personnel and with particular attention being paid to minimizing the exposure of other children to blood or body fluids or to behavior which may warrant a more restrictive environment.

The president shall be responsible for determining what information will be disseminated to staff, parents, and the community when a communicable disease is identified or suspected at the college. Guidelines will be established by the president to insure strict confidentiality regarding infected individuals.

Drug and Alcohol Policy

In compliance with the Drug-Free Workplace Act of 1988, the Drug-Free Schools and Communities Act of 1986 as amended, and the State of Maryland Executive Order 01.01.1989-Drug and Alcohol-Free Workplace, the college adopted the Drug and Alcohol policy. The policy prohibits the unlawful manufacture, distribution, dispensing, possession, or use of controlled substances, the use of alcohol by anyone under 21 years of age, and the abuse of alcohol by any student or employee at any of the college's locations, within any of its facilities or vehicles, or at any college-sponsored or supervised activity on or off campus. For further clarification, see the *Student Handbook*, available in the office of student life or the office of the vice president for student development, and on the FCC Website, www.frederick.edu.

Equal Educational Opportunity

It is the policy of Frederick Community College that no person be excluded from participation in, or be denied the benefits of, as a result of discrimination as defined in Non-discrimination Policy 6.29, under any educational program or activity provided by the college. The college will abide by all requirements of state and federal law preventing such discrimination.

The president of the college is directed to implement and administer this policy and inform the college community about the purpose and intent of the policy.

In addition, the college will go beyond avoiding overt discrimination and will, through educational programs, help faculty and staff to become aware of and to recognize more covert and subtle forms of discrimination and then to remove those institutional barriers to equality.

Family Educational Rights & Privacy Act (FERPA)

Frederick Community College complies with the provisions of the Family Educational Rights and Privacy Act of 1974, as amended and any regulation promulgated thereunder. A copy of the Frederick Community College institutional compliance statement is located in the registrar's office and will be made available to students or alumni upon request.

Notification of Student Rights under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their educational records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the college receives a request for access.

   Students should contact the registrar. If necessary, the student may complete a student request to inspect and review their education records. Upon receipt of the request, an appointment will be scheduled with the registrar to review the education records and receive an explanation and interpretation of the records requested.

2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading.

   Students may ask the college to amend a record that they believe is inaccurate or misleading. Students requesting to amend directory or personally identifiable information shall submit the appropriate request form in the registrar's office. Those students requesting to challenge the contents of their education records should contact the vice president for student development or the vice president of academic affairs and dean of the college, who will refer to the college's grievance policy.

3. The right to consent to disclosures of personally identifiable information contained in the student's 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 member of the institution who acts in the student's educational interest within the limitations of their need to know. These may include faculty, administration, clerical and professional employees and other persons who manage student education record information. This also includes contractors acting on behalf of the institution and at the institution's request who have been granted access to students' education records. However, school officials, including those designated contractors, may not re-disclose the information to any other party by any means.

   Frederick Community College does not release personally identifiable information or education record information by any means without the written consent of the student, except in those cases exempted by FERPA. Frederick Community College will release directory information unless a student requests otherwise. Students seeking non-disclosure of directory information should contact the registrar's office and complete a request for non-disclosure of directory information form.

   Directory information—Includes the student's name, email address, major, dates of attendance, full/part-time status, degrees/awards/honors earned or anticipated, participation in recognized activities/sports, photographs, tuition amounts charged, weight/height of members of athletic teams.

   Personally identifiable information—Includes student ID, social security number, address/phone, date/place of birth, name/address of student's parents or family members.

   Education record information—Includes academic standing/probation/dismissal, advising notes, assessment scores, courses registered/completed, credits or grades earned, GPA.

   (Refer to the FCC institutional compliance statement for more detailed information.)

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Frederick Community College to comply with the requirements of FERPA. Anyone who believes his or her rights have been abridged may file a complaint with the Family Policy Compliance Office, U.S. Department of Education, 600 Independence Avenue, SW, Washington, DC 20202-4605.

Students and others who wish specific information regarding their rights of access to institutional education records maintained in their name should contact the registrar's office at 301.846.2433.

Confidentiality of Student Records

Frederick Community College accords all rights under the Family Educational Rights and Privacy Act (FERPA).

The college does not release personally identifiable information or education record information by any means without the written consent of the student, except in those cases exempted by FERPA. FCC releases directory information unless a student requests otherwise. Directory information includes: name, anticipated graduation date, dates of attendance, degrees, honors, awards, scholarships earned, major, curriculum, participation in recognized activities/sports, photographs, status (full/part-time), tuition amounts, and weight/height of members of athletic teams. Students seeking non-disclosure of directory information should contact the Welcome & Registration Center and complete a request for nondisclosure of directory information form.

A complete text of the college's institutional compliance statement is available in the Welcome & Registration Center. Inquiries regarding compliance should be directed to the registrar.

Intercollegiate Athletics

A. The Board of Trustees of Frederick Community College supports intercollegiate athletics as a part of the total educational program.

B. Students participating in intercollegiate athletics must have a statement of good health from a physician and must be enrolled in a medical insurance plan.

C. This college supports programs of intercollegiate athletics which cater primarily to the needs of Frederick County youth. The administration of the college is directed to insure that all activities and functions of the college that deal with athletics are operating to support the needs of Frederick County youth and that these activities and functions are sound educationally.

Non-discrimination Policy

The college prohibits discrimination against any person on the basis of race, religion, gender, color, national origin, ancestry, age, sexual orientation, marital status, veteran status, physical or mental disability of otherwise qualified individuals and any other category protected by federal, state or local law. This nondiscrimination policy applies to and includes, but is not necessarily limited to, employment practices, educational programs, student admissions, and access to services. The college will abide by all applicable requirements of state and federal law prohibiting discrimination. For purposes of this and all other policies, and consistent with applicable law, "discrimination" includes harassment of an individual on the basis of a protected classification.

All members of the college community are expected to abide by this non-discrimination policy and to abide by state and federal requirements. Those persons charged with a violation of this policy, if substantiated, may be subject to disciplinary action, including discharge, in addition to the penalties imposed under state and federal law.

The president of the college will implement this policy and notify administrators, professional staff and employees about the policy. The president will also establish procedures to investigate and to process complaints made under the policy. Such procedures will provide that in all cases, the college will attempt to respect the confidentiality of the complainant, the respondent and witnesses, to the extent possible consistent with the college's legal obligations, the necessity to investigate allegations of misconduct and to take corrective action when discrimination has occurred, and with the due process rights of respondents.

In addition, the college will go beyond avoiding overt discrimination and will, through educational programs, help faculty and staff to become aware of and to recognize more covert and subtle forms of discrimination and to remove those institutional barriers to equality. The college also prohibits any person from engaging in retaliation against any person who exercises in good faith, his or her own rights under college policy or other law, to complain of alleged discrimination, or who participates in or assists others in any investigation charge or proceeding related to alleged discrimination. All students and employees are expected to cooperate in the investigation of complaints of discrimination. Making knowingly false statements in such a proceeding, or intentionally failing to disclose material information, whether as a complainant, a respondent or a witness, is serious misconduct that could subject the individual to disciplinary action.

Posting of Information on Campus

The Board of Trustees approves the posting on campus of relevant notices appealing to the general college community and consistent with the stated mission of the institution. All civil laws regarding the public display of information shall apply to the campus.

Smoking Policy

Because smoking is highly addictive, has serious harmful effects when used, and because medical studies have emphasized the dangers of passive smoke, smoking is prohibited in all college buildings and vehicles. Smoking is not allowed within 50 feet of campus buildings, other than in designated areas.

All faculty, staff, students, and visitors will be required to comply with this policy. Problems of noncompliance should be presented to the vice president for student development for resolution.

Sexual Assault Policy

A. Policy

Frederick Community College is committed to preventing incidents of sexual assault on campus and to taking prompt action to support victims, involve police and take appropriate disciplinary steps should an incident occur. Sexual assault is a serious crime which has a major impact on the campus community as well as on the individual who is victimized. For purposes of this policy, "sexual assault" includes those sexual offenses as defined in the Maryland Annotated Code, Article 27.

Frederick Community College will not tolerate sexual assault in any form, including date or acquaintance rape. Making reports and taking action in response to a sexual assault against a student or employee will be limited to incidents occurring on college property or facilities or at college-sponsored functions. The institution will do everything feasible to reduce the risk of sexual assault in the college environment. An annual review will be conducted to identify areas that might pose such a risk, and corrective recommendations will be made to the vice president for administration. The vice president will review all reports and direct the action to be taken by the appropriate office.

C. False Accusations

The college condemns the deliberate filing of false accusations of sexual assault. If the complainant is a college employee or student and it is determined that he/she deliberately filed a false accusation, he/she will be subject to disciplinary measures which may range from reprimand to suspension or dismissal.

D. Hospitals Equipped with Maryland State Police Sexual Assault Evidence Kit

Frederick Memorial Hospital

Washington County Hospital Center

Carroll County Hospital

Gettysburg Hospital

Montgomery General Hospital

Howard County General Hospital

E. Counseling Services

Upon request, the FCC counseling office will notify victims of sexual assault about existing on and off-campus counseling, mental health, or student services for victims of a sex offense.

F. Education Programs

Frederick Community College provides education programs to promote awareness of rape, acquaintance rape, and other sex offenses for students and staff members on a regular basis. The college encourages students and staff to participate in workshops on sexual assault and related topics during Wellness Week held annually. Staff members may also take advantage of workshops held during regularly scheduled staff development activities.

Sexual Harassment

Frederick Community College concurs in the action of the Maryland Higher Education Commission in recognizing that sexual harassment seriously damages the integrity of the educational institution, destroys the institution's positive work and educational atmosphere, and causes psychological and physiological damage to the victim. The college condemns such illegal activity and is strongly committed to promoting an educational and work environment free from sexual harassment of any form. For the purpose of these guidelines, the college adopts the sexual harassment definition promulgated by the United States Equal Employment Opportunity Commission. It is a violation of this policy for any member of the college staff to harass a student or employee through conduct or communications of a sexual nature as defined below. It is also a violation of this policy for students to harass other students through conduct or communications of a sexual nature as defined below or for students to harass staff.

