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</tr>
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<td><strong>Summer Semester 2008</strong></td>
<td><strong>Spring Semester 2009</strong></td>
</tr>
<tr>
<td>April 21 Monday</td>
<td>December 1–5 Mon.–Fri. Advance registration for Intersession and spring 2009 for returning students</td>
</tr>
<tr>
<td>May 24–26 Sat.–Mon. COLLEGE CLOSED—Memorial Day observed</td>
<td>December 7 Monday Begin open registration for Intersession and spring 2009 for all students</td>
</tr>
<tr>
<td>May 30 Friday</td>
<td>December 17 Wednesday In-person registration closes; resumes Monday, January 5 for spring</td>
</tr>
<tr>
<td>June 2 Monday Classes begin for first half-semester and 10-week classes</td>
<td>Dec. 20–Jan. 4 Sat.–Sun. COLLEGE CLOSED—Winter Break</td>
</tr>
<tr>
<td>July 3 Thursday Last day of first half-semester classes Registration ends for second half-semester classes</td>
<td>January 5 Monday College re-opens In-person registration for spring resumes</td>
</tr>
<tr>
<td>July 4 Friday COLLEGE CLOSED—Independence Day</td>
<td>January 5–21 Mon.–Wed. Intersession classes meet</td>
</tr>
<tr>
<td>July 7 Monday Second half-semester classes begin</td>
<td>January 19 Monday COLLEGE CLOSED—Martin Luther King’s birthday observed</td>
</tr>
<tr>
<td>July 15 Tuesday Last day to apply for summer graduation</td>
<td>January 21 Wednesday Regular registration ends for spring</td>
</tr>
<tr>
<td>August 8 Friday Last day of second half-semester summer classes and of 10-week classes</td>
<td>January 22 Thursday Classes begin for spring 2009</td>
</tr>
<tr>
<td><strong>Fall Semester 2008</strong></td>
<td>February 1 Thursday Refund deadline for full semester classes</td>
</tr>
<tr>
<td>April 28–May 2 Mon.–Fri. Advance registration for fall 2008 for returning students</td>
<td>February 16 Monday COLLEGE CLOSED—Presidents’ Day</td>
</tr>
<tr>
<td>May 5 Monday Begin open registration for fall 2008 for all students</td>
<td>February 17 Tuesday Last day to apply for spring graduation</td>
</tr>
<tr>
<td>May 22 Thursday Commencement</td>
<td>March 2 Monday Last day to withdraw from first-half-semester classes</td>
</tr>
<tr>
<td>May 24–26 Sat.–Mon. COLLEGE CLOSED—Memorial Day observed</td>
<td>March 17 Tuesday Mid-term End of first half-semester classes</td>
</tr>
<tr>
<td>August 8 Friday Priority registration deadline for Health Science programs</td>
<td>March 18 Wednesday Begin second half-semester classes</td>
</tr>
<tr>
<td>August 16 Saturday Saturday registration, 9 a.m.–1 p.m.</td>
<td>April 6–12 Mon.–Sun. COLLEGE CLOSED—Spring Break</td>
</tr>
<tr>
<td>August 22 Friday Regular registration ends</td>
<td>April 13 Monday College reopens Classes resume</td>
</tr>
<tr>
<td>August 23 Saturday New Student and Family Orientation</td>
<td>April 17 Friday Last day to withdraw from full semester classes</td>
</tr>
<tr>
<td>August 25 Monday Classes begin for fall 2008</td>
<td>April 20 Monday Begin open registration for all summer terms</td>
</tr>
<tr>
<td>Aug. 30–Sept. 1 Sat.–Mon. COLLEGE CLOSED—Labor Day</td>
<td>April 27–May 1 Mon.–Fri. Advance registration for fall, 2009 semester</td>
</tr>
<tr>
<td>September 3 Wednesday Refund deadline for full semester classes</td>
<td>May 1 Friday Last day to withdraw from second-half-classes</td>
</tr>
<tr>
<td>September 15 Monday Last day to apply for fall graduation</td>
<td>May 4 Monday Begin open registration for fall, 2009 semester</td>
</tr>
<tr>
<td>September 26 Friday Last day to change from “credit to audit” or “audit to credit” or full semester classes</td>
<td>May 6 Wednesday Last day of regular classes for the spring semester</td>
</tr>
<tr>
<td>October 3 Friday Last day to withdraw from first-half-semester courses</td>
<td>May 7–13** Thurs.–Wed. Final examination period/last week of classes</td>
</tr>
<tr>
<td>October 15 Wednesday Midterm; end of first half-semester classes</td>
<td>May 21 Thursday Commencement</td>
</tr>
<tr>
<td>October 16 Thursday Beginning of second-half-semester classes</td>
<td>May 23–25 Sat.–Mon. COLLEGE CLOSED—Memorial Day observed</td>
</tr>
</tbody>
</table>
| October 17 Friday End of late registration for second-half-classes | **Possible snow make-up days**
| October 28 Tuesday College Enrichment Day—No classes | **Summer Semester 2009** |
| November 21 Friday Last day to withdraw from full-semester classes | April 20 Monday Begin open registration for all summer sessions for all students |
| November 25 Tuesday Last day to withdraw from second-half-semester classes | May 23–25 Sat.–Mon. COLLEGE CLOSED—Memorial Day weekend |
| November 26 Wednesday Beginning of holiday College open—No classes | May 29 Friday Registration ends for first half and 10-week classes |
| November 27–30 Thurs.–Sun. COLLEGE CLOSED—Thanksgiving vacation | June 1 Monday Classes begin for first half and 10-week classes |
| December 1 Monday College re-opens Classes resume | July 2 Thursday Last day of first half classes Registration ends for second half-semester classes |
| December 1–5 Mon.–Fri. Advance registration for spring and intersession, 2009 | July 3 Friday COLLEGE CLOSED—Independence Day |
| December 8 Monday Last day of regular class schedule for fall semester Begin open registration for spring and intersession, 2009 | July 6 Monday Second half classes begin |
| December 9–15 Tues.–Mon. Final examination period/last week of classes | July 15 Wednesday Last day to apply for summer graduation |
| Dec. 20–Jan. 4 Sat.–Sun. COLLEGE CLOSED—Winter Break | August 7 Friday Last day of second half summer classes and of 10-week classes |
Phone Numbers

Academic Affairs, Vice President's Office ................ 322-0406
Additional Locations
   Andrews Air Force Base .................. 301-981-5949
   Laurel College Center .................. 410-772-4162
   Toll Free .................. 1-866-228-6110
   Skilled Trades Center .................. 301-322-0034
   University Town Center .................. 301-277-5934
Admissions, General .................. 322-0866
   Allied Health .................. 322-0863
   International .................. 322-0802
Advising and Transfer Services .................. 322-0151
Alumni Association .................. 322-0858
Athletics .................. 322-0518
Bookstore .................. 322-0912
Campus Police .................. 322-0666
Career/Job Services .................. 322-0109
Cashier's Office .................. 322-0691
Center for Business and Industry Training (CBIT) .................. 322-0726
   Center for Work-Based Learning .................. 322-0136
Child Care Services .................. 336-7740
Children's Developmental Clinic .................. 332-0519
Clubs and Organizations .................. 322-0853
College Life Services .................. 322-0853
Computer Labs
   Bladen Computer Center .................. 322-0999
   Mathematics Learning Center .................. 583-5257
Continuing Education .................. 322-0875
Counseling Services .................. 322-0649/0092
Disability Support Services .................. 322-0838
   TTY or TDD .................. 322-0122
Distance Learning .................. 322-0463
Emergency .................. 322-0111
Extension/Degree Centers .................. 322-0785
Financial Aid .................. 322-0822
Graduation .................. 322-0558
Hallam Theatre Box Office .................. 322-0444
Health Education Center .................. 322-0845
Honors Program .................. 386-7530
International Education Center .................. 322-0750
International Student Advising .................. 322-0151
Intramural Sports .................. 322-0518
   Library General Information .................. 322-0105
   Circulation .................. 322-0475
   Reference .................. 322-0476
Lost and Found .................. 322-0853
Marlboro Gallery (art gallery) .................. 322-0965
Mentoring and Retention Program (ALANA) .................. 322-0174
Natatorium (swimming pool and weight rooms) .................. 322-0676
Owl Link Help Desk .................. 322-0637
Placement Testing .................. 322-0147
PLAN (Portfolio Assessment) .................. 322-0437
Police (campus) .................. 322-0666
Police Academy .................. 322-0175
   Registration Information, credit .................. 322-0866
   Registration Information, noncredit .................. 322-0866/0875
   Senior Citizens Program (SAGE) .................. 322-0882
   Service Learning .................. 322-0713
   Student Accounting .................. 322-0691
   Student Assessment Center .................. 322-0090
   Student Governance Board .................. 322-0887
   Student Records .................. 322-0866
   Student Services, Vice President's Office .................. 322-0412
   Student Support Services .................. 322-0681
   Telephone Registration
      Automated System (STAR) .................. 301-499-6612
      Transfer Center .................. 322-0151
      Tutoring Center .................. 322-0748
      Upward Bound .................. 240-456-0120
      Veterans Affairs .................. 322-0820
      Vocational Support Services .................. 322-0730
      Weekend Courses .................. 322-0785
      Workforce Development and Continuing
         Education .................. 322-0875
Writing Center .................. 322-0748
Fax Numbers

Academic Affairs .................. 808-0960
Admissions and Records .................. 322-0119
Athletics .................. 350-7868
Bookstore .................. 499-1226
College Life Services .................. 322-0850
Continuing Education .................. 358-7502
Financial Aid .................. 322-0559
Health Education Center .................. 322-0865
Job Services .................. 336-9343
Natatorium .................. 386-7523
Student Accounting .................. 386-7507
Workforce Development and Continuing
   Education .................. 386-7502

Academic Division Offices

Prince George's Community College credit courses are offered through academic divisions, each emphasizing a different area of study and each headed by a dean. In most cases, academic questions or requests should be directed to the appropriate divisional office.

Behavioral, Social and Business Studies .................. 301-322-0524
Educational Development .................. 301-322-0495
Health Sciences .................. 301-322-0731
   or .................. 301-322-0733
Learning Resources .................. 301-322-0462
Liberal Arts .................. 301-322-0561
Sciences, Technology, Engineering and Math .................. 301-322-0419

For numbers not listed, please call 301-336-6000,
8 a.m.–5 p.m., Monday through Friday.
This one-year catalog (fall 2008–summer 2009) contains a listing of programs of study, courses and other important information. However, it does not contain a complete statement of all procedures, policies, rules and regulations. The college has the right to change any academic or other requirements, tuition, fees or other charges, course offerings, course content, programs, procedures, policies, rules and regulations from time to time and without notice. Important information updates will appear in credit course schedules. Departmental policies and procedures may still apply, even if they are not printed in this catalog. Meeting graduation requirements and determining transferability to other institutions are the student’s responsibility, even though advisors may assist.
Welcome to Prince George’s Community College! You have made the right decision in choosing us to help you to reach your goals. We believe in all students’ ability to succeed, and we are committed to providing you with the necessary academic rigor and support to meet higher education and workforce needs.

The college reaches another historic milestone as it celebrates 50 years of serving students, Prince George’s County and the region. Since 1958, the college has provided students high quality and affordable education, cutting-edge workforce and development training, personal enrichment and recreational programs, and the opportunity to achieve their dreams and aspirations.

During the past five decades, the college has grown tremendously, from classes held at Suitland High School to the main campus in Largo, Maryland, and four extension centers including University Town Center in Hyattsville, Laurel College Center, Andrews Air Force Base and the Skilled Trades Center in Camp Springs. Recently, the college celebrated the grand opening of The High Technology Center, our newest state-of-the-art facility. The center offers the latest instructional systems and tools to support computer information systems, engineering technology, information security and emerging technology programs, and meets the growing technology and training needs of students, county residents and businesses.

Today, the college boasts more than 40,000 students who represent 103 countries throughout the world. The college offers more than 200 academic and workforce development and continuing education programs of study, and a multitude of transfer and scholarship opportunities to four-year colleges and universities. Students can earn associate’s degrees, certificates or letters of recognition.

Student success is our highest institutional priority! To ensure success as a student, the 2008–2009 Catalog is your guide to obtaining information about quality programs and job training opportunities at Prince George’s Community College. Use the catalog to learn about the admission and registration processes, as well as the various ways to pay for college. The catalog highlights general education requirements, specific programs of study, course descriptions, transfer opportunities and articulation agreements with colleges and universities across the region and country. In Chapter 4 you can learn about Owl Link, the new Web-based student system that offers access to important online services that include registering and paying for classes and viewing financial aid, transcripts and class schedules.

Becoming a student at Prince George’s Community College means that you are a part of a distinguished college family that consists of more than 500,000 alumni and extends throughout the community. Our college family consists of judges, attorneys, police officers, educators, professional athletes, journalists, scientists, doctors, nurses, entrepreneurs, CEOs, actors, school administrators, elected officials and business leaders.