Definitions

Unwelcome sexual advances, requests for sexual favors and other inappropriate oral, written or physical conduct of a sexual nature when made by a member of the college staff to a student or another employee or when made by a student to another student constitute sexual harassment when: 1. submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's education or employment;

2. submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual; or

3. such conduct has the purpose or effect of substantially interfering with an individual's academic, professional or employment performance or creating an intimidating, hostile or offensive academic or employment environment.

Sexual harassment, as defined above, may include but is not limited to the following:

1. verbal harassment or abuse;

2. pressure for sexual activity;

3. repeated communications to a person, with sexual or demeaning implications;

4. unwelcome touching;

5. suggesting or demeaning sexual involvement accompanied by implied or explicit threats concerning one's grades, job, etc.

The president of the college will implement this policy and will establish procedures to handle complaints made under the provisions of this policy. The procedures will provide: 1) that the right to confidentiality, both of the complainant and of the accused, will be respected consistent with the college's legal obligations, and with the necessity to investigate allegations of misconduct and take corrective action when this conduct has occurred; 2) that persons filing complaints of sexual harassment will be protected against reprisals, but that the deliberate filing of false accusations of sexual harassment will be condemned and may lead to possible disciplinary action.

A substantiated charge against an employee of the college will subject that employee to disciplinary action, which may include dismissal. A substantiated charge against a student of the college will subject that student to disciplinary action including suspension or expulsion.

Standards of Student Conduct and Disciplinary Policies and Procedures

A. Purpose and Application

Frederick Community College has a responsibility to clarify standards of behavior which are considered essential to its function as an educational institution. Students are expected to obey the law, show respect for properly constituted authority, perform contractual obligations, maintain integrity and high standards in academic work, and observe a standard of conduct appropriate for the college. Proper conduct is expected while on campus, off campus at college-leased or owned facilities, attending college-sponsored activities or any activities which are initiated, authorized, or supervised by Frederick Community College or when representing the college.

Disciplinary action will be taken when any student, group of students, or student organization:

(1) fails to observe the general standards of conduct or any specific policy, rule, regulation, or college procedure adopted by the college; or (2) acts in a manner not in the best interest of the college community. In all proceedings, the principle of due process is guaranteed to the student.

A student who violates criminal or civil laws while on campus, off campus at college-leased or owned facilities, attending college-sponsored activities or any activities which are initiated, authorized, or supervised by Frederick Community College, or when representing the college will be subject to prosecution and punishment by the civil authorities. In addition, the student may be subject to disciplinary proceedings by the college. The college reserves the right to take immediate action should the presence of the student on campus be considered a serious danger to the operation of the college or to the welfare of the college community.

Certain criminal or civil offenses, although not committed while a student is on campus, off campus at college-leased or owned facilities, attending college-sponsored activities or any activities which are initiated, authorized, or supervised by Frederick Community College, or when representing the college, may by their very nature pose a serious and substantial danger to the college community. In such cases, the college reserves the right to take appropriate disciplinary action.

Persons not enrolled officially in the college, who by their actions on campus violate their status as invited guests, are subject to the relevant sanctions of the penal code of Maryland.

B. Standards of Student Conduct

The following shall constitute unacceptable behavior on campus, off campus at college-leased or owned facilities, when attending college-sponsored activities or any activities which are initiated, authorized, or supervised by Frederick Community College, or when representing the college, and subject offenders to disciplinary action:

1. Academic dishonesty, which includes, but is not limited to, cheating on a test, plagiarism, and collusion (See Section 4.13.).

2. Disruption, obstruction of, or interference with college or college-sponsored activities, including, but not limited to teaching, research, studying, administration, cultural events, fire, police, or emergency services, or other college functions.

3. Unlawful use, possession, manufacture, sale, or distribution of any illegal or controlled substance, the abuse of alcohol, and the use of alcohol by anyone under 21 years of age.

4. Drinking or possession of alcoholic beverages except as expressly permitted by the president.

5. Unauthorized entry to or use of college property, including the failure to leave any of the college buildings or grounds after being requested to do so by an authorized employee of the college.

6. Molestation, assault and battery, physical and/or psychological abuse, threat, or harassment of any member of the college community or visitor to the college, or conduct which threatens or endangers the health or safety of any such person.

7. Theft or attempted theft of college or personal property of a member of the college community or campus visitor, or knowingly possessing such stolen property.

8. Illegal gambling; disorderly, lewd, indecent, or obscene conduct or expression.

9. Forging, unauthorized altering, falsifying or unauthorized use of any college documents, records, keys, or instruments of identification.

10. Failure to comply with the reasonable directions of authorized college officials, including campus security personnel, acting in the performance of their duties, including refusing to furnish identification upon request.

11. Using, possessing, or storing illegal or unauthorized arms classified as weapons, fireworks, explosives, or dangerous chemicals.

12. Smoking in campus buildings or vehicles.

13. Acts of harassment, written, verbal or physical, that stigmatize or victimize an individual on the basis of, but not limited to, the following: race, ethnicity, religion, sex, sexual orientation, creed, national origin, ancestry, age, mental status, or disabilities. In instances of alleged sexual harassment, the college's Sexual Harassment Policy and Procedures takes precedence (see Section 5.19 of the FCC Policy Manual).

14. Engaging in any form of forcible or non-forcible sexual offense (See Section 6.25 of the FCC Policy Manual for adjudication procedures).

15. Damaging, defacing, destroying, or misusing college property or property under its jurisdiction or the property of a member of the college community or campus visitor.

16. Furnishing false information to the college or to members of the college community who are acting in the exercise of their official duties.

17. Unauthorized or fraudulent use of the college's facilities and/or equipment, including, but not limited to, the telephone system, mail system, computer system, transportation system, and/or equipment, or use of any of the above for any illegal act.

18. Using sound amplification equipment, systems or devices, except as permitted by the college.

19. Abuse of computer usage and network access (see Use of Computer and Electronic Information Resources by Employees and Students Policy, Section 6.27.B).

20. Violating fire or safety regulations, including the misuse or damage of fire safety equipment.

21. Knowingly violating the terms of any disciplinary sanction imposed in accordance with the Standards of Student Conduct.

C. Definitions

1. Following are definitions of terms used in the Standards of Student Conduct:

a. Distribution - any form of sale, exchange, or transfer.

b. Student - any currently enrolled student in credit or non-credit courses offered by Frederick Community College, including all credit, noncredit, and developmental courses offered on or off campus.

c. Group of students - a number of persons who are associated with each other, but who have not been officially recognized by the Student Government Association.

d. Student organization - a student organization officially recognized by the Student Government Association of Frederick Community College.

e. Institution and college - Frederick Community College and all of its sites, divisions, and programs.

f. College-sponsored activity - any activity on or off the college campus which is initiated, authorized, or supervised by the college.

g. Weapon - any object or substance designed to inflict a wound, cause injury, or incapacitate, including, but not limited to, all firearms, explosives, pellet guns, sling shots, martial arts devices, brass knuckles, star knives, razors, sand clubs, nonchakus, Bowie knives, daggers or similar knives, switchblades, and chemicals such as tear gas.

D. Disciplinary Penalties

Student disciplinary action may be imposed for a violation of the standards of behavior or other college policy, rule or regulation. Severity of the penalty will be in relation to the severity of the violation. The goal of this disciplinary action is generally to rehabilitate or deter rather than to punish.

Penalties will be applied consistently so that students violating the same standard, policy, rule, regulation or procedure receive similar penalties. The following types of disciplinary sanctions may be imposed:

1. Disciplinary reprimand, verbal or written. This notifies the student that the behavior resulting in the reprimand is unacceptable and a violation of the Standards of Student Conduct. Continuation or repetition of this conduct could result in further disciplinary

2. Educational project or community service assignment–a project or assignment on campus or in the community which will provide the student with an opportunity to observe and learn specific valued human behaviors related to his/her own conduct (e.g., participation in a leadership seminar, alcohol/drug seminar, personal development class). Evidence of satisfactory completion will be required.

3. Probation or deactivation of SGA recognized group. This may involve loss of all privileges, including college recognition.

4. Suspension/expulsion from participation in college-related activities (e.g., participation in intercollegiate athletics, student government, student clubs and organizations, etc.).

5. Withholding of transcript or degree. This may be imposed on a student who fails to pay a debt owed the college or who has a disciplinary case pending final disposition.

6. Restitution requires the student to repair damages or reimburse the afflicted for damage to (or misappropriation of) property. This may take the form of monetary payment or payment of time and services.

7. Disciplinary warning, always a written notice, indicates that (a) a serious violation has occurred, or (b) a repeated violation has occurred. Further violations could result in additional disciplinary action.

8. Disciplinary probation, always a written notice, indicates that (a) an extremely serious violation has occurred, or (b) a violation has occurred after the issue of a reprimand or warning. Further violations could result in additional disciplinary action.

9. Interim suspension (see Section 5.11, D, 2).

10. Disciplinary suspension indicates that (a) a critical violation has occurred or (b) the conditions of disciplinary probation have been violated. Disciplinary suspension prohibits the student from participation in college-related activities, registering for credit or non-credit classes, or entering the campus except in response to an official summons by a college official. This penalty may be applied only with the recommendation of the president and approved by the Board of Trustees.

11. Expulsion, the most serious of all sanction, indicates that a most serious violation of the Standards of Student Conduct has occurred. Expulsion results in an indefinite or permanent separation from the college. This penalty may be applied only with the recommendation of the president and approved by the Board of Trustees.

In certain circumstances, a student may be referred for specialized help (e.g., psychological assistance, consultation with a counselor and/or social service agencies) in lieu of the aforementioned penalties. The student will be expected to meet with the vice president for student development to periodically review the student's progress.

Denial of readmission may be imposed upon a student who has violated the Student Conduct Code and has withdrawn from the college prior to or during disciplinary proceedings. The college reserves the right to pursue any and all legal remedies and such rights and remedies are specifically reserved.

F. Records

Disciplinary action may result in the establishment of a disciplinary file in the name of the accused student. If the student is found innocent of charges, the file shall be voided and shall not leave the student with a disciplinary record. In addition, disciplinary files may be voided for good cause.

Factors to be considered include, but are not limited to: a) present demeanor; b) conduct of student subsequent to the violation; c) nature of the violation (e.g., severity of any damage, injury, or harm resulting from it).