Thank you for choosing Prince George’s Community College as your gateway to high quality, affordable and accessible education. We are pleased you have chosen to begin your higher education journey at the college, and we wish you much success!
**Vision**

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

**Mission**

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

**2008—2009 Institutional Priorities**

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

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

3. **Communication**
   - Enhance regular and effective internal communications
   - Develop effective external relations
   - Improve the college’s marketing of programs and services

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

5. **Organizational Improvement**
   - Establish and communicate standards for quality service across all levels of the college community
   - Establish a process for assessing all of the college’s programs and services
   - Realign the institutional culture for service and continuous quality improvement
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Accreditation

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

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

- **Early Childhood Education**
  - A.A.S. and A.A.T.
  - National Association for the Education of Young Children (NAEYC)

- **Electronic Engineering Technology**
  - A.A.S.
  - The Technology Accreditation Commission of ABET, Inc. (TAC/ABET)

- **Emergency Medical Technician-Paramedic**
  - A.A.S. and Certificate
  - Maryland Institute for Emergency Medical Services Systems (MIEMSS), The Emergency Medical Services Board

- **Health Information Management**
  - A.A.S.
  - Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM)

- **Nuclear Medicine**
  - A.A.S. and Certificate
  - Joint Review Committee on Educational Programs in Nuclear Medicine Technology (JRCNMT)

- **Nursing LPN Certificate**
  - Approved by The Maryland Board of Nursing

- **Nursing RN A.A.S.**
  - The National League for Nursing Accrediting Commission (NLNAC)
  - Approved by The Maryland Board of Nursing

- **Radiography A.A.S.**
  - Joint Review Committee on Education in Radiologic Technology (JRCERT)

- **Respiratory Therapy A.A.S.**
  - Committee on Accreditation for Respiratory Care (CoARC)
Admission to the College

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

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

Eligibility for Admission
It is the policy of the board of trustees of Prince George’s Community College that admission to the college (though not necessarily to a specific program or course) shall be open to:

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

All applicants must complete an application for admission. This may be done over the Web by going to the college’s Web site, www.pgcc.edu and following the link for Prospective Students. Printed applications also may be submitted at any of the college’s locations in the county. The forms are available at all of these locations.

After the application has been submitted the next steps may vary depending on the student's previous academic background. The various procedures follow.

New Students: First time to any college
After being admitted, new students must take the college’s placement tests. They will then meet with an advisor to receive a result interpretation and to select classes appropriate to their first semester.

Admission Procedures
1. Completes an Application for Admission. The application is valid for one year from the date of submission.
   Note: The application form for students seeking an F-1 student visa is different from the one used by other applicants. Please use this application if an F-1 student visa is being sought.
2. Pay a nonrefundable $25.00 application fee. Applicants requesting a fee waiver must apply in person, and must submit documentation of eligibility for the waiver along with the application.
3. Submit an official high school transcript or GED (General Education Diploma) score report or comparable document if under the age of 21.
4. Take the college’s placement tests. In some cases, appropriately high SAT or ACT scores may be used to waive these tests.
5. Make an appointment to meet with a college advisor to review results of the tests.

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

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

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

Admission Procedures
1. Complete and submit the application for admission.
2. Pay the nonrefundable $25.00 application fee.
3. Complete and submit a Request for Transfer Evaluation form available from the Admissions and Records Office on the Largo campus or from any of the other college sites.
In addition to or instead of placement testing:
4. Contact all previous institutions to have official copies of transcripts sent directly to the Admissions and Records Office for evaluation. This includes official records of other credit sources such as examinations or military experience.
5. Provide unofficial copies of grade reports or transcripts to the academic advisor assisting with the first semester’s registration if an official evaluation has not yet been completed.

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

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

Admission Procedures
1. Complete and submit the application for admission.
2. Pay the nonrefundable $25.00 application fee.
3. Contact all previously attended institutions to have official transcripts sent to the college for evaluation, if the intent is to earn a degree at this college and those courses would contribute to that degree.
4. Complete a Request for Transfer Evaluation form, available from the Admissions and Records transfer office, if the previous step is taken.

Nondegree Seeking Students
Many students come to the college in order to update job skills, for personal enrichment, or to explore a new career field. Such students must be admitted in the same manner as any degree-seeking student and must meet individual course prerequisites. See specific course descriptions in Chapter 7 of this catalog to determine the requirements for the courses in question.

Nondegree applicants must:
1. Submit an application for admission.
2. Pay the nonrefundable $25.00 application fee.
3. Meet all prerequisites for any courses they wish to take, either through testing or proof of prior college work.
4. Be aware they are not eligible for federal financial aid so long as they remain nondegree seeking.
5. Clearly identify themselves as nondegree seeking on the application for admission, under Program of Study.

International Students
Permanent Residents and Those on Other Than Student Visas
While over 10 percent of the college’s students are non-citizens, most of them are already living in the community and would be asked to follow the procedures for new students or transfer students given above. The only additional step for such students is the requirement to present a visa and passport, or permanent residence card, before their first registration so that their entitlement to in-county status for tuition purposes may be determined. Those who fail to do this will be classified as out-of-state residents for tuition purposes until such time as the documents are provided and a final determination made.

Admission Procedures
1. Complete and submit the application for admission.
2. Submit proof of immigration status to the Admissions and Records Office located in Bladen 126 on the Largo campus, or to the University Town Center or Laurel Degree Centers. Such proof would include an alien registration card, a valid visa, or a permanent resident card.
3. Pay the nonrefundable $25.00 application fee.
4. Arrange for English proficiency testing through the Student Assessment Services Center, if the native language is other than English, and follow the course placement recommendations which result.
5. Follow the procedures in place for other applicants with similar academic backgrounds such as a new student or a transfer student.

Students Requesting an F-1 Student Visa
Students requesting admission and the granting of a Form I-20 in order to obtain a student visa do not use the standard application for admission. A different form must be completed and additional requirements met before admission may be granted. Requirements include proof of financial support, housing and English proficiency as required by the Bureau of Immigration and Customs Enforcement (ICE, formerly INS). Early deadlines for admission for F-1 students are May 1 for fall semester admission and October 1 for the spring semester. The college reserves the right to deny an I-20 to any applicant who, in the college’s judgment, fails to meet the academic, English language proficiency, or financial criteria or who fails to supply requested information in a timely manner.

F-1 Admission Procedures
1. Apply for admission as a degree-seeking student using the special application form for F-1 students. This special application may be found online at the college’s Web site, www.pgcc.edu, or a printed copy can be mailed to the prospective student. The non-refundable $25.00 application fee is required as well as a $25.00 nonrefundable processing fee. Only applications signed and submitted directly by the prospective student will be honored.
2. Submit the application along with all previous school documents (transcripts), financial certification forms and results of the Test of English as a Foreign Language (TOEFL) by May 1 for fall or by October 1 for spring.
3. Have international documents translated prior to submission to the college. Transcripts from colleges outside the United States college or university are exempt from all placement testing.
States must be submitted to a college-recognized evaluation service for translation and transfer credit recommendations. Call 301-322-0803 for a list of services.

4. Achieve a minimum score of 450 or better on the paper-based TOEFL, 133 or better on the computer-based TOEFL, or 46 or better on the Internet-based TOEFL. Applicants admitted on the basis of TOEFL scores are required to take a college-required examination for course placement prior to registration unless they achieve a score of 550 or higher on the paper-based TOEFL or 213 or higher on the computer-based TOEFL.

5. Meet with the coordinator of international student services prior to each registration and anytime during a semester should problems or concerns arise.

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

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

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

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

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

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

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

1. Have a cumulative grade-point average of 2.50 or the equivalent.
2. Be certified by the school principal or equivalent authority as approved for participation.
3. Apply for admission and identify themselves as concurrent enrollment students under Program of Study.
4. Pay the nonrefundable $25.00 application fee.
5. Take relevant college placement tests, achieving college-level placement scores, prior to registration.
6. Take no more than two courses each semester.
7. Abide by all college policies, procedures and regulations while on campus or in the classroom.

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

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

1. Identification by the student’s public school Board of Education or private school governing board as talented and gifted according to their published criteria.
2. Completion of at least the seventh grade and a standardized test score of 1200 on the SAT (with no less than 500 in either the verbal or math portion) or 22 on the ACT. Designation as a PSAT/NMSQT finalist or semifinalist also will suffice.
3. Admission to a recognized TAG program in the state of Maryland or identification by local professionally qualified individuals or entities as having outstanding abilities in a particular field that would qualify them for advanced study in that area. The college reserves the right to determine whether or not it will recognize a program or professional entity as meeting this criterion prior to accepting the recommendation.
4. Students who are home schooled may, in lieu of the first two criteria listed, be assessed by a psychometrist or other professional qualified to administer and interpret the results of one of the following tests: Comprehensive Test of Basic Skills, Test of Cognitive Skills, or WISC-III. The student must score in the 95th percentile or higher by age.

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

1. Submit the application for admission indicating the TAG program in Program of Study.
2. Pay the nonrefundable $25.00 application fee.
3. Take the college’s placement test battery and achieve scores indicative of readiness for college-level work in all three areas—reading, English and mathematics.
4. Attend an interview with the director of admissions and records to review program requirements. One or both parents also must be present.
5. Enroll in no more than two daytime courses per semester with continuance dependent upon satisfactory performance in all previous semesters.

For necessary forms and more information on this special admission program, contact the Admissions and Records Office, 301-322-0801.

Student Identification Numbers

Effective with the fall, 2008 semester every student who applies for admission to the college will be immediately issued a unique, randomly selected student ID number. This identification number will appear on all documents the student may receive from the college and will be the student’s unique identifier in the college’s computer system. Students must take care to learn and remember this ID number in order to interact with the college’s Web services and in order to request and obtain documents such as transcripts or enrollment verifications.

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

It is the student’s responsibility to protect their unique number from use by other individuals.

Placement Testing

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

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

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

Basic skills (placement) testing for new students must be completed after the admissions application is submitted but before course registration. Following the test, students must arrange to take an appropriate alternative test designed to assess their level of English proficiency prior to their first registration.

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

Advanced Standing—Credit for Prior Learning

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

Transfer Credit for Work at Other Colleges and Universities

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

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

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

• Transcripts from colleges and universities outside the United States must be sent to a college-recognized evaluation service such as World Education Service for translation and credit recommendations. Call 301-322-0803 for more information.

• All credits earned previously with passing grades are transferable provided they are applicable to the student’s program of study at PGCC (refer to program requirements in Chapter 6). However, the overall grade-point average for the courses transferred must be at least 2.00.

Note: No grade below a C will transfer from any out-of-state institution when the student’s cumulative GPA at that institution was below a 2.00.

PGCC will honor waivers of required courses by the sending institution due to the student’s demonstrated proficiency, but an equal number of credits must be earned in other coursework.
Credit for Nontraditional Learning: Work and Military Experience

A maximum of thirty college credits may be awarded for various educational and training activities conducted by such noncollegiate organizations as the military, businesses and government agencies, and proprietary schools. In general, the college conforms to the credit recommendations of the American Council on Education (ACE), which has undertaken the evaluation of noncollegiate learning experiences available through industry and various government agencies as published in The National Guide, available through ACE. The college also will grant credit for military training that has been evaluated by the Office of Educational Credit and Credentials of ACE. For further information or assistance, contact the Admissions and Records Office, 301-322-0803.

Credit for Military Training

To receive credit for military training, students must complete the Request for Transfer Evaluation form, attach a copy of the DD-214 and have military transcripts (AARTS, SMARTS, CCAF) sent to the Admissions and Records Office.

Note: Students receiving veterans educational benefits must do this before the end of their second semester of attendance to avoid interruption of benefit payments.

Prior Learning Assessment Network (PLAN)

Adult learners whose personal and professional experiences provide evidence of mastery of college-level subjects may find portfolio assessment an appropriate method of gaining credit for their knowledge and skills. Students who wish to apply for credit through portfolio assessment are required to attend an information session, meet with a PLAN advisor and register for a three-credit course, CAP 1050—Portfolio Development. The purpose of this course is to guide students through the process of assembling the necessary documentation and evidence for learning experiences worthy of credit. The completed portfolio is reviewed and evaluated by faculty in the appropriate subject matter areas who determine if credit is to be awarded. A 15-credit limit per degree exists for portfolio and/or challenge exams. Since writing skills are critical in this process, participants must test as eligible for EGL 1000 or have completed at least the equivalent college-level writing course prior to registration in CAP 1050. For further assistance or to sign up for an information session, contact the Prior Learning Assessment Network (PLAN) Office, Marlboro Hall, Room 2102, or call 301-322-0155.

Credit through Examination/Portfolio Restrictions

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

A 15-credit limit per degree exists for portfolio and/or challenge exams.

Prince George's County Tech-Prep

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

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

Special Admission Criteria: Nursing and Allied Health

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

- Emergency Medical Technician—Intermediate*†
- Emergency Medical Technician—Paramedic*†
Students accepted into clinical health sciences programs may be required to submit evidence of a drug screen urine panel as outlined on the individual program's Screening Form. All information on the Screening Form remains confidential. Information about results of the drug screen urine panel is only shared with requesting clinical agencies. If a clinical agency denies clinical placement for a student because of the drug screen urine panel, that student may not be able to complete the clinical program. Students, at their own expense, may be required to submit to random urine drug testing at clinical sites. Results of random urine drug testing may result in the student not being able to complete the clinical program.

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

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

For details regarding entry to these limited enrollment programs, contact an academic advisor, 301-322-0151. Advisors' offices are located in Bladen Hall, Room 124.

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

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

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

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

Successful petitioners will be admitted into the third semester of the associate's degree program (RN).
Nursing and Allied Health—Prerequisite Courses

Each health science clinical program requires that students complete certain prerequisite courses, listed below, with grades of C or higher, maintain a specified GPA and meet program-specific requirements prior to petitioning for admission to that program. In some cases, students may petition while currently enrolled in their final prerequisite courses. Students may repeat a prerequisite course only once to achieve the required grade.