1. Files of students who have been disciplined will be retained for three years from the date sanctions were imposed. The files will then be destroyed. Information contained in the files is confidential and may be released only in accordance with applicable federal and state laws.

2. If a student is expelled, complete records of the hearing proceedings and all pertinent documents shall be maintained permanently by the Vice President for Student Development.

3. Records of all disciplinary actions will be filed in the Office of the Vice President for Student Development.

Sources: Much of the language utilized in these revisions has been derived from the following sources:

Anne Arundel Community College Policy and Procedures for Disruptive Behavior of Students; Essex Community College's Code of Student Conduct; Montgomery Community College's Code of Conduct; Issues and Prospectives on Academic Integrity, 2nd edition, NASPA; Academic Dishonesty Among College Students, U.S. Department of Education; Standards of Behavior and Disciplinary Proceedings, Donald D. Gehring and William R. Bracewell; The Dismissal of Students with Mental Disorders, Gary Pavela, J.D.; Coping with the Disruptive College Student, Gerald Amada, Ph.D.

Specific documentation is on file in the office of the vice president for student development.

Statement of Students' Rights and Responsibilities

The Board of Trustees of Frederick Community College recognizes that students have the following rights and responsibilities:

A. Students have the right to freedom of expression, assembly, advocacy and inquiry. Students are responsible for complying with all college rules, regulations, policies and procedures.

B. Students have the right to offer opposing opinions and to reserve judgment about matters of personal opinion. Students are responsible for exercising their right of expression in a manner that is not disruptive.

C. Students have the right to offer opposing opinions and to reserve judgment about their views, beliefs, academic evaluations, political affiliations, and educational records. Students are responsible for respecting this right of others.

D. Students have the right to participate in, or receive the benefits of any educational program or activity provided by the college without discrimination. (See Non-discrimination Policy 6.29)

E. Students have the right to participate in any student group without discrimination and to form such groups according to the Student Government Association's policies. Student groups are responsible for not discriminating against others. (See Non-discrimination Policy 6.29)

F. Students have the right to form a student government which shall be governed by a Constitution approved by the president of the college and the president's cabinet. Students are responsible for abiding by that Constitution. The actions of the student government may be reviewed only through prescribed procedures.

G. Students have the right to participate in the formulation of institutional, academic and student policies. Opportunities for such participation will be provided through representatives to the college senate and appropriate committees. As participants in the institutional process, students are responsible for complying with all published and prescribed procedures, attending meetings, and participating in the decision-making process with the welfare of the entire student body in mind.

H. Students have the right to recommend allocation of funds collected from student fees. Organizations receiving such funds are responsible for opening all programs and events to the entire student population without exception.

I. Students have the right to participate in the evaluation process of academic courses. Students are responsible for rendering fair and accurate evaluations.

J. Students have the right to fair evaluation by instructors, based upon clearly defined criteria presented at the beginning of the course. Students are responsible for meeting all established requirements of the course in which they enroll.

K. Students have the right to expect that the college's published procedures will be followed in any disciplinary action. Students are responsible for following all rules, regulations, policies and procedures that apply to student conduct.

L. Students have the right to file academic or general grievances against any faculty or staff member who has, in a student's opinion, displayed inappropriate behavior. Students are responsible for following the college's procedures.

Student Right to Know

In compliance with the Student Right to Know and Campus Security Act, Public Law 101-542, persistence rates of the freshman cohorts are available upon request in the research office, 301.846.2451.

Traffic Control Procedures/Parking Regulations

Speed limit: The speed limit on campus is 20mph.

Restricted areas: Restricted areas (fire lanes, loading areas, and no parking areas) are marked by signs, yellow painted curbing, or painted hash marks. Parking is prohibited in these areas. No parking is permitted on campus roads, road shoulders, or grass areas.

Student parking: Student parking lots are located by the Arts & Student Center (red lot), behind the Field House (yellow lot), behind the Science-Technology Hall (purple lot), by the baseball field (gray lot), and in front of Administration Hall (green lot).

Visitor parking: The visitor parking area may be used only by visitors who register with the college receptionist, located in Administration Hall. Students are not visitors.

Staff parking: Staff parking is available in the gated staff lot and in marked reserved spaces on a staff permit basis. No student or visitor parking is permitted in spaces reserved for staff parking. Special permits are issued annually for reserved spaces. Spaces marked "Reserve for College Vehicles" are for college-owned vehicles only.

Handicapped parking: Parking in spaces designated for the handicapped will be restricted to vehicles with properly displayed, valid motor vehicle tags or temporary permits issued by the Maryland Department of Motor Vehicles.

Temporary parking permits: Students and staff who are temporarily disabled may park in visitor and handicapped spaces. Temporary permits must be issued by the security office and displayed on the vehicle's dash board.

Registration for reserved parking: Vehicle registration forms and stickers are available from the security office in Administration Hall. All staff and faculty are eligible. Information may be obtained from the security office.

Towing: Vehicles causing safety hazards, parked in fire lanes, or parked in handicapped, special permit, or reserved spaces are subject to towing at the owner's expense. If your vehicle has been towed, see the college receptionist for assistance (located in Administration Hall). Vehicles will be towed by Forty West Exxon, 301/662-2242. Taxi service is available by City Cab Company, 301/662-2250 from the college to Forty West Exxon.

Parking tickets/fines: Parking and speed ticketing on campus is administered by the Frederick City Police. Ticketing occurs according to a regular schedule and when requested by FCC security. Parking enforcement will include handicapped spaces, fire lanes, loading areas, and any other areas designated "no parking." Fines are administered by the Frederick City Police and the County District Court. Speed violations are enforced by radar from Frederick City Police cruisers.

Use of College Facilities

A. Members of the college faculty and staff and student body are entitled to use the college facilities when they are not in use during the normal college schedule. Requests for the use of facilities by college staff members are to be submitted to the president's office in advance.

B. The Board of Trustees recognizes that college facilities belong to the people and encourages their use by the public when they are not being used for their principle purpose. The president of the college is authorized to establish administrative procedures and regulations which will provide for use of college facilities by non-college groups without profit to the Board of Trustees.

However, the actual costs of operation must be defrayed by the users.

C. Fees as established by the Board of Trustees shall be charged for use of college facilities by noncollege groups.

Use of Computer and Electronic Information Resources By Students

Computer usage and network access are privileges provided to the students of FCC. Use of computing and electronic information resources should be restricted to appropriate academic and professional activities and is governed by federal, state and local laws. Specific regulations include:

1. Students represent the college while using internal and external computer and telecommunication networks. Each student must assure that he/she does not violate college policies, procedures and codes of conduct while using the networks.

2. Students are excluded from unauthorized modification of hardware or software configurations.

3. Students must observe existing copyright, licensing, and legal restrictions on the use of software or information.

4. Students shall respect the rights and property of all others and shall not improperly access, misappropriate or misuse the information/files of others.

5. Students shall use the network judiciously and promote efficient use of the network to minimize congestion which might interfere with the work of other students or staff.

6. All students' work created using the college network(s) must be saved on floppy diskettes.

7. Students may not save information on college networks without permission.

8. Students are advised that e-mail messages are no more confidential than paper communications. There are occasions when the college wishes or needs access to a student's e-mail. The e-mail system is the property of the college, and as such, is subject to access by the college.

9. The college has the right to withdraw the above privileges from a student because of violations of this policy. Violation of this policy could also result in disciplinary action which may be cause for suspension and/or dismissal from the college, and/or legal action(s).

NOTE: The above policy was approved by the Board of Trustees on June 19, 1996. It is a requirement that all employees and students have a signed and dated form on file.

Weapons

Firearms and other dangerous weapons are not allowed on campus except:

- In the possession of an employee of a governmental law enforcement organization who is required by his/her employer to possess the weapon on campus.
- In the possession of a faculty member or other designated instructor for instructional purposes authorized by Frederick Community College.

Web Policy

The World Wide Web site is an essential part of Frederick Community College's communications systems network. It supports the mission of the college, serves as a medium through which college departments deliver instruction, information and services, and enhances access to the extensive knowledge base of the World Wide Web. The college encourages college divisions/departments and individual faculty and staff to use the World Wide Web to distribute instructional content and provide services. College faculty, staff, and students are expected to comply with relevant college policies and procedures, state and federal law, copyright law, and any relevant licensing or contract agreements governing the use of the Internet/Intranet.

Writing Requirements

FCC recognizes that the ability to write clearly and concisely is essential to the personal and professional success of all educated people. Therefore, the college is committed to providing instructional opportunities and services necessary to help achieve competence in writing.

Students can expect to write in any course offered by the college. Grades on papers in college courses will be influenced by the student's ability to meet minimal writing standards.

The minimal standards for written work submitted in all courses are as follows:

1. All written work must demonstrate skills in presenting material in a clear and logical manner.
2. All written work must demonstrate appropriate, college-level word choice.
3. All written work must demonstrate competence in grammar, punctuation and spelling.

Grievance Procedure for Students

The purpose of the grievance procedure for students is to provide a method of recourse to students who feet that a particular action on the part of a college staff member has violated institutional practices and standards.

Student concerns appropriate to this procedure include, but are not necessarily limited to, concerns regarding ethical and professional behavior of staff, arbitrary application of current college policies by college staff members, and perceived violations by college staff members of board policy with regard to students.

This procedure is also to be used to provide a method of recourse to a student who feels that his/her grade in a particular course has been unnecessarily compromised as a result of an action or series of actions on the part of a specific instructor. While the use of this procedure is most appropriate in those instances where a student may feel that the instructor in question has applied arbitrary, prejudicial or capricious judgment, it is not necessarily limited to those conditions.

Full policy and procedures are printed in the *Student Handbook*.

MHEC Transfer Policies

Title 13B Maryland Higher Education Commission

Subtitle 02 Academic Regulations

Subtitle o6 General Education & Transfer
Authority: Education Article, 11-20111-2o6

Annotated Code of Maryland

.01 Scope and Applicability.
This chapter applies only to public institutions of higher education.