**Emergency Medical Technician—Intermediate (Certificate)**
- Deadline for petitioning is August 1.
- Eligibility for EGL 1010 and MAT 1040
- Licensed as an EMT-B for one year, or have approved field experience that meets the Maryland State standard

**Emergency Medical Technician—Paramedic (A.A.S. and Certificate)**
- Deadline for petitioning is August 1.
- Eligibility for EGL 1010 and MAT 1040
- EMT-B Certification
- Completion of an approved EMT-I curriculum or EMT-I licensure

**Health Information Management (A.A.S and Certificate)**
- A.A.S. Healthcare Information Management
- Certificate–Medical Coder/Billing Specialist
- Eligibility for EGL 1010 and MAT 1040
- Eligibility for MAT 1140 (A.A.S.)
- Eligibility for MAT 1040 (Certificate)
- An average GPA of 2.00 or better for the two courses listed with no grade below a C

**Nursing (RN)**
- Deadline for petitioning is April 1 for fall and November 1 for spring.
- EGL 1010 • MAT 1120 or higher • PSY 1010
- BIO 2050 and BIO 2060 • NUR 1010
- An average GPA of 2.50 or higher for the six courses listed with no grade below a C

**Nursing (LPN)**
- Deadline for petitioning is April 1.
- EGL 1010 • BIO 2050 and BIO 2060 • PSY 1010
- MAT 1120 or higher • MHE 2000
- Eligibility for EGL 1010
- An average GPA of 2.50 for the five courses listed with no grade below a C

**Nursing (LPN—RN Transition)**
- Deadline for petitioning is March 1 for fall and October 1 for spring. The following courses must be completed prior to petitioning.
  - EGL 1010 • MAT 1120 or higher • PSY 1010
  - BIO 2050, BIO 2060, and BIO 2010 • PSY 2070
- Students are strongly encouraged to complete all other general education courses prior to enrollment in the transition course, NUR 1060.
- An average GPA of 2.50 or higher for the seven courses listed with no grade below a C
- Current Maryland LPN License (or Compact License from another state)
- See pages 74–75 for special requirements for graduates of the PGCC LPN program.

**Nuclear Medicine Technology (A.A.S. and Certificate)**
- This program begins only in the spring semester. Deadline for petitioning is November 1.
  - BIO 2050 and BIO 2060 • PSC 1150 or CHM 1010
  - CIS 1010 • MAT 1120 and MAT 1140
  - Eligibility for EGL 1010
- An average GPA of 2.50 or higher for the seven courses listed with no grade below a C
- Note: License or certification in Radiography, Respiratory Therapy, Medical Technology, Radiation Therapy, or Nursing required for admission to the certificate program.

**Radiography**
- This program begins only in the fall semester. Deadline for petitioning is May 1.
  - EGL 1010 • BIO 2050 and BIO 2060
  - MAT 1120 or higher • MHE 2000
- An average GPA of 2.50 or higher for the five courses listed

**Respiratory Therapy**
- Deadline for petitioning is August 1. This program begins only in the fall semester.
  - MAT 1120 • PSC 1150 or CHM 1010
  - BIO 2050 and BIO 2060
  - Eligibility for EGL 1010
- An average GPA of 2.00 or higher for the four courses listed with no grade below C.
Chapter 2

Registering for Courses

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

Course Prerequisites and Placement

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

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

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

- Have previously completed college-level courses having substantially equivalent skills requirements
- Have background or work experience, which, in the judgment of the appropriate dean or designee, indicates a reasonable capability for success in the course

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

The PAS 1010 requirement will be waived for students who:

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

For more information about PAS 1010, see Chapter 7, Course Descriptions and Chapter 9, Academic Information.

Registration Steps

Students must register during a designated period for each of three semesters—fall, spring and summer. However, classes are filled on a first-come, first-served basis. Students who wait to register until late in the designated period may be forced to take classes at less than ideal times or places since first-choice classes may be full or otherwise unavailable. As a learning-centered institution, the college is committed to using every available class meeting to further the learning experience. Students are, therefore, expected to be registered for classes prior to their start and to be present on the first meeting day. Students who fail to enroll in this manner will be assessed a $30 late fee if they elect to register during a period designated as a “late registration period.” In most instances, students may not register for any class after it has met for the first time without special permission from the academic area responsible for the course.

Consult each semester’s schedule of classes for registration deadlines, late registration periods and special instructions for enrollment in classes which begin later in the semester.

Registration involves the following steps:

- Studying a schedule of classes that lists all offerings for a particular semester
- Selecting classes consistent with a curriculum, prior coursework and/or placement test scores
- Consulting with an academic advisor as needed or required by the college
- Registering for classes in person, by phone or over the Web, as described in the next section
- Paying a tuition bill

Students who register in person will be given a bill at the time they register. Those who register by telephone will have bills mailed to them. Those registering over the Web may access and pay their bills as soon as their selection of courses is completed. No registration is considered final until the bill has been paid.

Late Registration Policy

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

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

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

- Over the Web using Owl Link, the college’s online registration system at www.pgcc.edu
- By telephone using the STAR system at 301-499-6612
- In person at the main campus in Largo at the Admissions and Records Office, Bladen Hall, Room 126
- In person at the Laurel College Center in Laurel, at the University Town Center in Hyattsville and (for those who have a military ID) at Andrews Air Force Base

Different Ways to Take Courses

Classroom Instruction

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

Weekend College

Marlboro Hall, Room 2141
301-322-0785

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

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

Distance Learning

Temporary Office Building TO, Room 100
301 322-0463
www.pgcconline.com

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

Online (Web-based) Courses

Online courses are a convenient way to earn college credit at Prince George’s Community College. Students can access interactive coursework via a computer and the Internet without the need to be physically present in a classroom at a specific time. Online courses are delivered through a course management system which allows students to receive and review course materials online and learn at their own pace. In addition, students are able to interact and communicate with instructors and fellow students, complete assignments and assessments and conduct research. Students can use a computer with Internet access anytime, anywhere to participate in their online courses.

For information about noncredit online courses, visit www.pgcconline.com/coned or call 301-322-0463.

Video Enhanced Online Courses

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

CampusWeb (Hybrid) Courses

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

Interactive Video Courses (ITV)

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

Maryland Online Courses (MOL)

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

Additional Locations (Extension Centers)

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

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

Andrews Air Force Base

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

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

The Andrews Air Force Base degree center, due to its location
on Andrews Air Force Base, has special requirements for access.
Students who do not live or work on the base or who do not have
a valid military ID card must submit to a special background check
before attending classes for the first time each semester. Full details
of this process can be found in each semester’s schedule of classes.

Laurel College Center

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

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

Skilled Trades Center

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

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

University Town Center

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

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

For directions and maps, see pages 198–203.
### Tuition and Fees

**Tuition (Subject to Change)**

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

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

These rates are subject to change without notice.

**Note:** Except as otherwise provided, students must pay tuition and all applicable fees by the payment due date shown on the bill. If payment is not received by this date, the student’s registration will be canceled. Payment should be in the form of cash, personal check, certified check, money order, or approved credit card (Visa, MasterCard, Discover).

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#### Instructional Services Fee

The instructional services fee is a mandatory per-credit fee for all credit and developmental studies courses offered at the college. The college annually conducts a discipline cost analysis to determine the costs of the academic disciplines offered at the college. Costs of instructional support services vary from discipline to discipline, so fees are structured to more equitably distribute costs among students. Discipline costs are grouped into three cost levels.

**Level I ($27.00 per credit hour)**

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

**Level II ($32.00 per credit hour)**

- Accounting (ACC)
- Arabic (ARB)
- Art (ART)
- Biology (BIO)
- Business (BUS)
- Chemistry (CHM)
- Chinese (CHN)
- Construction Management (CSM)
- Culinary Arts (CUL)
- Correctional Services Technology (COR)
- Criminal Justice (CJT)
- Developmental English (DVE)
- Developmental Learning Support (DLS)
- Developmental Math (DVM)
- Developmental Reading (DVR)
- Electrical Construction Technology (ECT)
- Engineering (EGR)
- Engineering Technology (ENT)
- English (EGL)
- English as a Second Language (ESL)
- Fire Science (FSC)
- Forensic Science (FOS)
- French (FRN)
- Horticulture (HRT)
- Management (MGT)
- Mathematics (MAT)
- Multi-Disciplinary (MLD)
- Multi-Disciplinary Health Education (MHE)
- Music (MUS)
- Nutrition (NTR)
- Physical Education (PED)
- Physical Science (PSC)
- Physics (PHY)
- Spanish (SPN)
- Television, Radio and Film (TRF)
- Work-based Learning (WBL)

**Level III ($37.00 per credit hour)**

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

### Other Fees

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

As used in this section, the word “semester” includes intersession and the summer term as well as the traditional fall or spring semester. Like tuition, fees are subject to change.
Academic Transcript Fee
Students pay either $6.00 or $8.00 per copy for transcripts. Requests made in person or by mail cost $6.00. Those made over the Internet cost $8.00 per copy but receive priority service.

Application Fee
Any student who applies to the college, either for the first time or after an absence of two or more years, must pay a nonrefundable $25.00 application fee at the time the application is submitted. The college will not bill an employer or other third party for the application fee.

Applied Music Fee (per course)
Students pay a 15-clock-hours per semester fee of $250.00.

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

Check Stop Payment and Reissue Fees
If a student loses a check or does not receive it due to an incorrect address on file, a $25.00 stop payment fee and a $10.00 check reissue fee will be assessed. If a check is not cashed within its 90-day validity period, a $10.00 check reissue fee will be assessed.

F-1 Visa Processing Fee
Applicants seeking enrollment at the college under an F-1 student visa will be charged a $25.00 F-1 visa processing fee as part of the admission process. This fee is in addition to the $25.00 application fee charged to all students.

FACTS Processing Fee
A student who participates in the college's deferred tuition payment plan (FACTS) will be charged a $35.00 processing fee each semester of participation.

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

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

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

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

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

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

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

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

The full residency policy is given on page 177 of this catalog, but several things are worth noting:

- Underage students and students who have graduated from high school in the past two years are automatically considered to be dependents of their parents/legal guardians. They will be considered residents of the county or state in which their parents reside, unless legal documentation dictates otherwise.
- Students in the above category who lived with one parent out of the county or state but who are now living with the noncustodial parent in Prince George's County or in Maryland may be considered residents of the county or state upon presentation of a birth certificate containing the appropriate information.
- Students claiming residency in Prince George's County but who graduated from a non-county high school in the past two years must provide proof of legal dependency on a Prince George's County resident during the most recently completed tax year. In addition, if the high school was in another country, proof of citizenship or visa status also must be provided.
- All students should be prepared to document living in the county or state for a minimum period of three months. The college will use the dates on documents presented as verification of the three-month requirement.
- International students must present their visas or other documents in order for a residency classification to be made. Not all visa holders are able to establish legal domicile in the United States and would therefore be ineligible for county residency status.
- It is the student's responsibility to report a change of address within 30 days of its occurrence. Failure to do so may result in a hold being placed on the student's record until satisfactory proof of legal residence is given.
- Post office boxes cannot be used as legal addresses. They may be used as mailing addresses if proof of a legal address has been provided.
• While the college will make every effort to fairly determine a student’s place of legal residence, a lack of acceptable documentation on the part of the student will result in the student being classified as out-of-state for tuition purposes.

Appeals for change of residence status should be directed to the Admissions and Records Office. Appeals must be submitted prior to the end of the third week of classes. Any changes processed after the third week of classes will be effective the following semester.

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

The following programs currently have the HMSP designation:
• Emergency Medical Technician—Intermediate (Certificate)
• Emergency Medical Technician—Paramedic (A.A.S. and Certificate)
• Health Information Management (A.A.S.)
• Medical Coder/Billing Specialist (Certificate)
• Nursing (A.S. and Certificate)
• Radiography (A.A.S.)
• Respiratory Therapy (A.A.S.)

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

To receive the lower rate, students must be admitted in an appropriate curriculum and must be enrolled in credit-bearing courses that count toward graduation in that program. In addition, students may be required to furnish proof of legal residency in the Maryland county that is listed on their application for admission.

It is the student's responsibility to contact the director of admissions and records upon admission to a statewide program to verify eligibility for the reduced tuition rate. Failure to do so by the end of the published refund deadline for any semester will forfeit the reduced rate for that semester.

Statewide Instructional Programs
Maryland residents who do not live in Prince George’s County but who are formally admitted to one of the college’s designated Statewide Instructional Programs are eligible for in-county tuition rates so long as they remain in that program. Residents of other states do not qualify for the reduced tuition rate. The following programs currently have that designation:
• Forensic Science (A.S.)
• Nuclear Medicine (A.A.S. and Certificate)
• Theatre and Entertainment Technology (Certificate)

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

It is the student’s responsibility to contact the director of admissions and records upon admission to a statewide program to verify eligibility for the reduced tuition rate. Students failing to do so by the end of the published refund deadline for any semester will forfeit the reduced rate for that semester.

Payment Methods
Full payment of tuition and fees is expected by the due date printed on the tuition bill each semester. The college accepts cash, personal checks, money orders and credit cards (Visa, MasterCard, Discover) as methods of payment. Other payment options are described below.

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

Arrangements to participate in NBS/FACTS must be made through the Internet by accessing the college's Web site (www.pgcc.edu) and using the Quick Link to the NBS/FACTS tuition payment plan. The NBS/FACTS application must be processed and approved prior to the due date on the tuition bill.

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

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

1. It is the responsibility of the student to present the purchase order, tuition assistance form, or letter of intent at the time of tuition bill payment.

2. The purchase order, tuition assistance form, or letter of intent must state the student’s name, social security number, amount to be paid, billing address and original signature of person(s) authorizing payment. The bookstore is an independent entity from the college and is paid directly by the employer. If a student is entitled to a reimbursement for books, he or she must obtain a separate purchase order, tuition assistance form, or letter of intent addressed to Prince George's Community College Bookstore.

3. The purchase order, tuition assistance form, or letter of intent will not be accepted after payment has been made
Tuition Exemptions

College Employees

A full- or part-time regular employee who enrolls during his or her nonworking hours in any Prince George’s Community College class that has at least ten regularly enrolled students is exempt from payment of tuition.

Senior Citizens; Persons Retired on Disability

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

1. Those who are 60 years old or older;
2. Those who are personally retired from the workforce by reason of total and permanent disability who provide certification from the Social Security Administration or the Railroad Retirement Board that they receive disability and retirement benefits under the Social Security Act or the Railroad Retirement Act; and
3. Those who were federal employees and do not receive disability and retirement benefits under the Social Security Act or the Railroad Retirement Act who provide certification from their federal retirement or pension authorities of their (a) total and permanent disability; and (b) receipt of disability benefits based on a standard that is at least as stringent as the standard applied by the Social Security Act.

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

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

For more information, contact the Admissions and Records Office, 301-322-0801.
available at the Financial Aid Office located in Bladen Hall, Room 121. The office is open between 8:30 a.m. and 8 p.m., Monday through Thursday. Students also may call 301-322-0822 during these hours. Extended hours are available during peak registration periods for the fall and spring semesters.

What Is Financial Need?
Financial need is the difference between the cost of attendance at PGCC and the student’s and/or family’s ability to pay. (Cost of attendance includes tuition, fees, books and supplies, transportation and miscellaneous expenses.) The ability to pay, called the Expected Family Contribution, is determined by completing the Free Application for Federal Student Aid (FAFSA). The information reported on the application for aid is used in a formula established by the United States Congress that calculates Expected Family Contribution, an amount the student and/or family is expected to pay toward the student’s education.

Who Is Eligible for Financial Aid?
To be potentially eligible, a student must:

• Be a U.S. citizen or eligible noncitizen;
• Be registered with Selective Service (if required), be admitted to PGCC as a degree-seeking student in one of the college’s associate’s or certificate programs (Note: Full-time student status is not required);
• Not owe a refund on a federal grant or be in default on a federal educational loan;
• Be making satisfactory academic progress;
• Pass an ability to benefit test if he/she does not have a high school diploma or GED; and
• Have financial need (except for the Unsubsidized Stafford Loans).

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

How to Apply for Financial Aid
The following items are required every year to complete the application process for financial aid:

1. A completed Free Application for Federal Student Aid (FAFSA), which may be obtained from the college’s Financial Aid Office and submitted to Federal Student Aid Programs either by mail or through their Web site: www.fafsa.ed.gov. The College Code, 002089, must be included on the FASFA in order for it to be electronically retrieved by the college.

2. A Prince George’s Community College Financial Aid Information Form, also available from the Financial Aid Office.

3. Any other information requested by the Financial Aid Office to include signed copies of parent/spouse/ student federal income tax returns and W-2 statements.

All of the above must be completed once each year for which financial aid is requested. In addition, first-time financial aid applicants at PGCC who have not graduated from high school and do not possess a GED must demonstrate the ability to benefit from college attendance. Contact the Financial Aid Office, 301-322-0822, for details.

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

• June 1—For aid beginning in the fall semester
• November 1—For aid beginning in the spring semester

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

Financial Aid Programs

Federal Financial Aid Programs
Federal financial aid programs offered at Prince George’s Community College include the Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), Federal Work-Study Program, both the subsidized and unsubsidized Federal Stafford Loan Programs and the Federal Parent Loan for Undergraduate Students Program (PLUS).

More detailed information about the federal financial aid programs is available in The Student Guide published by the U.S. Department of Education and available in the Financial Aid Office.

Maryland State Scholarship/Grant Programs
Scholarship awards are made by the Maryland State Scholarship Administration to Maryland residents who show academic promise and demonstrate financial need. The postmark deadline for filing the FAFSA is March 1 for the following academic year. Information and applications may be obtained from high schools, the college, or the Maryland Higher Education Commission.

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

Prince George’s Community College/Foundation Scholarships
Many competitive scholarships are awarded annually to both full- and part-time students. Please contact the Financial Aid Office for a scholarship booklet and application forms in the spring semester for the following academic year.

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

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

For more information about the Honors Academy, see page 159.

Legacy Scholarship
The board of trustees of Prince George's Community College annually awards a predetermined number of scholarships to graduating high school seniors from eligible Prince George's County high schools. Beyond the minimum academic criteria of an outstanding student record, students must possess excellent leadership and service-oriented skills. A scholarship selection committee selects eligible students who exhibit outstanding qualities to enroll and succeed at Prince George's Community College. For more information, graduating seniors should contact their high school guidance counselors or call the Office of Recruitment and/or the Financial Aid Office at the college.

Emergency Loans
The college makes available loan funds to Maryland residents to assist with emergency educational needs. The maximum per semester is $500, which must be repaid with interest in monthly installments before the end of the semester for which the funds were borrowed. A co-signer is required. Contact the Financial Aid Office for more information and applications.

Health Manpower Shortage—Tuition Reduction for Nonresident Nursing Students
Students from outside the state who are formally admitted and enrolled in an education program leading to licensure in nursing shall be considered residents for tuition purposes as established under Section 16-407 of the Education Article of the Maryland Annotated Code. Detailed criteria and conditions are available from the Financial Aid Office, Bladen Hall, Room 121.

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

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

Students planning to use their VA benefits must be aware that the monthly benefits are paid retroactively at the end of each month of attendance in classes. Veterans should therefore plan some other way to pay the tuition for their first semester in order to allow ample time (8–10 weeks) for the VA benefits to be authorized and awarded.

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

Satisfactory Progress Requirements for Financial Aid

I. Class Attendance/Participation
To receive aid, each student must attend all classes for which aid is awarded. (In the case of distance learning classes the requirement is for class participation.) College policy requires faculty to administratively withdraw any student who fails to attend or participate by assigning a grade of Q by the mid-point of the course. Any student who receives a Q will be required to return federal money received for that course when the withdrawal results in a different enrollment level (full-time, half-time and part-time) for the semester in question.

In addition, federal regulations now require that the college report to authorities whether failing grades are a result of poor performance, poor attendance, or both. Students for whom poor attendance is indicated as a contributing factor to a failing grade also may be required to return a portion of federal money received because of their enrollment in the course or courses in question.

II. Minimum Grade Point Average (GPA), Cumulative
To receive financial aid, each student must maintain a minimum GPA according to the following:

<table>
<thead>
<tr>
<th>Total Credits Attempted For Which Grades Are Received</th>
<th>Minimum Cumulative GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>6–18</td>
<td>1.50</td>
</tr>
<tr>
<td>19–30</td>
<td>1.75</td>
</tr>
<tr>
<td>31–44</td>
<td>1.85</td>
</tr>
<tr>
<td>45 and above</td>
<td>2.00</td>
</tr>
</tbody>
</table>

- Prince George's Community College scholarship recipients must maintain the required GPA at all times according to the particular scholarship criteria.
• Police Academy financial aid recipients must maintain continuous enrollment in each term to maintain eligibility for aid. Continued eligibility will be based on number of clock hours completed.

III. Minimum Completion of Course Work
Each student must successfully complete a percentage of all course work attempted for each semester enrolled. Financial aid will not cover audited courses. Developmental courses will be counted as load hours* attempted but not earned. They will be used in the calculation of the completion percentage.

<table>
<thead>
<tr>
<th>Attempted Credit and/or Load Hours</th>
<th>Percent Credit and/or Load Hours To Be Passed</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-30</td>
<td>50 percent</td>
</tr>
<tr>
<td>31 and above</td>
<td>75 percent</td>
</tr>
</tbody>
</table>

Passing grades for financial aid purposes are A, B, C, D and P. Any student who drops, withdraws or receives a grade of F, W or I for a course has not successfully completed that course. An attempted course is any course for which the student is enrolled after the 100 percent refund date, usually the first week, or equivalent, of classes.

*Load hours will be counted toward total enrollment for purposes of determining billable hours and whether a student is considered full-time, three-quarter time, half-time or less-than-half.

IV. Maximum Time Frame
Students applying for or receiving financial aid must complete their degree or certificate at Prince George's Community College within a time frame that is no greater than 150 percent of the credits required for completion of the specified associate's degree or certificate. (Letter of recognition programs are not eligible for federal financial aid.) The time frame includes all of the attempted credit course work at Prince George's Community College, any prerequisite course work necessary for admission to a program and transfer credits. Only one change of program will be permitted under this criteria.

Examples:
Associate of Applied Science Degree in Computer Information Systems
Minimum Credits Required — 60
Maximum Credits Allowed — 90

Associate of Applied Science Degree in Accounting
Minimum Credits Required — 63
Maximum Credits Allowed — 94

Certificate in Medical Coder/Billing Specialist
Minimum Credits Required — 39
Maximum Credits Allowed — 59

V. Other Standards
No student may receive financial aid for more than the equivalent of one year of noncredit (developmental) courses, or 28 equivalent semester hours. Financial aid will not pay for a course attempted more than two times.

Satisfactory Academic Progress Review Process
Financial aid recipients will be reviewed for satisfactory progress at the end of the spring semester. Students who do not meet the satisfactory academic progress standards will be suspended from receiving financial aid assistance. Suspended students are ineligible for any further financial aid until satisfactory academic progress is reestablished.

Appeal Process and Reinstatement of Financial Aid Eligibility
Any student who has been suspended from financial aid due to unsatisfactory academic progress or who has exceeded the maximum time frame condition, may appeal** by submitting a written appeal form to the financial aid director. All appeals will be reviewed by the Financial Aid Appeals Committee. Once the appeal has been reviewed, the student shall be notified of the review results in writing. Suspended students whose appeals may have been denied, or who choose not to appeal and who wish to reestablish eligibility for financial aid must complete one semester of six or more hours, at their own expense, with grades of A, B, C or P in all hours taken.

**Appeals must be based on:

- Undue hardship caused by the documented death of a close relative
- A student's own injury or illness (documented by attending physician) or
- Other extenuating circumstances.

The Satisfactory Progress Policy for Financial Aid ensures that the college is in compliance with the federal regulations governing the awarding of financial aid.

Financial Aid Refund Policy
Federal regulations require that students receiving federal aid notify the Financial Aid Office as soon as they drop a class, withdraw from college, or stop attending classes because financial aid is only available for the amount of time spent actually attending classes. Withdrawal from school without attending classes eliminates entitlement to any financial aid. Withdrawal from college or a reduction in credits during the semester will adjust financial aid accordingly.

If a student withdraws from all classes within the first 60 percent of the semester, a pro-rated refund for all classes assessed will be made to the appropriate source of funds. This refund will be credited in the following order to federal programs: Federal Stafford; PLUS Loan Program; Federal Pell Grants; Federal SEOG awards; and other Title IV student assistance. A copy of the refund and repayment policy is available from the Financial Aid Office.

Overawards
When a student's schedule adjustment reduces financial aid eligibility, a financial overaward is created. The student is responsible for repayment to the college of the overawarded amount. Students should be aware that they cannot receive federal financial aid at two institutions which they may be simultaneously attending during the same semester.
Owl Link is the name of the new Web student system at Prince George's Community College. It empowers you, as a student at Prince George's Community College, to access important online services. Using Owl Link you will be able to register and pay for classes, view the status of your financial aid, place yourself on waitlists for classes that are full and then manage those waitlists. You can print your own unofficial transcripts and class schedules, submit address and e-mail address changes and request transcripts to be sent to other colleges. In the near future, you also will be able to interact with your advisor, run your own degree audits, and run “what if” scenarios to see how the courses you've taken might fit into another degree program. Continuing Education students also may use Owl Link to apply, register for classes and pay tuition charges.

E-mail Address Required
To access Owl Link, you must be a student at Prince George's Community College and you must have your current, working e-mail address on file. Virtually all Owl Link transactions are acknowledged by e-mail, as are responses to any questions you may submit through an Owl Link e-mail of your own.

If you are a current student and have not received a User ID and temporary password, you may apply for one. It's as simple as providing the college your current e-mail address. To protect your privacy, you must provide your e-mail address in person at the Advising or Admissions and Records Office located in Bladen Hall on the Largo campus, or at the college offices in University Town Center, Laurel College Center, or Andrews Air Force Base. You will be asked to show photo identification and complete an information card.

Your request for a User ID and password will be processed within a week and an e-mail will be sent giving you the information you need to log in for the first time.

If you are a new student, the college collected your e-mail address on your application for admission. Once that address has been entered into Owl Link, you also will receive an e-mail from the college providing information necessary to access Owl Link for the first time.