.02 Definitions.
A. In this chapter, 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) "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.
(4) "A.S. degree" means the associate of sciences degree.
(5) "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.
(6) "English composition courses" means courses that provide students with communication knowledge and skills appropriate to various writing situations, including intellectual inquiry and academic research.
(7) "General education" means the foundation of the higher education curriculum providing a coherent intellectual experience for all students.
(8) "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.
(9) "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.
(1o) "Mathematics" means courses that provide students with numerical, analytical, statistical, and problem-solving skills.
(11) "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.
(12) "Parallel program" means the program of study (or courses) at one institution of higher education which has comparable objectives as those at another higher education institution, e.g. a transfer program in psychology in a community college is definable as a parallel program to a baccalaureate psychology program at a four-year institution of higher education.
(13) "Receiving institution" means the institution of higher education at which a transfer student currently desires to enroll.
(14) "Recommended transfer program" means a planned program of courses, both general education and courses in the major, taken at the community college which is applicable to a baccalaureate program at a receiving institution; ordinarily the first two years of the baccalaureate degree.
(15) "Sending institution" means the institution of higher education of most recent previous enrollment by a transfer student at which transferable academic credit was earned.
(16) "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.
(17) "Transfer student" means a student entering an institution for the first time with academic credit earned at another institution which is applicable for credit at the institution the student is entering.

.02-1 Admission of Transfer Students to Public Institutions.
A. Admission to Institutions.

(1) A student attending a public institution who has completed an A.A., A.A.S., or A.S. degree or who has completed 56 or more semester hours of credit, shall not be denied direct transfer to another public institution if the student attained a cumulative grade point average of at least 2.0 on a 4.0 scale or its equivalent in parallel courses, except as provided in subsection (4) below.
(2) A student attending a public institution who has not completed an A.A., A.A.S., or A.S. degree or who has completed fewer than 56 semester hours of credit, shall be eligible to transfer to a public institution regardless of the number of credit hours earned if the student:
(a) Satisfied the admission criteria of that receiving public institution as a high school senior; and
(b) Attained at least a cumulative grade point average of 2.0 on a 4.0 scale or its equivalent in parallel courses.
(3) A student attending a public institution who did not satisfy the admission criteria of a receiving public institution as a high school senior, but who has earned sufficient credits at a public institution to be classified by the receiving public institution as a sophomore, shall meet the stated admission criteria developed and published by the receiving public institution for transfer.
(4) If the number of students seeking admission exceeds the number that can be accommodated at a receiving public institution, admission decisions shall be:
(a) Based on criteria developed and published by the receiving public institution; and
(b) Made to provide fair and equal treatment for native and transfer students.

B. Admission to Programs.

(1) A receiving public institution may require higher performance standards for admission to some programs if the standards and criteria for admission to the program:
(a) Are developed and published by the receiving public institution; and
(b) Maintain fair and equal treatment for native and transfer students .
(2) If the number of students seeking admission exceeds the number that can be accommodated in a particular professional or specialized program, admission decisions shall be:
(a) Based on criteria developed and published by the receiving public institution; and
(b) Made to provide fair and equal treatment for native and transfer students.
(3) Courses taken at a public institution as part of a recommended transfer program leading toward a baccalaureate degree shall be applicable to related programs at a receiving public institution granting the baccalaureate degree.

C. Receiving Institution Program Responsibility.

(1) The faculty of a receiving public institution shall be responsible for development and determination of the program requirements in major fields of study for a baccalaureate degree, including courses in the major field of study taken in the lower division.
(2) A receiving public institution may set program requirements in major fields of study which simultaneously fulfill general education requirements.
(3) A receiving public institution, in developing lower division course work, shall exchange information with other public institutions to facilitate the transfer of credits into its programs.

.03 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 3o and not more than 36 semester hours and each baccalaureate degree program to include not less than 4o and not 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 shall 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 §A 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 §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-hour course from each of the 5 areas listed in §.03A(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. 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 §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 4 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 chapter.

.04 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 chapter.

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 .03 of this chapter at a public institution for any general education courses successfully completed at the sending institution.

E. Except as provided in Regulation .03L of this Chapter, 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. A 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 .03L of this chapter, the total general education credits for baccalaureate degree-granting public receiving institutions may 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 chapter.
(2) Responsible for meeting all requirements of the academic program of the receiving institution.

.05 Transfer of Nongeneral Education Program Credit.

A. Transfer to Another Public Institution.

(1) Credit earned at any public institution in the State is transferable to any other public institution if the:

(a) Credit is from a college or university parallel course or program;
(b) Grades in the block of courses transferred average 2.0 or higher; and
(c) Acceptance of the credit is consistent with the policies of the receiving institution governing native students following the same program.

(2) If a native student's "D" grade in a specific course is acceptable in a program, then a "D" earned by a transfer student in the same course at a sending institution is also acceptable in the program. Conversely, if a native student is required to earn a grade of "C" or better in a required course, the transfer student shall also be required to earn a grade of "C" or better to meet the same requirement.

B. Credit earned in or transferred from a community college is limited to:

(1) 1/2 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 course work requirement.

(2) Recommended transfer programs in effect at the time that this regulation takes effect, which conform to this chapter, may be retained.

.06 Academic Success and General Well-Being of Transfer Students.

A. Sending institutions.

(1) Community colleges shall encourage their students to complete the associate degree or to complete 56 hours in a recommended transfer program which 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 4-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 if the student has met all financial and other obligations of the sending institution for transfer.

B. Receiving institutions.

(1) Admission requirements and curriculum prerequisites shall be stated explicitly in institutional publications.

(2) A 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) A receiving institution shall evaluate the transcripts of degree-seeking transfer students as expeditiously as possible, and notify the student of the results not later than mid-semester of the student's first semester of enrollment at the receiving institution if all official transcripts have been received at least 15 working days before mid-semester. The receiving institution shall inform a student of the courses which are acceptable for transfer credit and the courses which are applicable to the student's intended program of study.

(4) A receiving institution shall give a transfer student 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.

.07 Programmatic Currency.

A. A receiving institution 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 effect the change with minimum disruption. Transfer students are not required to repeat equivalent coursework successfully completed at a community college.

.o8 Transfer Mediation Committee.

A. There is a Transfer Mediation Committee appointed by the Secretary which is representative of the public four-year colleges and universities and the community colleges.

B. Sending and receiving institutions that disagree on the transferability of general education courses as defined by this chapter shall submit their disagreements to the Transfer Mediation Committee. The Transfer Mediation Committee shall address general questions regarding existing or past courses only, not individual student cases, and shall also address questions raised by 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 are considered binding on both parties.

.09 Appeal Process.

A. Notice of denial of transfer credit by a receiving institution.

(1) Except as provided in §A(2) of this regulation, a receiving institution shall inform a transfer student in writing of the denial of transfer credit not later than mid-semester of the transfer student's first semester, if all official transcripts have been received at least 15 working days before mid-semester.

(2) If transcripts are submitted after 15 working days before mid-semester 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) A 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 §B of this regulation.

B. A student believing that the receiving institution has denied the student transfer credits in violation of this chapter 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) A receiving institution shall establish expeditious and simplified procedures governing the appeal of a denial of transfer of credit; and respond to a student's appeal within 10 working days.

(2) An institution may either grant or deny an appeal. The institution's reasons for denying the appeal shall be consistent with this chapter and conveyed to the student in written form.

(3) Unless a student appeals to the sending institution, the written decision in §C(2) of this regulation constitutes the receiving institution's final decision and is not subject to appeal.

D. Appeal to sending institution.

(1) If a student has been denied transfer credit after an appeal to the receiving institution, the student may request the sending institution to intercede on the student's behalf by contacting the transfer coordinator of the sending institution.

(2) A student shall make an appeal to the sending institution within 10 working days 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 to resolve the issues involved in an appeal.

(2) As a result of a consultation in this section, the receiving institution may affirm, modify, or reverse its earlier decision.

(3) The receiving institution shall inform a student in writing of the result of the consultation.

(4) The decision arising out of a consultation constitutes the final decision of the receiving institution and is not subject to appeal.

.10 Periodic Review.

A. Reports by receiving institution.

(1) A receiving institution shall report annually 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) An annual report shall include ongoing reports on the subsequent academic success of enrolled transfer students, including graduation rates, by major subject areas.

(3) A receiving institution shall include in the reports comparable information on the progress of native students.

B. Transfer coordinator. A 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 chapter 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 chapter.

Trustees, Faculty & Staff

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Brad W. Young

Patricia Stanley, Ed.D., Secretary-Treasurer

Faculty

Robin M. Abell (1999)
Assistant Professor, English; Honors Coordinator
B.A., Transylvania University;
M.A., North Carolina State University

Rosemarie A. Alavanja (1984)
Associate Professor, Computer & Information Sciences
Certificate, Frederick Community College;
B.A., Brooklyn College, C.U.N.Y.;
M.S., Hood College

Barbara Angleberger (1990)
Assistant Professor; Coordinator, Psychology
B.A., M.Ed., Western Maryland College

Marshall A. Botkin (1977)
Professor, Sociology
B.A., M.S., University of Baltimore;
Ph.D., University of Maryland

Susan S. Boyne (1993)
Associate Professor, Computer & Information Sciences; Program Manager, Computer Applications; Program Manager, Office Systems Management
B.S., University of Maryland;
M.Ed., Johns Hopkins University

Brad Burtner (1982)
Associate Professor, Accounting & Business
B.S., M.B.A., Mount Saint Mary's College;
CPA, State of Maryland

Joseph P. Campbell (1992)
Associate Professor, Art
B.S., Frostburg State University;
M.F.A., Ohio University

Tony M. Chiu (1974)
Professor, Chemistry
B.S., Oklahoma Baptist University;
M.S., Kansas State Teachers College;
Ph.D., University of the Pacific

Pamela A. Clark (1988)
Associate Professor, Department Chair, English
B.A., Western Maryland College;
M.A., Hood College;
M.A., Johns Hopkins University

Ann E. Commito (1989)
Associate Professor, Mathematics
B.S., Cornell University;
B.A., M.S., Hood College

Charles K. Cottingham (1996)
Associate Professor, Biology
B.S., North Carolina State University;
M.S., University of Florida;
Ph.D., Virginia Polytechnic Institute and State University

Nancy Dankanich (1996)
Assistant Professor, Program Manager, Surgical Technology
B.S.N., University of Maryland at Baltimore;
M.A., Hood College

Shirley J. Davis (1983)
Professor, Biology; Program Manager, Developmental Science
B.S., Eastern Illinois University;
M.S., Purdue University;
D.A., George Mason University

Anthony F. DiSalvo (1994)
Professor, Program Manager, Foreign Language
B.A., M.A., Rutgers University

Joan E. Disburg (1993)
Associate Professor, Program Manager, Speech Communications
A.A., Iowa Wesleyan College;
B.A., M.A., University of Northern Iowa

Artie R. Esworthy, Jr. (1972)
Associate Professor, Business
B.S., Shepherd College;
M.A., The George Washington University

Kathryn Fenimore (1987)
Assistant Professor, Mathematics
A.A., Fayetteville Technical Institute;
B.A., State University of New York;
M.A., Hood College

David Foltz (1987)
Professor, History/Archaeology
A.A., Hagerstown Junior College;
B.A., M.A., Ph.D., American University

Robert H. Ford (1994)
Professor, Biology; Dept. Chair, Science & Aviation
B.S., M.S., Ph.D., Virginia Polytechnic Institute and State University

Richard C. Fulton (1997)
Associate Professor, Department Chair, Communications, Humanities & Arts
B.S., James Madison University;
M.A., Wayne State University;
M.S., Hood College;
Ed.D., University of Maryland, College Park

Joanna B. Gannon (2001)
Assistant Professor, Mathematics; Program Manager, Developmental Math
B.S., University of Maryland, College Park;
M.S., Western Maryland College

Jane Garvin (1990)
Associate Professor; Director, Nursing Education; Program Manager, Practical Nursing
B.S.N., Notre Dame of Maryland;
M.S., The Johns Hopkins University;
M.S.N., University of Maryland, Baltimore

Lisa A. Gotschall (2001)
Assistant Professor, Nursing; Coordinator, NU 215
B.S.N., Russell Sage College;
M.S.N., Columbia University

Richard M. Gottfried (1994)
Professor, Physics & Geology; Coordinator, Engineering
B.A., B.S., S.U.N.Y., Stony Brook;
M.S., Adelphi University

John R. Herrera (1987)
Assistant Professor, Program Manager (Acting), Aviation Maintenance Technology
Certificate, Frederick Community College;
A.A., Frederick Community College;
F.A.A. Licenses

David A. Hickman (1988)
Professor, Business
B.S., University of Maryland;
M.A., The George Washington University

Jurgen Hilke (1989)
Professor, Philosophy/Sociology; Director, Distance Learning; Program Manager, Humanities
B.D., University of Goettingen, Germany;
S.T.M., M.A., Yale University

Janice E. Holly (1987)
Professor, Program Manager, Music
B.A., Ball State University;
M.M., University of Cincinnati College-Conservatory of Music

Beth H. Holmberg (1989)
Professor, English
B.A., Lewis and Clark College;
M.A., University of Northern Colorado;
Ph.D., University of Maryland

Elizabeth J. Holton (1987)
Assistant Professor, English
B.A., Frostburg State College;
M.L.S., University of Maryland

Gary C. Hull, Jr. (2002)
Assistant Professor, Mathematics
B.S., Shepherd College;
M.S., Shippensburg University

Thomas F. Janes (1998)
Assistant Professor, Program Manager, Drama
B.F.A., West Virginia University

Kenneth P. Kerr (1999)
Associate Professor, English
A.A., Frederick Community College;
B.A., Hood College;
M.S., Towson State University;
Ed.D., Morgan State University

Donna Lane (1990)
Associate Professor, Accounting & Business; Program Manager, Business; Program Manager, Construction Management
B.S., University of Maryland;
M.B.A., Mount Saint Mary's College;
CPA, State of Maryland

Jerri L. Lindblad (1981)
Professor, English
B.A., University of Colorado;
M.A., The American University;
Ph.D., The Pennsylvania State University

Paula F. Lindsay (1994)
Associate Professor, Economics
A.A., Frederick Community College;
B.S., M.B.A., Mount Saint Mary's College

Rebecca A. Lohmeyer (2001)
Assistant Professor, Nursing
A.A., Frederick Community College;
B.S.N., University of Maryland, Baltimore County;
M.S., University of Maryland, Baltimore

Vanessa Lovato (1990)
Assistant Professor, Nursing; Coordinator, NU 212
A.A., Frederick Community College;
B.S.N., M.S.N., University of Maryland, Baltimore

Paul V. Maher (1999)
Associate Professor, Program Manager (Acting), Aviation Maintenance Technology
B.S., Saint Louis University;
F.A.A. Licenses

Cynthia C. Marello (1996)
Associate Professor, English
B.A., Bridgewater College;
M.L.A., Western Maryland College;
Ed.D., University of Maryland, College Park

Kathleen M. Martin (2000)
Assistant Professor, Nursing; Coordinator, NU 211
A.A., Prince George's Community College;
B.S.N., University of Maryland, Baltimore County;
M.S., University of Maryland, Baltimore

Michael J. Martin (1986)
Associate Professor, Accounting & Business; Program Manager, Accounting
A.A., Frederick Community College;
B.S., Mount Saint Mary's College;
CPA, State of Maryland

Walter Martynenko (1990)
Associate Professor, Computer & Information Sciences
B.S., Drexel University;
M.S., University of Pennsylvania

Peg Mauzy (1990)
Assistant Professor, English
B.A., Purdue University;
M.A., Hood College

Barbara J. McGaughran, R.N. (2003)
Assistant Professor, Nursing
B.A., California State University;
B.S.N, M.S., University of Maryland, Baltimore County

Carol T. Miller (1999)
Assistant Professor, Nursing; Coordinator, NU 210
B.S.N., University of Cincinnati;
M.S.N., University of Pittsburgh

Donna Mills (1990)
Assistant Professor, Mathematics
A.A., Frederick Community College;
B.A., M.S., Hood College

David L. Moreland (2001)
Assistant Professor, Art History
B.A, University of Iowa;
M.A., M.A., University of Wisconsin

Diane M. Mucci (2000)
Assistant Professor, Microbiology; Program Manager, Bioscience Laboratory Technician
B.S., College of Mt. Saint Joseph;
Ph.D., University of Cincinnati, College of Medicine

Mary Noel (1994)
Assistant Professor, English
B.A., University of Maryland, Baltimore County;
M.A., University of Maryland, College Park

Joseph D. Osmann (1985)
Professor, Art/Communications; Program Manager, Video Production
B.F.A., Penn State;
M.F.A., Maryland Institute College of Art

Tracy R. Parker (2001)
Assistant Professor, Program Manager, Legal Assistant
B.A., West Virginia Wesleyan College;
J.D., West Virginia University College of Law

Rhonda Patterson (1992)
Instructor, Clinical Coordinator, Respiratory Therapy
A.A.S., State University of New York Health Science Center;
B.S., University of Maryland University College

Mark L. Paugh (1989)
Professor, Program Manager, Respiratory Therapy; Dept. Chair, Allied Health & Wellness
A.A., B.S., Columbia Union College;
M.P.H., University of Central Florida-College of Health Sciences;
Ph.D., Florida State University

Wendell Poindexter (1988)
Associate Professor, Program Manager, Art; Art Gallery Director, Arts Center Director
B.F.A., Maryland Institute College of Art;
M.A., University of Baltimore

Cheryl E. Potter (1970)
Professor, Psychology & Education
B.S., M.Ed., Boston University

Michael A. Powell (1990)
Professor, Dept. Chair, Social Sciences
B.A., University of North Carolina at Chapel Hill;
M.A., The George Washington University;
J.D., Syracuse University

Steve Prehoda (1985)
Professor, Mathematics
B.S., Michigan State University;
M.S., Ph.D., North Carolina State University

David M. Prophet (1987)
Professor, Mathematics
B.S., Merrimack College;
M.S., Northeastern University;
Ph.D., Temple University

William G. Quinn, Jr. (1995)
Associate Professor, Mathematics
B.S., Loyola College;
M.A., University of Pittsburgh

Mary C. Rolle (1998)
Assistant Professor, Program Manager, Criminal Justice
B.A., Towson State University;
M.A., Hood College

Jill Schultz (2001)
Assistant Professor, Program Manager, Education
B.A., M.A., California State University

Francis M. Seidel (1992)
Associate Professor, Computer & Information Sciences; Program Manager, Programming & Information Technology
B.S., Mount Saint Mary's College;
M.S.E., The Johns Hopkins University

Lisa L. Sheirer (1999)
Associate Professor, Program Manager, Computer Graphics; Program Manager, Photography
B.F.A., West Virginia University;
M.F.A., University of Notre Dame

Janet Sholes (1989)
Associate Professor, Physical Education; Coordinator, Wellness
B.S., Springfield College;
M.A., Kent State University

Anne B. Slater (1983)
Associate Professor, English
B.A., Frostburg State College;
M.A., University of Colorado

Timothy C. Swyter (1993)
Assistant Professor, Dept. Chair, Mathematics
B.S., Frostburg State College;
M.A., West Virginia University

Edward D. Taft (1994)
Professor, English
B.A., M.A., Ph.D., University of Rhode Island

Bruce A. Thompson (1996)
Associate Professor, History
B.A., M.A., Marshall University;
Ph.D., University of Maryland

Kelly L. Trigger (2000)
Assistant Professor, English; Program Manager, Developmental English
B.S., The Pennsylvania University;
M.Ed., University of Massachusetts, Amherst

Susan Trost (1999)
Associate Professor, Computer & Information Science; Coordinator, CIS 101
B.S., Towson State University;
M.S., University of Colorado

Neil V. Waravdekar (2000)
Medical Director, Respiratory Therapy Program
B.S., University of Maryland;
M.A., M.D., Hahnemann University

Craig J. Weincek (1989)
Associate Professor, Communications/English
B.A., University of Maryland;
Master Equivalency, MCPS;
M.F.A., University of Maryland

Delaine M. Welch-Freas (1996)
Assistant Professor, Early Childhood Education/Psychology; Program Manager, Early Childhood Development
B.S., Salisbury State University;
M.A., Bowie State University

Katherine W. Wood (1981)
Professor, Social Science
B.A., Western Maryland College;
M.A., Hood College;
M.S.W., The Catholic University of America

Rebecca Yankosky (1990)
Associate Professor, Computer & Information Sciences; Dept. Chair, Computer & Business Technology; Program Manager, Drafting and Electronics; Program Manager, Hospitality/Culinary Arts
B.S., East Tennessee State University;
M.Ed., Shippensburg State University

Part-Time faculty
There were 140 part-time faculty members teaching classes during the 2003-04 academic year. Individuals are appointed on a semester-by-semester basis and teach in both the day and evening programs.