Accessing Owl Link
1. Go to www.pgcc.edu.
2. Click Owl Link in the Quicklinks drop down menu.
3. Select “Students” from the list of options on the right side of the screen. If you are a Continuing Education student, select Continuing Education instead.
4. Click the “Log In” tab.
5. Log in using the User ID and temporary password that the college e-mailed to you.
6. Change your password and include a password hint. Click “Submit.” (First-time log in only)

Registering for Classes
1. Log in to “Owl Link.”
2. Click on the “Students Menu” tab.
3. On the Students Menu under “Registration,” click on “Register for Sections,” then click on “Search and register for sections.”
4. For “Term,” select the term for which you are registering from the drop down menu. Example: Fall 2008 Semester
5. Under “Subject” select the subject from the drop down menu. Narrow your search by doing at least one of the following:
   • Under “Course Level” select 1000 for freshman or first year courses 2000 for sophomore or second year courses
   Basic Course Work for developmental courses
   • Under “Course Number,” enter the course number if you know it.
   Note: All course numbers have been changed from three to four digits by adding a zero to the end of the number (for example: ACC 101 is now ACC 1010).
   • Click the box next to the day(s) of the week you prefer to attend.
   • Select the “Location” that is most convenient for you from the drop down menu.
6. Click “Submit.”
   Note: If you do not get the results that you expected, you may have narrowed your search too much. Expand your search by removing some of the choices you made.
7. On the “Section Selection Results” screen, check the courses you want to take. Review your selections.
8. On the “Register and Drop Section” screen, choose an action from the drop down “Action” list for each class. You have four “Action” choices for each class:
   RG Register—Registers you for the class
   AU Audit—Registers you to be in the class but you will not earn college credit
   RM Remove from list—Removes the class from your choices
   WL Waitlist—Puts your name on a waitlist for the next available seat in a class that is currently full.
9. Click “Submit” and view the “Registration Results” screen to see the course section(s) in which you are registered or waitlisted. Click “OK.” You are now registered.
Changing Your Schedule
Adjusting your class schedule by adding or dropping classes is similar to registration. The main difference is that instead of selecting “Register for Sections” from the Students Menu, you would select “Register and Drop Sections.”

Printing Your Schedule
1. Log in to “Owl Link.”
2. Click on the “Students Menu” tab.
3. On the “Students Menu” under “Academic Profile,” click on “My class schedule.”
4. Choose the “Term” from the drop down list.
5. Print your schedule using the print function on the toolbar of your computer.

Waitlisting
If you are trying to register for a class section that is full, you may choose the “Waitlist” option. Being on a waitlist allows you the possibility of registering for a specific class section if a seat becomes available later on.

• You cannot waitlist for more than one section of a particular class.
• You can enroll in one section and still be on a waitlist for another section of the same class.

If you are waitlisted:
If you are on a waitlist, you must check your e-mail every day so that you do not miss the notice. Notices of available seats are e-mailed automatically between midnight and 1 a.m. each morning. You have until 11:59 p.m. (one minute before midnight) of the day that you receive the notice to enroll in the section. If you do not enroll in the section, your name will be dropped from the waitlist and the seat will be offered to the next person.

When you receive an e-mail notice that a seat is available:
1. Log in to “Owl Link.”
2. Click on the “Students Menu” tab.
3. On the “Students Menu” under “Registration,” click on “Manage My Waitlist.”
4. From the “Action” drop down list select “Register” to enroll in the class.
   Note: If you do not want to enroll in the class, then select “Remove” from the “Action” drop down list.
5. After you register for the available seat in the waitlisted class, if you previously had registered for another section of the same class, drop the class section you no longer want. To drop the unwanted section:
   • Click on the drop box in “Manage My Waitlist” for the unwanted class.
   • Click “Submit.”
6. On the “Registration Results” screen you will see the classes in which you are either registered or still waitlisted.

If you do not respond to the seat-available e-mail message in time to register for it, your name will be dropped from the waitlist. You can put your name back on the waitlist, but it will go to the bottom of the waitlist. The waitlists will be disbanded the weekend prior to the start of the semester. From that point on, seats become available on a first-come, first-served basis.

Paying for Classes
Payment dates are enforced!
You must pay for your classes or have made approved financial arrangements by midnight of the date the bill is due. You may make partial payments before the due date, but the entire amount due must be paid by the bill due date. If you do not pay for your classes or have not finalized approved financial arrangements with the Financial Aid Office by the payment due date, you will be dropped from your classes and will have to register again. If you are dropped from a full section, you must go through the waitlist process to get back in.

Using Owl Link to pay for classes:
You may pay for your classes online through Owl Link. Here are the steps:
1. Log in to “Owl Link.”
2. Click on the “Students Menu” tab.
3. On the “Students Menu” under “Financial Information,” click on “Account Summary by Term” to see how much you owe.
4. Return to the Students Menu. Under “Financial Information,” click on “Make a Payment to PGCC.”
5. Provide the information necessary to pay for your classes using a credit card (VISA, MasterCard or Discover)
6. Click “Log Out” when you have finished making your payment.
7. You will receive an e-mail confirming your payment. The e-mail will serve as your receipt.

Deferred payment using the tuition plan (NBS/FACTS):
You may pay for your classes by using the Deferred Tuition Payment Plan (NBS/FACTS). To use NBS/FACTS, register online at www.pgcc.edu/prospectivestudents/payingForCollege/facts.aspx
Please note that it is no longer possible to enroll in the tuition payment plan in person. You must do so online.

Paying in person:
You may pay for your classes in person at the Cashier’s window in Bladen Hall on the Largo campus or at the offices at the Laurel College Center, University Town Center, or Andrews Air Force Base. All four sites accept checks, cash, money orders, credit cards and employer vouchers.

Understanding Course Identifiers
Every credit course is identified in four ways:
1. By its title: “Computer Literacy”
2. By its abbreviation: “CIS-1010”
3. By a section designator, composed of two letters and two numbers
4. By a unique “synonym,” composed of five numbers
Here is an example of the identifiers for one section of Photography I:

<table>
<thead>
<tr>
<th>Title</th>
<th>Abbreviation</th>
<th>Section Designator</th>
<th>Synonym</th>
</tr>
</thead>
<tbody>
<tr>
<td>Photography I</td>
<td>ART-1560</td>
<td>LD02</td>
<td>00185</td>
</tr>
</tbody>
</table>

Click on the “HELP” tab if you have questions when you are in Owl Link.
Abbreviation
All credit courses are listed in the college catalog and schedules by their abbreviation and titles. Each abbreviation has three letters and four digits.
Examples: (abbreviation) **ACC-1010**
(title) **Principles of Accounting I**
(abbreviation) **EGL-1020**
(title) **Composition II: Writing about Literature**

Section Designator
The section designator is two letters and a two-digit number. The two letters define when, where, or how that section of a particular course is offered. The two-digit number simply indicates how many courses are being offered in the manner indicated by the two letters.

<table>
<thead>
<tr>
<th>Section Designator Letters</th>
<th>What Section Designators Mean</th>
</tr>
</thead>
<tbody>
<tr>
<td>DL</td>
<td>Distance learning section</td>
</tr>
<tr>
<td>HY</td>
<td>Hybrid section includes both classroom and online teaching</td>
</tr>
<tr>
<td>IN</td>
<td>Independent study</td>
</tr>
<tr>
<td>LD</td>
<td>Largo campus daytime section</td>
</tr>
<tr>
<td>LE</td>
<td>Largo campus evening section</td>
</tr>
<tr>
<td>LS</td>
<td>Largo campus Saturday section</td>
</tr>
<tr>
<td>LU</td>
<td>Largo campus Sunday section</td>
</tr>
<tr>
<td>LW</td>
<td>Largo campus weekender section (Friday night and all day Saturday)</td>
</tr>
<tr>
<td>TV</td>
<td>Television or telecredit</td>
</tr>
<tr>
<td>XD</td>
<td>Extension center day section</td>
</tr>
<tr>
<td>XE</td>
<td>Extension center evening section</td>
</tr>
<tr>
<td>XS</td>
<td>Extension center Saturday section</td>
</tr>
<tr>
<td>XU</td>
<td>Extension center Sunday section</td>
</tr>
<tr>
<td>XW</td>
<td>Extension center weekend</td>
</tr>
</tbody>
</table>

Synonym
Each course section has a five-digit number called a “synonym” which is unique to that section. (The synonym replaces the old four-digit course reference number.)

Printing an Unofficial Transcript
Students who have completed courses or who are currently enrolled in their first courses, may print an unofficial copy of their transcript, either credit or Continuing Education, by following these steps:
1. Log in to “Owl Link.”
2. Click on the “Students Menu” tab.
3. On the “Students Menu” under “Academic Profile,” click on “Transcript.”
4. From the “Transcript Type,” select “UG Unofficial Undergraduate” for a credit transcript or “CE Continuing Education” for a non-credit transcript.
5. Click “Submit.”
6. Print your unofficial transcript using the print function on the toolbar of your computer.

Click on the “HELP” tab if you have questions when you are in Owl Link.
Chapter 5—General Education Requirements

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

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

Core Educational Outcomes

General education courses support the outcomes of specific degree programs and demonstrate the college’s commitment to ensuring that all graduates of these programs have met the core educational outcomes. Attainment of these outcomes identifies an individual as a college graduate. The combination of courses that Prince George’s Community College degree graduates have taken to meet general educational outcomes is intended to provide graduates with the ability to:

- Communicate effectively in standard oral and written English
- Comprehend, analyze and interpret written materials
- Reason abstractly and think critically
- Use appropriate methods of quantitative reasoning to understand, interpret and manipulate numerical data
- Understand and apply the scientific method
- Recognize core values of various cultures and display sensitivity in a global environment
- Understand the nature and value of the fine, literary and performing arts
- Demonstrate informational literacy and apply technological competencies to access, evaluate and communicate information
- Apply ethical standards and value judgments to decision making

Levels of Educational Achievement

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

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

Two Achievement Options
- Certificate
- Letter of Recognition

For other non-degree options offered through Workforce Development and Continuing Education, see Chapter 11.

Associate of Arts (A.A.) or Associate of Science (A.S.)

The A.A. and A.S. degrees parallel the first two years of bachelor’s degree study and transfer to four-year colleges and universities. Students who plan to transfer are urged to meet with a Prince George’s Community College advisor as early as possible to ensure that all or most of their course credits will transfer to the four-year institution of their choice. For more information about transfer opportunities, see Chapter 8. In addition to the courses in their major area of study, students need to take a minimum of 34 credit hours of general education courses that include the following:

- English .................................................. 6 credits
  Two English composition courses
- Humanities ............................. 6 credits
  One specified speech course
  One course, other than speech, selected from humanities
- Social Sciences ..................... 6 credits
  Two courses from two different social science disciplines
- Mathematics ......................... 3 credits
  One specified mathematics course
- Science ........................................... 7 credits
  Two science courses, one must be a laboratory course
- Computer Literacy ................ 3 credits
  One course in computer literacy unless exempted or not required by major

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

Programs of study for an A.A.S. degree are designed for employment and career advancement within a particular area of study. These programs are not designed to parallel the first two years of study for a bachelor’s degree, but many of the courses in A.A.S. programs will transfer to four-year institutions. Students should consult with a Prince George’s Community College advisor to determine which courses transfer. For more information about transfer opportunities, see Chapter 8. In addition to the courses in their major area of study, students need to take a minimum of 21 to 25 credit hours of general education courses that include the following:

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

A.A.T. degrees are offered in early childhood education, elementary education and secondary education. An A.A.T. degree provides the first two years of courses and other qualifications that a student needs to meet the entrance requirements to colleges of education in the State of Maryland. For more information about transfer opportunities, see Chapter 8.

A 2.75 GPA and a passing score (State of Maryland criteria) on the PRAXIS I exam are required for this degree. Following is the list of required general education courses and credits:

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

**Achievement Options**

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

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

Non-degree options offered by Workforce Development and Continuing Education enable individuals to take a variety of courses for career advancement and pleasure. A student does not earn college credit for taking these courses. For more information, see Chapter 11.

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**General Education Courses**

General education courses are sufficiently broad in nature and scope to fulfill the intent of the general education requirements. The description of each course is in Chapter 7. The courses are listed here for easy reference. Courses that are not approved for general education use will not be counted toward satisfying the general education requirements.

**Note:** If a student changes his or her program of study, some general education courses may not be applicable to the new program of study. A student must consult the Required General Education Courses section in his or her new program of study to determine which general education courses are required or recommended.
### Humanities (continued)

Literature courses must be selected from among the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EGL 2010, 2030, 2050, 2070, 2090, 2110, 2130, 2140, 2170, 2210, 2230, 2250, 2320, 2330, 2370, 2390, 2410, 2430, 2440, 2500</td>
<td></td>
</tr>
</tbody>
</table>

### Mathematics

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAT 1050 Elements of Mathematics</td>
<td>4</td>
</tr>
<tr>
<td>MAT 1060 Elements of Geometry and Logic</td>
<td>4</td>
</tr>
<tr>
<td>MAT 1120 Finite Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>MAT 1130 Mathematics for the Liberal Arts</td>
<td>3</td>
</tr>
<tr>
<td>MAT 1140 Introduction to Statistics</td>
<td>3</td>
</tr>
<tr>
<td>MAT 1160 Elements of Probability and Statistics</td>
<td>4</td>
</tr>
<tr>
<td>MAT 1190 Probability</td>
<td>3</td>
</tr>
<tr>
<td>MAT 1340 Trigonometry with Applications</td>
<td></td>
</tr>
<tr>
<td>to Technology</td>
<td></td>
</tr>
<tr>
<td>MAT 1350 College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>MAT 1360 Trigonometry and Analytic Geometry</td>
<td>4</td>
</tr>
<tr>
<td>MAT 1370 Precalculus</td>
<td>5</td>
</tr>
<tr>
<td>MAT 2160 Applied Calculus I</td>
<td>3</td>
</tr>
<tr>
<td>MAT 2170 Applied Calculus II</td>
<td>3</td>
</tr>
<tr>
<td>MAT 2210 Statistics</td>
<td>3</td>
</tr>
<tr>
<td>MAT 2410 Calculus I for Science and Engineering</td>
<td>4</td>
</tr>
<tr>
<td>MAT 2420 Calculus II for Science and Engineering</td>
<td>4</td>
</tr>
<tr>
<td>MAT 2430 Calculus III for Science and Engineering</td>
<td>4</td>
</tr>
<tr>
<td>MAT 2450 Linear Algebra</td>
<td>4</td>
</tr>
<tr>
<td>MAT 2460 Differential Equations</td>
<td>4</td>
</tr>
<tr>
<td>MAT 2500 Mathematics of Discrete Structures</td>
<td>3</td>
</tr>
</tbody>
</table>

### Science

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 1010 General Biology</td>
<td>4</td>
</tr>
<tr>
<td>BIO 1020 General Plant Biology</td>
<td>4</td>
</tr>
<tr>
<td>BIO 1080 Reproduction Biology</td>
<td>4</td>
</tr>
<tr>
<td>BIO 1100 Forensic Biology</td>
<td>4</td>
</tr>
<tr>
<td>BIO 1110 Environmental Biology</td>
<td>3</td>
</tr>
<tr>
<td>BIO 1120 Environmental Biology Laboratory</td>
<td>1</td>
</tr>
<tr>
<td>BIO 1130 Principles of Biology: Evolution,</td>
<td></td>
</tr>
<tr>
<td>Ecology, and Behavior</td>
<td>4</td>
</tr>
<tr>
<td>BIO 1140 Principles of Biology: Cellular</td>
<td></td>
</tr>
<tr>
<td>and Molecular Biology</td>
<td>4</td>
</tr>
<tr>
<td>BIO 2050 Human Anatomy and Physiology I</td>
<td>4</td>
</tr>
<tr>
<td>BIO 2060 Human Anatomy and Physiology II</td>
<td>4</td>
</tr>
<tr>
<td>BIO 2100 Marine Biology</td>
<td>4</td>
</tr>
<tr>
<td>CHM 1010 General Chemistry I</td>
<td>4</td>
</tr>
<tr>
<td>CHM 1020 General Chemistry II</td>
<td>3</td>
</tr>
<tr>
<td>CHM 1120 Essentials of Organic and Biochemistry</td>
<td>4</td>
</tr>
<tr>
<td>CHM 2010 Organic Chemistry I</td>
<td>4</td>
</tr>
<tr>
<td>CHM 2020 Organic Chemistry II</td>
<td>3</td>
</tr>
<tr>
<td>GEO 1010 Physical Geography</td>
<td>3</td>
</tr>
<tr>
<td>GEO 1020 Physical Geography Laboratory</td>
<td>1</td>
</tr>
<tr>
<td>HRT 1010 Principles of Ornamental Horticulture</td>
<td>4</td>
</tr>
<tr>
<td>NTR 1010 Introductory Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>NTR 1100 Introduction to Food Science</td>
<td>3</td>
</tr>
<tr>
<td>PHY 1010 Introductory Physics I</td>
<td>4</td>
</tr>
<tr>
<td>PHY 1020 Introductory Physics II</td>
<td>4</td>
</tr>
<tr>
<td>PHY 1030 General Physics I</td>
<td>3</td>
</tr>
</tbody>
</table>

### Science (continued)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHY 1570 Technical Physics for Engineering</td>
<td></td>
</tr>
<tr>
<td>Technology</td>
<td>4</td>
</tr>
<tr>
<td>PHY 2030 General Physics II</td>
<td>4</td>
</tr>
<tr>
<td>PHY 2040 General Physics III</td>
<td>4</td>
</tr>
<tr>
<td>PSC 1010 Introduction to Astronomy</td>
<td>3</td>
</tr>
<tr>
<td>PSC 1020 Introduction to Astronomy Laboratory</td>
<td>1</td>
</tr>
<tr>
<td>PSC 1050 Introduction to Physical Geology</td>
<td>3</td>
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<tr>
<td>PSC 1060 Physical Geology Laboratory</td>
<td>1</td>
</tr>
<tr>
<td>PSC 1070 Oceanography</td>
<td>3</td>
</tr>
<tr>
<td>PSC 1150 Fundamentals of Chemistry and Physics</td>
<td>4</td>
</tr>
<tr>
<td>PSC 1200 Exploring Chemistry and Physics Concepts</td>
<td>4</td>
</tr>
<tr>
<td>PSC 1210 Exploring Earth and Space</td>
<td></td>
</tr>
<tr>
<td>Science Concepts</td>
<td>4</td>
</tr>
</tbody>
</table>

### Social Sciences

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANT 1010 Introductory Physical Anthropology</td>
<td>3</td>
</tr>
<tr>
<td>ANT 1030 Introductory Cultural Anthropology</td>
<td>3</td>
</tr>
<tr>
<td>ECN 1010 Economic Development</td>
<td>3</td>
</tr>
<tr>
<td>ECN 1030 Principles of Economics I</td>
<td>3</td>
</tr>
<tr>
<td>ECN 1040 Principles of Economics II</td>
<td>3</td>
</tr>
<tr>
<td>GEO 1000 Introduction to Geography</td>
<td></td>
</tr>
<tr>
<td>as a Social Science</td>
<td>3</td>
</tr>
<tr>
<td>GEO 1010 Physical Geography</td>
<td>3</td>
</tr>
<tr>
<td>HST 1310 Ancient and Medieval History</td>
<td>3</td>
</tr>
<tr>
<td>HST 1320 Modern History</td>
<td>3</td>
</tr>
<tr>
<td>HST 1370 The World in the Twentieth Century</td>
<td>3</td>
</tr>
<tr>
<td>HST 1410 History of the United States I</td>
<td>3</td>
</tr>
<tr>
<td>HST 1430 History of the United States II</td>
<td>3</td>
</tr>
<tr>
<td>HST 2110 History of Russia and the</td>
<td></td>
</tr>
<tr>
<td>Soviet Union</td>
<td>3</td>
</tr>
<tr>
<td>HST 2160 The Modern Middle East</td>
<td>3</td>
</tr>
<tr>
<td>HST 2230 History of Latin America and</td>
<td></td>
</tr>
<tr>
<td>the Caribbean</td>
<td>3</td>
</tr>
<tr>
<td>HST 2450 African-American History</td>
<td>3</td>
</tr>
<tr>
<td>HST 2470 African History</td>
<td>3</td>
</tr>
<tr>
<td>POS 1000 Introduction to Politics</td>
<td>3</td>
</tr>
<tr>
<td>POS 1010 American National Government</td>
<td>3</td>
</tr>
<tr>
<td>POS 1020 State and Local Government</td>
<td>3</td>
</tr>
<tr>
<td>PSY 1010 General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSY 2010 Personality and Adjustment</td>
<td>3</td>
</tr>
<tr>
<td>PSY 2030 Child Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSY 2040 Adolescent Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSY 2070 Human Growth and Development</td>
<td>3</td>
</tr>
<tr>
<td>PSY 2080 Abnormal Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSY 2130 Forensic Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSY 2190 Social Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SOC 1010 Introduction to Sociology</td>
<td>3</td>
</tr>
<tr>
<td>SOC 2010 Social Problems</td>
<td>3</td>
</tr>
</tbody>
</table>
The Accounting Programs provide three educational opportunities:

1. **The Accounting Professional associate’s degree** is designed to help prepare the student for employment in entry-level accounting positions, such as accounting assistant, accounting clerk, or accounting technician. An accountant should be able to analyze, compare and interpret financial information. Functional skills that an accountant should possess include organizing, evaluating, coordinating, decision-making and communicating effectively. Accountants also should be competent in computer applications. Students entering the workforce after obtaining the Accounting Professional associate’s degree may subsequently continue their education by pursuing a bachelor’s degree at University of Maryland. University College. University of Maryland University College will accept the transfer of all courses within the Accounting Professional degree up to a maximum of 60 credits. A transfer student will be required to take at least 18 credit hours of upper-level accounting courses at University of Maryland University College.

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

3. **The CPA Preparation certificate** is for those individuals who hold a bachelor’s degree in some area other than accounting and need to meet the current education requirements of 57 credit hours in business and accounting to sit for the Uniform CPA Examination in Maryland. CPA candidates must have completed a total of 150 credit hours.

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

### Accounting Professional

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

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

<table>
<thead>
<tr>
<th>Program Concentration</th>
<th>42 Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 1010 Principles of Accounting I</td>
<td>4</td>
</tr>
<tr>
<td>ACC 1020 Principles of Accounting II</td>
<td>4</td>
</tr>
<tr>
<td>ACC 1040 Microcomputer Applications in Accounting</td>
<td>3</td>
</tr>
<tr>
<td>ACC 2010 Intermediate Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>ACC 2020 Intermediate Accounting II**</td>
<td>3</td>
</tr>
</tbody>
</table>

**Satisfies culminating experience requirement for the Associate of Applied Science (A.A.S.) degree**
First-time college students are expected to take PAS 1010 Principles and Strategies of Successful Learning (3 Credits). PAS 1010 is required for students when they take DVR 0060. For more information, see Chapters 2, 7, and 9.
Accounting Professional continues from page 37

ACC 2030  Cost Accounting.................. 3
ACC 2210  Federal Income Tax.................. 3
ACC 2250  Business Finance.................. 3
BUS 1220  Business Law I.................. 3
BUS 1240  Business Law II.................. 3
CIS 1010  Computer Literacy*.................. 3
MGT 1010  Introduction to Business.................. 3

Program Electives .................. 4
Choose from the following:
ACC 1030  ACC 1050-1100  ACC 2040
ACC 2070-2080  ACC 2120  ACC 2220
ACC 2810-2840  ACC 2910-2930  ECN 1040
MGT 1500  MGT 1570  MGT 1600-1620
MGT 2610  MGT 2720  MKG 2510
PAS 1010  PHL 1400  RLS 1030

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

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

Accounting
Certificate

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

Program Concentration............... 26 Credits
ACC 1010  Principles of Accounting I........... 4
ACC 1020  Principles of Accounting II........... 4
ACC 2010  Intermediate Accounting I........... 3
ACC 2020  Intermediate Accounting II........... 3
ACC 2030  Cost Accounting........... 3
ACC 2210  Federal Income Tax........... 3
BUS 1220  Business Law I........... 3
MGT 1010  Introduction to Business........... 3

General Education/Elective Courses............... 6 Credits
Choose from the following:
ACC 1030-1100  ACC 2040  ACC 2070-2080
ACC 2120  ACC 2220  EGL 1010
MAT 1120 or higher  MGT 1570  PHL 1400

Total Required for Certificate............... 32 Credits

Accounting
Letter of Recognition

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

ACC 1010  Principles of Accounting I........... 4
ACC 1040  Microcomputer Applications
in Accounting.................. 3
ACC 1070  QuickBooks I.................. 1
CIS 1010  Computer Literacy.................. 3

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

Accounting and Taxation
Letter of Recognition

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

ACC 1010  Principles of Accounting I........... 4
ACC 1020  Principles of Accounting II........... 4
ACC 2210  Federal Income Tax........... 3

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

Accounting Transfer Option
of Business Administration Associate of Science Degree (A.S.)

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

Program Concentration............... 17 Credits
ACC 1010  Principles of Accounting I........... 4
ACC 1020  Principles of Accounting II........... 4
ECN 1030  Principles of Economics I........... 3
ECN 1040  Principles of Economics II........... 3
MGT 1010  Introduction to Business........... 3

Required General Education
Courses/Electives............... 43-44 Credits
English Composition I and II*.................. 6
Humanities*.................. 6
Choose one course from each group:
Group 1:  SPH 1010 or SPH 1110
Group 2:  ART 1010, MUS 1010, PHL 1010, PHL 1090,
THE 1010 or any foreign language or
English literature course
Mathematics*.................. 9
MAT 1350*, MAT 2160 and MAT 2210
Science*.................. 7-8
Two courses, one course must carry laboratory
credit.
Social Sciences*.................. 3
Computer Sciences*.................. 3
CIS 1010
Electives.................. 9
Any credit courses except PED courses.

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

CPA Preparation
Certificate

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

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

* Satisfies general education requirement (see Chapter 5, pages 33–35)
** Satisfies culminating experience requirement for the Associate of Applied Science (A.A.S.) degree

CPA Preparation Certificate continues on next page
African-American Studies

African-American Studies Option
of General Studies Associate of Arts Degree (A.A.)
New Program Code: AFRI.AMER.AA (Former Code: 080)

The African-American Studies option emphasizes the interdisciplinary nature of African-American research and study. The option provides a broad foundation in various disciplines and prepares transfer students to move into arts and sciences or African-American Studies curricula at a four-year institution. The African-American Studies option provides students with the opportunity to study the perspectives and contributions of African Americans while promoting an understanding of and respect for the cultural heritage, interdependence, and diversity of African Americans in the United States.

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

Required General Education Courses/Elective .............. 40–41 Credits
English Composition I and II* ........................................... 6
Humanities* ................................................................. 9
Choose one course from each group:
Group 1: SPH 1010, SPH 1050, SPH 1090, SPH 1110
Group 2: ART 1010, MUS 1010, PHL 1010, PHL 1090,
THE 1010, any foreign language

Group 3: Any 2000-level English literature course other than EGL 2130 or EGL 2140
Mathematics* .............................................................. 3
Science* ................................................................. 7–8
Two courses, one course must carry laboratory credit.
Social Sciences* .......................................................... 9
Group 1: One history course not included in African-American Studies program concentration
Group 2: ANT 1030 and one non-history course from the social sciences general education list

Computer Literacy* ...................................................... 3
CIS 1010
Elective ................................................................. 3
SOC 2090 or SPH 1230 recommended

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

In addition to the Art Option listed below, see Visual Communication degree and certificate programs on pages 87–88.