Administration & Support Staff

President's Office

Patricia Stanley (1998)
President
B.S., Wittenberg University;
M.S., University of Southern Mississippi;
Ed.D., University of Pacific at Stockton, California

Sally A. Pearl (1989)
Executive Secretary

Wilma H. Woodfield (1970)
Executive Assistant to the President and Board of Trustees

Beverly Hendrix (2000)
Director of Diversity
B.A., University of Pennsylvania

Howard C. Smith, Jr. (1995)
Vice President
A.A.S., Alfred State College;
B.B.A., University of Oklahoma;
M.S., Alfred University;
Ed.D., State University of New York at Albany

Andrea D. Matthews (2001)
Support Associate
B.A., York University

Academic Affairs

Suzanne Beal (1995)
Vice President for Academic Affairs and Dean
B.A., Pitzer College;
M.A., Drexel University;
M.A., Morgan State University;
Ph.D., University of Maryland

Christine G. Gaites (1999)
Office Support Specialist
A.A., Frederick Community College;
B.A., University of Maryland, Baltimore County

Janet Falibota (1999)
Support Associate II

Shelley M. Falibota (2003)
Support Associate I
B.F.A., Pennsylvania State University

Mary Hall (1993)
Senior Administrative Assistant
A.A., Frederick Community College

Christine M. Helfrich (1983)
Associate Dean, Center for Teaching & Learning
B.S., University of Maryland;
M.A., Hood College;
D.A., George Mason University

Yolandra M. Johnson (1998)
Program Manager, Multicultural Student Support Services
B.A., Hampton University;
M.S., Radford University

Melanie A. Kalmar (2002)
Support Associate, Learning Technologies
A.A., Frederick Community College;
B.S., University of Maryland, University College

Alberto Ramirez (1998)
Director, Learning Technologies
B.S., National University of Mexico;
M.S., University of California

John C. Sheldon (1976)
Associate Dean, Instruction
B.A., Edinboro University of Pennsylvania;
M.A., Hood College;
M.Ed.,D.Ed., Pennsylvania State University

Jasmin A. Shikari (2003)
Support Associate
B.A., Sydenham College, Bombay University

Rosemary Watson (1994)
Learning Specialist
B.A., University of London, England;
M.Ed., College of William and Mary;
M.S., Johns Hopkins University;
J.D., University of Baltimore School of Law

Robert J. Young (2002)
Director, Workforce Development
B.S., University of Texas, El Paso;
M.S., Naval Postgraduate School;
Ed.D., University of Texas, Austin

Allied Health & Wellness

Mark L. Paugh (1989)
Chair; Professor, Director, Respiratory Therapy Program
A.A., B.S., Columbia Union College;
M.P.H., University of Central Florida-College of Health Sciences;
Ph.D., Florida State University

Cathie Galeano (1997)
Academic Office Manager
B.A., Ohio Dominican College

Communications, Humanities & Arts

Richard C. Fulton (1997)
Chair; Associate Professor, Program Manager, Speech Communications
B.S., James Madison University;
M.A., Wayne State University;
M.S., Hood College;
Ed.D., University of Maryland, College Park

Gail G. Bradley (1996)
Academic Office Manager

Jurgen Hilke (1989)
Professor, Philosophy/ Sociology; Coordinator, Distance Education
B.D., University of Goettingen, Germany;
S.T.M., M.A., Yale University

Richard A. Schellenberg (1999)
Video Lab Supervisor

Computing & Business Technology

Rebecca Yankosky (1990)
Chair; Associate Professor, Computer & Information Sciences
B.S., East Tennessee State University;
M.Ed., Shippensburg State University

Theresa M. Conko (1994)
Support Assistant

Sharon Smith (1980)
Academic Office Manager

English

Pamela Ann Clark (1988)
Chair, Associate Professor, English
B.A., Western Maryland College;
M.A., Hood College;
M.A., Johns Hopkins University

Judith Bare (1987)
Academic Office Manager

Mathematics

Timothy C. Swyter (1993)
Chair; Assistant Professor, Mathematics
B.S., Frostburg State College;
M.A., West Virginia University

Elizabeth Disney (1969)
Academic Office Manager
A.A., Frederick Community College

Pei W. Taverner (2000)
Mathematics Tutor
A.A., Frederick Community College;
B.S., University of Maryland, Baltimore County

Science & Aviation

Robert H. Ford (1994)
Chair; Professor, Biology
B.S., M.S., Ph.D., Virginia Polytechnic Institute and State University

Alma Diggs (1980)
Science Lab Technician I

Edith M. Hillard (1999)
Science Lab Technician II
A.A., Montgomery College
B.S., University of Maryland

Bonnie Jones (1990)
Academic Office Manager
A.A., Frederick Community College

Carl Lichtinger (1999)
Aviation Maintenance Lab Technician
A.A., Frederick Community College

Ruth White (1980)
Science Lab Manager
B.S., M.S., Morgan State University

Social Sciences

Michael Powell (1990)
Chair, Professor, Legal Assistant, History, Political Science
B.A., University of North Carolina at Chapel Hill;
M.A., The George Washington University;
J.D., Syracuse University

Brenda Ferko (1987)
Academic Office Manager

Library

Maurice J. O'Leary (1976)
Executive Director, Library
B.A., Haverford College;
M.A., University of Chicago

Ralph Fout (1976)
Library Manager
B.A., University of Maryland

Patty Furry-Hovde (1997)
Support Associate II

Joseph B. Kerr (1974)
Library Manager
B.S., Frostburg State College

Nicole H. Martin (1997)
Reference Librarian
B.A., Hood College;
M.L.S., University of Maryland, College Park

Center for Teaching & Learning

Christine M. Helfrich (1983)
Associate Dean, Center for Teaching & Learning
B.S., University of Maryland;
M.A., Hood College;
D.A., George Mason University

Mary B. Garst (2001)
Support Associate, Testing Center
B.S., Frostburg State College

Diane M. Hoffman (1989)
Manager, Testing Center
A.A., Frederick Community College;
B.A., Mount Saint Mary's College

R. Nancy Korreck (1999)
Academic Office Manager
A.A.S., Broome Technical Community College

Felicia M. Monticelli (1999)
Writing Center Manager
B.A., State University of New York;
M.A., Arizona State University

Julie D. Shattuck (1998)
Program Manager, Tutorial Student Support Services
B.A., Birmingham University, U.K.;
M.A., Lancaster University, U.K.

Administration

Martin A. Crabbs (1978)
Vice President for Administration
A.A., Frederick Community College;
B.S., M.B.A., Mount Saint Mary's College;
CPA, State of Maryland

Kimberly Johnson (1999)
Grants Development Manager
B.B.A., Marshall University;
M.Ed., Georgia Southern University

Linda Seek (1990)
Senior Administrative Assistant

Bookstore

Donna Mortimer (1987)
Bookstore Manager
A.A., St. Mary's College of MD.;
B.A., Juniata College;
M.A., S.U.N.Y., New Paltz

Trudy L. Lyles (1995)
Support Associate
A. A., Frederick Community College

Wendy Tresselt (1987)
Assistant Bookstore Manager
A. A., Frederick Community College

Children's Center

Karen Q. Peña (1994)
Director, Children's Center
B.A., M.A., Washington State University

Finance

Steven E. Biggs (1998)
Controller
A.A., Frederick Community College;
B.S., Mount St. Mary's College;
C.P.A., State of Maryland

Shawn A. Chesnutwood (2001)
Senior Accountant
B.S., Johnson and Wales University;
M.B.A., Frostburg University;
CPA, State of Maryland

Bonnie J. Dudrow (1994)
Support Associate, Finance
A.A., Frederick Community College;
B.A., Hood College

Patricia Standifer (1969)
Accounting Manager
A.A., Frederick Community College

Accounts Payable

Mary K. Burkhart (1979)
Accounting Specialist

Sarah M. Clopper (1999)
Support Associate
A.A., Frederick Community College

Nancy A. Platek (1997)
Support Associate, Accounting

Accounts Receivable

Barbara M. Cramer (1999)
Support Associate, Student Accounts

Ann E. Scott (2000)
Support Associate, Student Accounts
B.S., Shippensburg University

Rebecca M. Stottlemyer (2003)
Student Accounts Manager
B.S., Salisbury University;
C.P.A., State of Maryland

Linda F. Subramanian (2000)
Accounts Receivable Specialist

Catherine A. Summers (1998)
Support Associate, Student Accounts

Food Service

Donna S. Sowers (1989)
Food Service Manager
B.S., Shepherd College

Sandra D. Toms (2000)
Assistant Manager, Food Service

Human Resources

Mark Farley (2000)
Associate Vice President, Human Resources
B.S., University of the Sate of New York, Albany;
M.S., Wilmington College;
J.D., University of Baltimore School of Law

Joanna C. Kline (2000)
Employee Development Manager
A.S., B.S., Shepherd College

Ruth Miller (1986)
Office Support Specialist

Kathie Renard (1980)
Benefits and Compensation Manager
A.A., Frederick Community College;
B.S., Frostburg State University

Bobbie Prescott (2000)
Recruiter
B.A., Hood College

Jane Wolfe (1991)
Payroll and E-HR Manager
A.A., Frederick Community College

Plant Operations

vacant
Director, Facilities

Robert D. Badger, Sr. (2002)
Maintenance Technician

Charles E. Brown (2000)
Custodian

Jeffrey L. Buhrman (1989)
Custodian

David C. Burdette (2000)
Maintenance Technician

Tonja R. Clopper (2003)
Custodian

Sharon Copley (1989)
Administrative Secretary

Truman R. Cox (1996)
Grounds Assistant

Michael K. Decker (2002)
Custodial Shift Supervisor

Joe C. Elliott (1997)
Custodial Shift Supervisor

Eugenia M. Fisher (2001)
Custodian

James Gibson (1981)
Grounds Crew Foreman

Howard Harmon (1972)
Custodian

David L. Hoffman (1992)
Assistant Maintenance Supervisor

Jackson M. Jenkins (2003)
Custodian

Richard A. Lawrence (1992)
Grounds Assistant

D. Wes Merchant (1999)
Maintenance Technician/Carpenter
B.S., Towson State University

John W. Meyland, III (2002)
Painter

Douglas R. Miller (2000)
Custodian

Nelson Myers (2002)
Maintenance Technician

Bonnie Nestor (2000)
Custodian

Herbert F. Plunkard (1993)
Custodian

Keith J. Rice (1996)
Maintenance Technician/Electrician

Thomas Rippeon (1989)
Custodian

Darrell A. Rollins (1999)
Custodian

Curtis Sandusky (1981)
Maintenance Supervisor

Larry A. Smith (1995)
Custodial Supervisor

Joseph Summers (2002)
Custodian

Mildred Sunday (1990)
Custodian

Johnny A. Watkins (1998)
Maintenance Technician/Automotive

Karen Watkins (2002)
Custodian

Research

Gohar Farahani (1995)
Executive Director, Planning/Research/Evaluation
A.A., Santa Monica College;
B.A., University of California, Los Angeles;
M.S., California State University, Domingues Hills;
Ph.D., Virginia Polytechnic Institute & State University

Elizabeth K. Scangarello (1989)
Research Specialist
A.A., Frederick Community College;
B.A., Hood College

Resource Development

Marilyn L. Young (1999)
Executive Director, Resource Development

Laurie A. Sexton (2001)
Support Associate, Resource Development
A.A., Frederick Community College

Risk Management/Public Services

Walter Smith (1980)
Director, Risk Management/Public Services

Erin L. Adcock (2001)
Mail Clerk
A.A., Frederick Community College

James F. Concannon (2002)
Security Assistant I
B.A., University of Lowell

Sharon Copley (1989)
Administrative Secretary

John D. Corun (1985)
Receiving Specialist
B.S., University of Maryland

Michael J. Day (2003)
Security Assistant I
B.A., University of Maryland

Elaine Eurick (1998)
Receptionist
A.A., Frederick Community College

Charles M. Hanfman (1999)
Environment/Health/Safety Coordinator

Thomas W. Kendro (2001)
Support Assistant, Receiving

Carole D. Kreimer (1973)
Communications Supervisor
A.A., Frederick Community College

Oscar Lovering (1988)
Security Supervisor
A.A., Frederick Community College

Janine Marcus (2002)
Facilities Specialist

Roger L. Moore (2001)
Security Assistant II
B.A., Stockton State College

Oscar J. Rojas, Jr. (2001)
Security Assistant I
A.A., Frederick Community College

Oscar J. Rojas, Sr. (2001)
Security Assistant I

Fred D. Yonker (1996)
Facilities Specialist

Continuing Education & Customized Training

Richard F. Ammon (1997)
Director, Conference & Business Programs
B.S., University of Wisconsin;
M.Ed., Frostburg State University

John F. Brashears (1997)
Support Associate II

Ron C. Cash (2000)
Instructor, Professional Truck Driver Program

Judy L. DeLuca (1993)
Program Coordinator, Information Technology
A.A., A.S., Boyce Community College

Janet Flanagan (1998) *
JTA Business Services Manager
B.A., Shepherd College;
M.A., Western Maryland College

Cheryl Hargett (1993)
Program Specialist
A.A., Frederick Community College

Trenton C. Hightower (1999)
Associate Vice President, Customized Training
B.S., Rio Grande College;
M.S., S.U.N.Y., Brockport

Leonard F. Hill, Jr. (1999)
Lead Instructor, Professional Truck Driver Program

Douglas P. Holt (1998)
Associate Vice President, Adult & Continuing Education Programs
B.A., University of Maryland, Baltimore County;
M.S., Johns Hopkins University

Terri B. Householder (1996) *
Business Program Manager
A.A., Frederick Community College;
B.A., Hood College;
M.B.A., Hood College

Mary Nagle (1996) *
Assistant Director, JTA
B.S., University of Maryland

Lynn Orndorff (1990)
Coordinator, Licensure/Certification and Vocational/Technical Programs

Edith M. Pigeon (2000)
Program Assistant, Information Technology Training

Anne Scholl-Fiedler (2001)
Coordinator, One-Stop Employment Partnership
B.A., Temple University;
M.A., Towson University

Teresa M. Shank (2001) *
Business Services Consultant
B.S., Shippensburg University

Karen Stratton (1997)
Program Assistant

Gregory L. Warner (1999)
Coordinator, Traffic Safety & Driver Education Program

** Not Frederick Community College employee*

Information Technology

Deborah G. Finkelsen (2000)
Vice President, Chief Information Officer
B.S., University of Maryland;
M.A.S., Johns Hopkins University

Dina Aiken (2000)
Associate Vice President, Software Development
B.S., California State University;
M.S., University of California, Davis

Penelope D. Dietz (1981)
Division Manager
A.A., Frederick Community College;
B.S., University of Maryland, University College

Anthony M. Elmer (2001)
Support Technician I

Erin E. Greco (2002)
Senior Systems Analyst/Programmer
B.S.B.A., John Carroll University

C. David Hamby (1974)
Media Systems Engineer
B.S., Georgia Southern College;
M.Ed., University of Georgia

H. Lane Harner (1998)
Network Administrator I
A.A.S., Frederick Community College

James R. Harris II (1999)
Junior Programmer Analyst/Software
A.A.S., Frederick Community College

Gary Kelly (1981)
Instructional Technology Coordinator
A.A., Frederick Community College;
B.A., Hood College;
M.L.A., Western Maryland College

Carole G. Kreimer (1973)
Communications Supervisor
A.A., Frederick Community College

Donovan A. Lewis (2002)
Director, Technical Services
A.A., St. Georges College, Kingston, Jamaica

Sara Beth Miles (2001)
Systems Programmer/Analyst
B.B.A., James Madison University

Starr B. Mosley (2002)
Technology Support Coordinator

Adam C. Reno (2000)
Senior Systems Programmer/Analyst
B.S., Frostburg State University

Cindy Rice (1993)
Web Manager
A.A., Frederick Community College

Melissa D. Smith (1999)
Executive Secretary

Scott C. Thomas (2000)
Support Technician II
A.A., Hagerstown Community College;
B.A., University of Maryland, Baltimore County

Kevin R. Trigger (2002)
Computer Lab Supervisor
B.A., Pennsylvania State University;
M.S., Strayer University

Lori A. Walker (2001)
Systems Programmer/Analyst
B.S., Shepherd College

Darren S. Wigfield (2002)
End User Support Specialist I

Dongmei Xie (2002)
Web Master
B.S., The Capitol University, Beijing;
M.S., Southeastern University

Joel C. Younkins (1994)
Network Administrator II
A.A., Frederick Community College

Student Development

L. Richard Haney (1973)
Vice President for Student Development
A.B., Colgate University;
M.S. in Ed.,Southern Illinois University;
Ed.D., Catholic University of America

Lisa Hildebrand (1989)
Senior Administrative Assistant
A.A., Frederick Community College

James G. Morrison (1974)
Project Director, PeopleSoft
B.S., Western Maryland College;
M.S. in Ed., Old Dominion University;
M.A., Hood College

Enrollment Management

Sandra L. Smith (1983)
Associate Vice President, Enrollment Services
B.A., University of Iowa;
M.S., University of Maryland

Lisa H. Freel (2002)
Coordinator, Recruitment & Outreach
B.A., M.S., Western Maryland College

Marketing & Public Relations

Michael H. Pritchard (1997)
Director, Marketing and Public Relations
B.A., University of Maryland

Pierre F. Bowins (1998)
Graphic Designer
B.F.A., Maryland Institute, College of Art

Mary Ann Davis (2001)
Marketing Coordinator CE/CT
B.S., Frostburg State University

Karen Defibaugh (1984)
Publications Supervisor
A.A., Frederick Community College

Bonnie Dudrow (1994)
Support Associate
A.A., Frederick Community College;
B.A., Hood College

Patrice A. O'Neill (1993)
Support Associate, Printing
B.F.A., Montclair State College

Joyce B. Sandusky (1981)
Printing Services Manager

Financial Aid

Brenda K. Dayhoff (1979)
Director, Financial Aid
A.A., Frederick Community College;
B.A., M.B.A., Hood College

Judith R. Niebauer (1992)
Financial Aid Specialist
A.A., Frederick Community College;
B.S., University of Maryland University College

Stacy M. Semago (2000)
Support Assistant, Financial Aid

Susan L. Stitely (1997)
Financial Aid Manager

Athletics

Thomas Jandovitz (1984)
Director, Athletics
B.A., Queens College;
M.A., Ph.D., University of Maryland

Sandra L. Warner (1980)
Athletics Specialist
A.A., Frederick Community College

Counseling

Debralee McClellan (1993)
Executive Director, Counseling & Career Services
B.S., Shepherd College;
M.S.W., University of Maryland at Baltimore

Christopher O. Carlton (2002)
Counselor/Special Populations Advisor
B.A., Miami University;
M.A., Towson University;
Ph.D., Brigham Young University

Patricia J. Davis (1998)
Support Assistant, Student Development

Marcia A. Dean (2000)
Job Placement Specialist/Advisor
A.A., Hagerstown Community College;
B.S., Shippensburg University

Lorraine F. Dodson (1998)
Coordinator, Career Services/Counselor
B.S., Pennsylvania State University;
M.S., Shippensburg University

Shelby V. Harris (2000)
Support Assistant, Student Development
A.A.S., Frederick Community College

Magreta A. Kuzner (1991)
Executive Secretary, Student Development

Marsha Mason-Sowell (1985)
Counselor/Articulation
B.S., M.Ed., University of Maryland

Beth E. Reilly (1996)
Counselor/Allied Health and Transfers
B.S., Indiana University of Pennsylvania;
M.S., Western Maryland College

Patricia J. Sumner (1984)
Counselor
B.A., University of Delaware;
M.Ed.,Western Maryland College

Office of Adult Services

Sandra E. Cavalier (1985)
Director, Office of Adult Services
A.A., Frederick Community College;
B.A., Hood College;
M.S., Western Maryland College