Art Option
of General Studies Associate of Arts Degree (A.A.)
New Program Code: ARTS.AA (Former Code: 010)

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

Program Concentration ......................... 27 Credits
ART 1510 Basic Design .............................................. 3
ART 1530 Drawing I .................................................. 3
ART 1540 Painting I .................................................. 3
ART 1640 Color Theory and Application .................. 3
ART 2700 Art Survey I ............................................. 3
Art electives ...................................................... 12
Choose from any 1000 and/or 2000-level art courses. A mix of fine art and commercial art also is possible if desired by an art major.

Fine Art Emphasis:
ART 1550, ART 1560, ART 1580, ART 1590, ART 1600,
ART 2510, ART 2530, ART 2540, ART 2550, ART 2560,
ART 2590, ART 2600, ART 2640, ART 2660, ART 2720,
ART 2740

Commercial Art Emphasis:
ART 1570, ART 1580, ART 1610, ART 1620, ART 1630,
ART 2570, ART 2610, ART 2620, ART 2630, ART 2650,
ART 2670, ART 2740, ART 2750, ENT 1600

Required General Education Courses ........ 37–38 Credits
English Composition I and II* ......................... 6

First-time college students are expected to take PAS 1010 Principles and Strategies of Successful Learning (3 Credits). PAS 1010 is required for students when they take DVR 0060. For more information, see Chapters 2, 7, and 9.
Arts and Sciences Program

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

Arts and Sciences
Associate of Arts Degree (A.A.)

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

Program Concentration............... 12 Credits
Choose one course from each group:
Group 1: SPH 1010, SPH 1050, SPH 1090, SPH 1110
Group 2: ART 2710
Group 3: Any 2000-level English literature course
Mathematics* ......................... 3
MAT 1130 or MAT 1340 recommended
Science* ......................... 7-8
Two courses, one course must carry laboratory credit.
Social Sciences* ....................... 9
Group 1: One history course from general education list
Group 2: Two courses from the social sciences general education list. One course must be a non-history course.
Computer Literacy* ................... 3
CIS 1010
Minimum Required for A.A. Degree ........ 64 Credits

Biology

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

Program Concentration............... 31-32 Credits
BIO 1130 Principles of Biology: Evolution, Ecology, and Behavior* ........ 4
BIO 1140 Principles of Biology: Cellular and Molecular Biology* ........ 4

Select 23-24 credits from the following:
CHM 1010 General Chemistry I .......... 4
CHM 1020 General Chemistry II ........ 3
CHM 1030 General Chemistry II Lab .......... 2
MAT 2160 Applied Calculus I or
MAT 2410 Calculus I for Science and Engineering ........ 3-4
PHY 1010 Introductory Physics I or
PHY 1020 Introductory Physics II ........ 8
PHY 1030 General Physics I and
PHY 2030 General Physics II and
PHY 2040 General Physics III ........ 11 or
BIO 2010 Microbiology ........ 4 or
BIO 2030 Genetics ........ 3

Required General Education Courses ...... 30-31 Credits
English Composition I and II* .......... 6
EGL 1010 and EGL 1020
Humanities* ......................... 9
Choose one course from each group:
Group 1: SPH 1010, SPH 1050, SPH 1090, SPH 1110
Group 2: ART 1010, MUS 1010, PHL 1010, PHL 1090, THE 1010, or any foreign language
Group 3: Any 2000-level English literature course
Mathematics* ......................... 3
Science* ......................... 7-8
Two courses, one course must carry laboratory credit.
Social Sciences* ....................... 9
Group 1: One history course from the general education list
Group 2: Two courses from the social sciences general education list. One course must be a non-history course.

Computer Literacy* .................... 3
CIS 1010
Foreign Language* ................... 12
Students must complete a language through the intermediate (2020) level. Electives may replace beginning courses if a student begins at a higher level than 1010. Select courses from FRN or SPN.

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

Biology Option continues on next page
**Business Administration Program**

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

**Business Administration**  
*Associate of Science Degree (A.S.)*  
**New Program Code: BUAD.AS (Former Code: 110)**

<table>
<thead>
<tr>
<th>Program Concentration</th>
<th>17 Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 1010 Principles of Accounting I</td>
<td>4</td>
</tr>
<tr>
<td>ACC 1020 Principles of Accounting II</td>
<td>4</td>
</tr>
<tr>
<td>ECN 1030 Principles of Economics I</td>
<td>3</td>
</tr>
<tr>
<td>ECN 1040 Principles of Economics II</td>
<td>3</td>
</tr>
<tr>
<td>MGT 1010 Introduction to Business</td>
<td>3</td>
</tr>
</tbody>
</table>

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

**English Composition I and II* | 6**

**Humanities* | 6**

Choose one course from each group:

- **Group 1**: SPH 1010 or SPH 1110
- **Group 2**: ART 1010, MUS 1010, PHL 1010, THE 1010, or any foreign language course or English literature course

**Mathematics* | 9**

MAT 1350, MAT 2160, and MAT 2210

**Science* | 7-8**

Two courses, one course must carry laboratory credit.

**Social Sciences* | 3**

**Computer Literacy* | 3**

CIS 1010

**Electives | 11-12**

Any credit courses except PED | 9

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**Business Management Programs**

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

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

<table>
<thead>
<tr>
<th>Program Concentration</th>
<th>24-25 Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>MGT 1010 Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>MGT 1600 Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>MGT 1620 Financial Planning and Investments</td>
<td>3</td>
</tr>
<tr>
<td>MGT 2610 Human Resource Management</td>
<td>3</td>
</tr>
<tr>
<td>MGT 2630 International Management</td>
<td>3</td>
</tr>
<tr>
<td>ACC 1010 Principles of Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>ACC 1030 Accounting for Managers</td>
<td>3-4</td>
</tr>
<tr>
<td>BUS 1220 Business Law I</td>
<td>3</td>
</tr>
<tr>
<td>MGT 2680 Entrepreneurship**</td>
<td>3</td>
</tr>
<tr>
<td>MGT 2400 Strategic Management**</td>
<td>3</td>
</tr>
</tbody>
</table>

**Program Concentration Electives | 12 Credits**

Course suggestions based on the student’s specific interests, follow this degree listing.

**Required General Education**

<table>
<thead>
<tr>
<th>Courses/Electives</th>
<th>26-28 Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Composition I and II*</td>
<td>6</td>
</tr>
<tr>
<td>Humanities*</td>
<td>3</td>
</tr>
<tr>
<td>SPH 1010 or SPH 1110</td>
<td>6</td>
</tr>
<tr>
<td>Mathematics*</td>
<td>6</td>
</tr>
<tr>
<td>MAT 1350 and 2210 recommended</td>
<td>3-4</td>
</tr>
<tr>
<td>Transferring students should see an advisor prior to taking any math course.</td>
<td></td>
</tr>
<tr>
<td>Science*</td>
<td>3</td>
</tr>
<tr>
<td>Social Sciences*</td>
<td>3</td>
</tr>
<tr>
<td>ECN 1030</td>
<td>3</td>
</tr>
<tr>
<td>Computer Literacy*</td>
<td>3</td>
</tr>
<tr>
<td>CIS 1010</td>
<td>3</td>
</tr>
<tr>
<td>Health/Physical Education</td>
<td>2-3</td>
</tr>
<tr>
<td>Any HLE or at least 2 credits of PED</td>
<td>9</td>
</tr>
</tbody>
</table>

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

Following are suggested groups of courses designed as areas of emphasis. Students are free to select any combination of these courses or other management or marketing courses that suit their business interests.
<table>
<thead>
<tr>
<th>Program of Study</th>
<th>Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting</td>
<td>ACC 1020 Principles of Accounting II</td>
</tr>
<tr>
<td></td>
<td>ACC 1040 Microcomputer Applications in Accounting</td>
</tr>
<tr>
<td></td>
<td>ACC 1050 Payroll Accounting</td>
</tr>
<tr>
<td></td>
<td>ACC 2210 Federal Income Tax</td>
</tr>
<tr>
<td>Construction Management</td>
<td>CSM 1450 Construction Management I</td>
</tr>
<tr>
<td></td>
<td>CSM 1460 Construction Methods and Materials</td>
</tr>
<tr>
<td></td>
<td>CSM 1470 Construction Planning and Scheduling</td>
</tr>
<tr>
<td></td>
<td>CSM 1480 Construction Estimating I</td>
</tr>
<tr>
<td></td>
<td>CSM 1830 Construction Print Reading</td>
</tr>
<tr>
<td>Entrepreneurship</td>
<td>MGT 1570 Small Business Management</td>
</tr>
<tr>
<td></td>
<td>MGT 1650 Customer Service</td>
</tr>
<tr>
<td></td>
<td>MGT 1710 The Business Plan</td>
</tr>
<tr>
<td></td>
<td>MGT 2400 Strategic Management</td>
</tr>
<tr>
<td></td>
<td>MGT 2520 Principles of Negotiations</td>
</tr>
<tr>
<td></td>
<td>MGT 2680 Entrepreneurship</td>
</tr>
<tr>
<td></td>
<td>MKG 2510 Introduction to Marketing</td>
</tr>
<tr>
<td>Hospitality Management</td>
<td>HSM 1510 Introduction to the Hospitality Industry</td>
</tr>
<tr>
<td></td>
<td>HSM 1550 Food Service Manager Training and Certification in Sanitation</td>
</tr>
<tr>
<td></td>
<td>HSM 1560 Catering and Banquet Planning</td>
</tr>
<tr>
<td></td>
<td>HSM 1620 Hotel and Resort Operations I</td>
</tr>
<tr>
<td></td>
<td>HSM 1630 Food Service Operations</td>
</tr>
<tr>
<td>Human Resource Management</td>
<td>MGT 2580 Compensation and Benefits Management</td>
</tr>
<tr>
<td></td>
<td>MGT 2590 Employee Training and Development</td>
</tr>
<tr>
<td></td>
<td>MGT 2660 Conflict Management</td>
</tr>
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<td></td>
<td>MGT 2700 Stress Management in the Workplace</td>
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<tr>
<td></td>
<td>MGT 2720 Managing Workplace Diversity</td>
</tr>
<tr>
<td></td>
<td>MGT 2960 Emotional Intelligence in the Workplace</td>
</tr>
<tr>
<td>International Management</td>
<td>MGT 2400 Strategic Management</td>
</tr>
<tr>
<td></td>
<td>MGT 2960 Emotional Intelligence in the Workplace</td>
</tr>
<tr>
<td>Management</td>
<td>MGT 1570 Small Business Management</td>
</tr>
<tr>
<td></td>
<td>MGT 1650 Customer Service</td>
</tr>
<tr>
<td></td>
<td>MGT 1800 Microcomputer Applications for the Business Manager</td>
</tr>
<tr>
<td></td>
<td>MGT 2520 Principles of Negotiations</td>
</tr>
<tr>
<td></td>
<td>MGT 2580 Compensation and Benefits Management</td>
</tr>
<tr>
<td></td>
<td>MGT 2590 Employee Training and Development</td>
</tr>
<tr>
<td></td>
<td>MGT 2650 Purchasing, Contracting and Materials</td>
</tr>
<tr>
<td></td>
<td>MGT 2660 Conflict Management</td>
</tr>
<tr>
<td></td>
<td>MGT 2700 Stress Management in the Workplace</td>
</tr>
<tr>
<td></td>
<td>MGT 2720 Managing Workplace Diversity</td>
</tr>
<tr>
<td></td>
<td>MGT 2750 Leadership Development</td>
</tr>
<tr>
<td></td>
<td>MGT 2880 Disaster Recovery and Risk Management</td>
</tr>
</tbody>
</table>

* Satisfies general education requirement (see Chapter 5, pages 33–35)

** Satisfies culminating experience requirement for the Associate of Applied Science (A.A.S.) degree
Disaster Recovery and Risk Management
Certificate
(Pending MHEC approval)
Program Code: BMGT.RISK.CT

- MGT 1010 Introduction to Business
  
- MGT 1900 Introduction to Public Administration
  
- MGT 2700 Stress Management
  
- MGT 2880 Disaster Recovery and Risk Management
  
- MGT 1420 Organizational Development
  
- MGT 1400 Strategic Management

Total Required for Certificate: 15 Credits

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

- MGT 1010 Introduction to Business
  
- MGT 1900 Introduction to Public Administration
  
- MGT 2700 Stress Management
  
- MGT 2880 Disaster Recovery and Risk Management

Total Required for Letter of Recognition: 9 Credits

Entrepreneurship Management
Certificate
New Program Code: BMGT.ENTPRN.CT (Former Code: 411)

Students earning the Entrepreneurship Management certificate have learned certain basic skills that every aspiring entrepreneur needs to know. The certificate provides the information that will help students assess entrepreneurial opportunities. Students earning the Letter of Recognition in Entrepreneurship Management have learned the most fundamental entrepreneurial skills that will help them understand the nature of entrepreneurship. All management course work for the certificate and letter of recognition may be completed online.