Janice F. Brown (2001)
Counselor
B.A., Pennsylvania State University;
M.A., University of Maryland, Baltimore County

Jennifer L. Sentz (2000)
Support Associate

Welcome & Registration Center

Kathy J. Frawley (1996)
Associate Vice President, Student Operations/Registrar
B.A., M.S., State University of Oneonta, New York

Patti Altmann (1982)
Associate Director, CE/CT Operations and Reporting
A.A., Ashland College

Joyce-Marie Birdsall (2001)
Transcript/Registration Specialist
A.A., Jackson Community College;
B.A., Johnson State College

Robert E. Bussard, Jr. (2000)
Support Associate, Admissions/Registration
A.A., Frederick Community College

Linda G. Crough (2001)
Registration Center Coordinator

Nicole K. Dillard (1998)
Associate Registrar
B.A., Roanoke College

Sharon Greenberg (1980)
Assistant Registrar
B.S., Frostburg State College;
M.Ed., University of Florida

Beverly Grubbs (1982)
Registration Services Coordinator
B.A., Lynchburg College

Harriette L. Mathews (1997)
Registration Assistant

Julia A. McNeill (2000)
Support Associate, CE/CT Operations

Erin Peterson (2000)
Enrollment Project Manager
B.A., Washington College

Marie Staley (1989)
Welcome Center Assistant Manager
A.A., Frederick Community College

Student Life & Alumni Services

Jeanni Winston-Muir (1990)
Director, Student Life & Alumni Services
B.S., Frostburg State University

Kristi R. Mills (1996)
College Activities Coordinator
A.A., Frederick Community College;
B.S., M.B.A., Mount Saint Mary's College

The listing of faculty and staff is for information purposes only and does not imply a contractual relationship. Ranks and titles were accurate as of the time of printing.

Emeritus Status

Dr. Lee J. Betts
President
Strasburg, Pennsylvania

Mr. Gerard Blake
Associate Professor, Program Manager, Aviation Maintenance
Smithsburg, Maryland

Mr. Michael D. Boyd
Associate Professor, Behavioral Sciences
Deceased

Mr. Richard F. Burgo
Associate Dean, Management & Behavioral Sciences
Frederick, Maryland

Mr. David G. Clark
Director, Resource Development
Frederick, Maryland

Dr. Cresap Davis
Professor, Business
Deceased

Ms. Louise Doty
Instructor, English
Deceased

Dr. Dorothy V. Elliott
Director of Nursing Education
Deceased

Ms. Neeta Falconer
Assistant Professor, Nursing
Frederick, Maryland

Mr. J. LeRoy Frazier
Manager, Workforce Development
Walkersville, Maryland

Ms. Elizabeth Geiser
Associate Professor, English
Deceased

Ms. Phyllis R. Hamilton
Professor, English
Frederick, Maryland

Mr. Thomas E. Hicks
Professor, Business
Baltimore, Maryland

Ms. Irene Jacobs
Assistant Professor, English
Deceased

Dr. Martin Kalmar
Professor, Mathematics
Deceased

Ms. Agnes Kemerer
Associate Dean, Nursing Education
Deceased

Dr. Jack B. Kussmaul
President
Deceased

Dr. Jon H. Larson
Vice President for Administration
Toms River, New Jersey

Dr. Carolyn Lewis
Associate Professor, Biology
Frederick, Maryland

Mr. Charles R. Luttrell
Professor, Mathematics
Boyds, Maryland

Mr. Gerard Marconi
Associate Professor, Drama
Middletown, Maryland

Ms. Laura Frances Mayo
Associate Professor, Office Technology
Frederick, Maryland

Ms. Joyce D. Meeks
Associate Dean, Humanities/Visual & Performing Arts
Frederick, Maryland

Mr. Joseph T. Millington
Professor, Social Science
Follansbee, West Virginia

Dr. Carl H. Mitlehner
Professor, Economics
Frederick, Maryland

Mr. Donald W. Neel
Director, Plant Operations
Frederick, Maryland

Dr. Harold A. Neufeld
Adjunct Professor, Science
Frederick, Maryland

Dr. Roberta C. Palmer
Professor, Mathematics
Martinsburg, West Virginia

Ms. May E. Phillips
Professor, Nursing
Gettysburg, Pennsylvania

Dr. Harry Prongas
Professor, Social Science
Deceased

Dr. Francis Reinberger
Adjunct Professor, Humanities
Deceased

Ms. Betty Coe Riner-Kulp
Professor, Art
Lawrenceville, Georgia

Dr. B.W. Rodgers
Vice President for Academic Affairs & Dean
Frederick, Maryland

Ms. Priscilla J. Roessler
Associate Professor, Nursing
Frederick, Maryland

Mr. Francis R. Smith
Professor, Psychology
Sunset Beach, North Carolina

Ms. Marguerite H. Smith
Associate Professor, Social Science
Deceased

Mr. John Stuart
Counselor
Deceased

Mr. William A. Sussmann
Associate Professor, Mathematics
Baltimore, Maryland

Mr. Duval W. Sweadner
President
Deceased

Mr. Richard Thompson
Associate Professor, English
Deceased

Ms. Eugenia Tobin
Assistant Professor, Practical Nursing
Martinsburg, West Virginia

Mr. Allan Windle
Assistant Professor, Drafting Technology
Rohrersville, Maryland

Ms. Maida M. Wright
Professor, Speech Communications
Frederick, Maryland

Dr. Richard Yankosky
Chief Information Technology Officer
Frederick, Maryland

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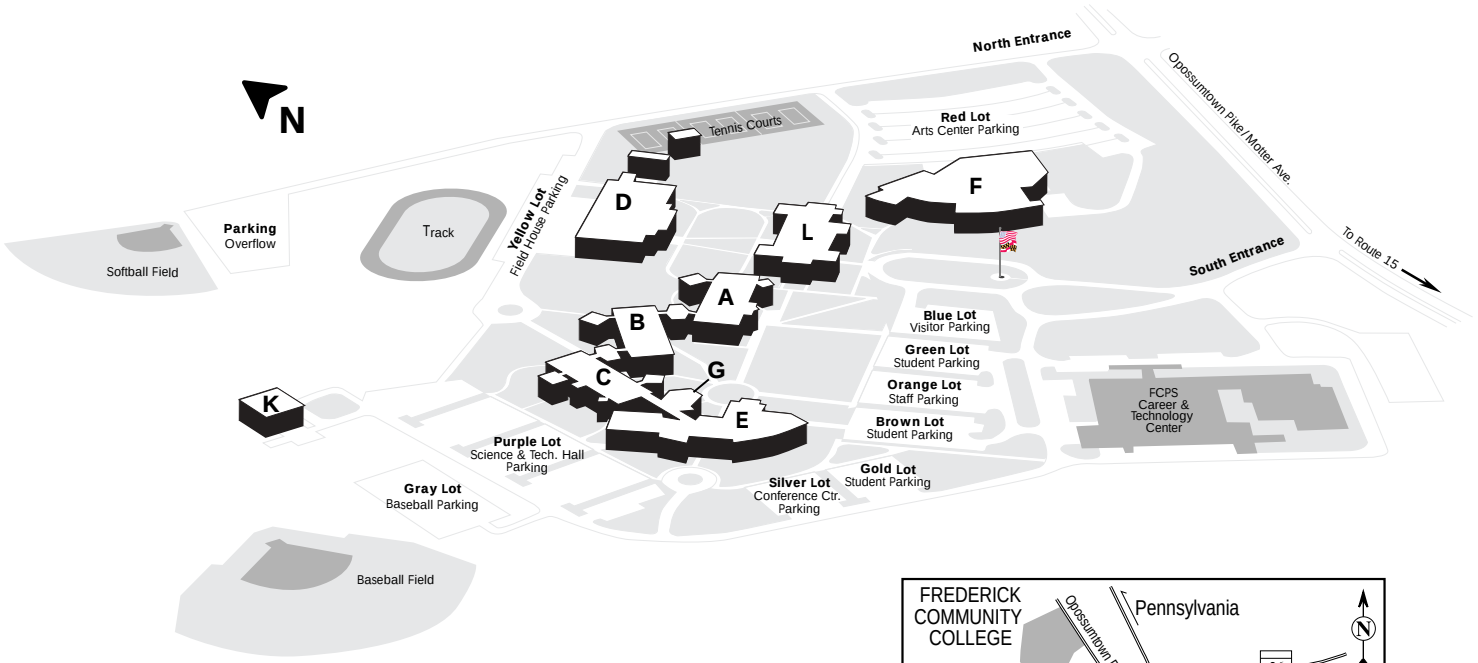

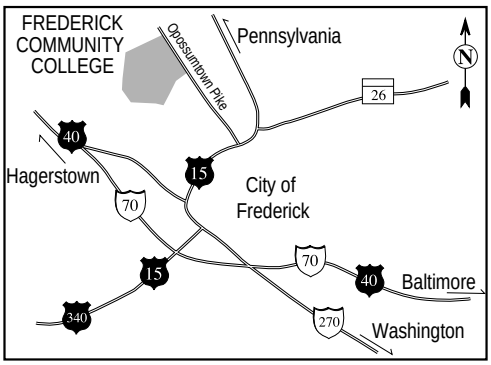

Administration Hall (A)
Welcome & Registration Center, cashier, financial aid, counseling, veterans office, receptionist, security, president, human resources, other administrative offices, student lounge in lower A/B Knuckle

Academic Hall (B)
drafting & electronics labs, math lab, faculty offices, classrooms

Science-Technology Hall (C)
biology & chemistry labs, computer labs, photography darkroom, dean of the college, faculty offices, classrooms, Catoctin Center for Regional Studies in lower B/C Knuckle

Conference Center (E)
continuing education/customized training offices, conference center, distance learning classrooms, regional distance education center, technology labs

Sweadner Hall (G)
lecture hall

Library Building (L)
library, allied health/nursing labs, testing center, writing center, video lab, language lab, faculty offices, classrooms, student lounge

Arts & Student Center (F)
bookstore, Cougar Cafe, JBK Theater, MCH Art Gallery, student life, student government association, music classrooms & practice rooms, art classrooms, faculty offices, student lounge

Children's Center (K)
child care center

Field House (D)
gymnasium, weight room, classrooms, athletic director, faculty offices, locker rooms