Entrepreneurship Management
Certificate
New Program Code: BMGT.ENTPRN.CT (Former Code: 411)

- MGT 1010 Introduction to Business
  
- MGT 1570 Small Business Management
  
- MGT 2400 Strategic Management
  
- MGT 2680 Entrepreneurship
  
- ACC 1010 Principles of Accounting

Elective: 

Choose one course from the following:
- MGT 1650 Customer Service
- MGT 2520 Negotiations
- MKG 2510 Introduction to Marketing
- BUS 1220 Business Law
- EGL 1320 Composition II: Writing for Business
- SPH 1010 Introduction to Speech Communication

Total Required for Certificate: 19 Credits

Developing a Professional Image
Letter of Recognition
New Program Code: BMGT.IMAGE.LOR (Former Code: 424)

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

Select 6 credits from the following:

- Competency Upgrade/Refresher:
  - MGT 1010 Introduction to Business
  - MGT 1550 Elements of Supervision
  - PHL 1400 Introduction to Business Ethics

- Verbal and Written Communication:
  - SPH 1010 Introduction to Speech Communication
  - EGL 1320 Composition II: Writing for Business

Total Required for Letter of Recognition: 11 Credits

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

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

- MGT 1010 Introduction to Business
- MGT 1570 Small Business Management
- MGT 1600 Principles of Management
- MGT 1620 Financial Planning and Investments
- MKG 2510 Introduction to Marketing

Electives: 

Choose 3 credits from the following:
- ACC 1030-1050
- BUS 1220
- CAP 1310
- HSM 1510
- HSM 1550-1560
- HSM 1620-1630
- MGT 1500
- MGT 1650
- MGT 2500-2550
- MGT 2580-2590
- MGT 2910-2930
- MKG 2710
- MKG 2730
- MKG 2770
- PHL 1400
- RLS 1030
- SPH 1010
- ECN 1030
- Principles of Economics
- EGL 1010
- Composition I: Expository Writing
- CIS 1010
- Computer Literacy
- MAT 1120 or higher

Total Required for Certificate: 30 Credits
Entrepreneurship Management
Letter of Recognition
New Program Code: BMGT.ENTRPN.LOR (Former Code: 443)

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

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

Human Resource Management
Certificate
New Program Code: BMGT.HR.CT (Former Code: 435)

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

International Management
Letter of Recognition
New Program Code: BMGT.INTL.LOR (Former Code: 444)

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

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

Public Administration
Certificate
New Program Code: BMGT.PUBADM.CT (Former Code: 417)

- MGT 1900 Introduction to Public Administration ..... 3
- MGT 1960 Managing in the Public Sector ............. 3
- MGT 1010 Introduction to Business .................. 3
- MGT 2400 Strategic Management ..................... 3
- ACC 1030 Accounting for Managers
- or
- ACC 1010 Principles of Accounting .................. 3-4
- Elective ................................................. 3
Choose one course from the following:
- ECN 1030  EGL 1320 MGT 1420
- PHI 1400  POS 1010 SPI 1010
Required General Education Course ............... 3 Credits
EGL 1010 Composition I: Expository Writing ....... 3
Total Required for Certificate ...................... 21-22 Credits

International Management
Letter of Recognition
New Program Code: BMGT.INTL.CT (Former Code: 442)

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

Human Resource Management
Certificate
New Program Code: BMGT.HR.LOR (Former Code: 436)

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

International Management
Letter of Recognition
New Program Code: BMGT.INTL.LOR (Former Code: 444)

- MGT 1010 Introduction to Business .................. 3
- MGT 2630 International Management ................. 3
- MKG 2630 International Marketing ................... 3
- Elective ................................................. 3
- ECN 1030 Principles of Economics
- ACC 1000 Fundamentals of Accounting
- SPH 1230 Intercultural Communication
- SOC 2090 The Sociology of Minorities
- GEO 1090 World Regional Geography
- HST 1370 The World in the Twentieth Century
Total Required for Certificate ....................... 18 Credits

Public Administration
Certificate
New Program Code: BMGT.PUBADM.LOR (Former Code: 418)

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

* Satisfies general education requirement (see Chapter 5, pages 33–35)
** Satisfies culminating experience requirement for the Associate of Applied Science (A.A.S.) degree
Purchasing and Contracting
The Purchasing and Contracting Certificate was developed in response to the requirements of federal, state and local governments, and private industry for a highly trained professional workforce. This certificate enables students to pursue advanced knowledge and degrees in the procurement field. Individuals who wish to continue their education may apply the credits earned in the certificate toward the A.A.S. degree in Business Management. For more information about the Purchasing and Contracting Program, call 301-322-0696.

Purchasing and Contracting
Certificate
New Program Code: BMGT.PURCON.CT (Former Code: 428)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MGT 2500</td>
<td>Introduction to Federal Contracting</td>
<td>3</td>
</tr>
<tr>
<td>MGT 2510</td>
<td>Introduction to Source Selection</td>
<td>3</td>
</tr>
<tr>
<td>MGT 2520</td>
<td>Principles of Negotiation</td>
<td>3</td>
</tr>
<tr>
<td>MGT 2530</td>
<td>Procurement Law</td>
<td>3</td>
</tr>
<tr>
<td>MGT 2540</td>
<td>Contract Administration</td>
<td>3</td>
</tr>
<tr>
<td>MGT 2550</td>
<td>Cost and Price Analysis</td>
<td>3</td>
</tr>
<tr>
<td>Electives</td>
<td></td>
<td>6</td>
</tr>
</tbody>
</table>

Total Required for Certificate .................. 24 Credits

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

Real Estate
Letter of Recognition
New Program Code: BMGT.RLEST.LOR (Former Code: 495)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>RLS 1030</td>
<td>Real Estate Principles and Practices</td>
<td>4</td>
</tr>
<tr>
<td>RLS 2030</td>
<td>Real Estate Finance and Investment</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Required for Letter of Recognition ........7 Credits

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

Small Business Management
Certificate
New Program Code: BMGT.SMLBUS.CT (Former Code: 412)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 1010</td>
<td>Principles of Accounting I.</td>
<td>4</td>
</tr>
<tr>
<td>BUS 1220</td>
<td>Business Law I.</td>
<td>3</td>
</tr>
<tr>
<td>MGT 1550</td>
<td>Elements of Supervision</td>
<td>3</td>
</tr>
<tr>
<td>MGT 1570</td>
<td>Small Business Management</td>
<td>3</td>
</tr>
<tr>
<td>MKG 2510</td>
<td>Introduction to Marketing.</td>
<td>3</td>
</tr>
<tr>
<td>MKG 2630</td>
<td>International Marketing.</td>
<td>3</td>
</tr>
<tr>
<td>Electives</td>
<td></td>
<td>6</td>
</tr>
</tbody>
</table>

Total Required for Certificate .................. 31 Credits

Supervisory Management
Many first-time supervisors are confronted with the need to effectively manage people as well as develop self-control. Because the composition of the workforce is changing, effective supervisors must have strong interpersonal skills. This certificate is appropriate for both first-time supervisors as well as experienced supervisors who recognize that they need to enhance their supervisory skills. The certificate in Supervisory Management provides opportunities for supervisors to obtain a core set of critical supervisory management skills. The Supervisory Management letter of recognition provides a foundation in supervisory management.

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MGT 1010</td>
<td>Introduction to Management</td>
<td>3</td>
</tr>
<tr>
<td>MGT 1550</td>
<td>Elements of Supervision</td>
<td>3</td>
</tr>
<tr>
<td>MGT 2720</td>
<td>Managing Workplace Diversity</td>
<td>3</td>
</tr>
<tr>
<td>MGT 2660</td>
<td>Conflict Management</td>
<td>3</td>
</tr>
<tr>
<td>MGT 2960</td>
<td>Emotional Intelligence in the Workplace</td>
<td>3</td>
</tr>
<tr>
<td>Elective</td>
<td></td>
<td>3</td>
</tr>
</tbody>
</table>

First-time college students are expected to take PAS 1010 Principles and Strategies of Successful Learning (3 Credits). PAS 1010 is required for students when they take DVR 0060. For more information, see Chapters 2, 7, and 9.
### Communication Programs

In addition to the Communications Programs listed below, see Media Production on page 72.

#### Communication/Speech Option

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

This is a recommended program of study for students planning to pursue a bachelor’s degree in Communication/Speech. We encourage students to consider the program requirements of their desired transfer institution as they make their course selections. Some colleges may require courses in a foreign language.

**Program Concentration.............................................21 Credits**
- SPH 1010 Introduction to Speech Communication .3
- SPH 1050 Group Communication and Leadership .3
- SPH 1090 Interpersonal Communication .3
- SPH 1110 Public Speaking .3
- SPH 1130 Interviewing .3
- SPH 1210 Public Relations Techniques .3
- SPH 1230 Intercultural Communication .3

**Required General Education**

**Courses/Electives ..................................................40–41 Credits**
- English Composition I and II* .6
- Humanities* .6
- Choose one course from each group:
  - Group 1: ART 1010, MUS 1010, PHL 1010, PHL 1090, or THE 1010
  - Group 2: Any 2000-level English literature course
- Mathematics* .3
- MAT 1120 or higher
- Science* .7-8
- Two courses, one course must carry laboratory credit.
- Social Sciences* .9
- Select three courses from ANT, ECN, GEO, HST, POS, PSY, or SOC. The three courses must include one history course and one non-history course.
- Computer Literacy* .3
- CIS 1010
- Electives .6
- Any credit courses except PED.

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

#### Communication/Writing Option

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

The Communication/Writing Option provides an excellent foundation for students who want to become professional writers for the mass media, business, government, scientific or technical fields or who are interested in careers in public relations, editing and publishing or Web site content. In addition to writing and communication courses, the program includes nine credits of electives that enable students to explore subjects that might become an area of expertise, such as business, politics, health issues or fine arts. Most students who complete this program go on to four-year colleges and uni-

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* Satisfies general education requirement (see Chapter 5, pages 33–35)
** Satisfies culminating experience requirement for the Associate of Applied Science (A.A.S.) degree
versities to earn a bachelor’s degree. The Communication/Writing Option transfers seamlessly to University of Maryland University College (UMUC). Please check with academic advisors for transferability to University of Maryland College Park (UMCP).

Program Concentration .......................... 15 Credits

- SPH 1010 Introduction to Speech Communication ................................. 3
- SPH 1130 Interviewing ................................................................. 3
- EGL 1040 Media Writing .................................................................... 3
- EGL 1320 Composition II: Writing for Business* ................................. 3
- EGL 1340 Composition II: Writing About Technical Topics* ...................... 3

Required General Education

Courses/Electives ................................. 46–47 Credits

- EGL 1010 Composition I: Expository Writing* ........................................ 3
- Humanities* ......................................................................................... 9

Choose one course from each group:

Group 1: SPH 1050, SPH 1090, SPH 1110
Group 2: ART 1010, MUS 1010, PHL 1010, PHL 1090, or THE 1010
Group 3: Any 2000-level English literature course

Mathematics* ......................................................................................... 3
MAT 1120 or higher

Science* ............................................................................................... 7-8

Two courses, one course must carry laboratory credit.

Social Sciences* ..................................................................................... 9
Select three courses from ANT, ECN, GEO, HST, POS, PSY, SOC. The three courses must include one history course and one non-history course.

Computer Literacy* ............................................................................... 3
CIS 1010

Electives .................................................................................................. 12

Any credit courses except PED; EGL 1360 recommended

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

Mass Communication Option

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

New Program Code: COMM.MASS.AA (Former Code: 014)

This is a recommended program of study for students planning to pursue a bachelor’s degree in mass communication.

Program Concentration ....................... 24 Credits

- TRF 1310 Introduction to Mass Communication .................................... 3
- TRF 1330 Television Production I ........................................................... 3
- TRF 1410 Introduction to Radio ............................................................... 3
- TRF 2310 Introduction to Film ................................................................ 3
- TRF 2330 Television Production II ......................................................... 3
- THE 1150 Technical Theatre ................................................................. 3
- SPH 1070 Voice and Diction ................................................................. 3
- EGL 1040 Media Writing ...................................................................... 3

Required General Education Courses ........ 37 Credits

- English Composition I and II* ............................................................... 6
- Humanities* .......................................................................................... 9

Choose one course from each group:

Group 1: SPH 1010, SPH 1050, SPH 1090, SPH 1110
Group 2: ART 1010, MUS 1010, PHL 1010, PHL 1090, THE 1010

This certificate program provides students with the background required to obtain entry-level employment in the computer-aided drafting (CAD) field. Students will learn to create complex mechanical and architectural drawings using industry-standard AutoCAD software. For more information about the computer-aided drafting program, call 301-322-0751.

Computer-Aided Drafting Program

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

CIS 1010 Computer Literacy ................................................................. 3
ENT 1600 Introduction to CAD with AutoCAD ................................. 3
ENT 1640 Three-Dimensional CAD with AutoCAD .............................. 3
ENT 1840 Introduction to Personal Computer Hardware ..................... 3
ENT 2660 Customizing AutoCAD ......................................................... 3
ENT 2680 CAD Portfolio Development ................................................. 3
EGL 1010 English Composition I ......................................................... 3
ART 1510, ART 1530, or ART 1570 ...................................................... 3
MAT 1340 or higher ................................................................................ 3

Total Required for Certificate ................................. 27 Credits

Computer Engineering Technology Programs

This program prepares students for immediate employment as computer and network technicians. Students receive a general background in electronics, software, computer networks, and data communication in addition to specialized training in the assembly, configuration, diagnosis, and repair of IBM-compatible personal computers. By proper choice of electives, mathematics and science courses, A.A.S. graduates may transfer into the B.S. in Computer Engineering Technology program at Capitol College. The certificate program, with fewer credit requirements, leads into the A.A.S. program without loss of credit. Some students may wish to take courses within this program for industry certification, such as the A+, Network+, and CCNA. For the CompTIA A+ Certification, take ENT 1840, ENT 2840, and CIS.
19 Credits

3

5-6

3

34 Credits

4

4

3

4

16 Credits

3

13 Credits

4

3

4

the CompTIA A+ certification examination in personal computer upgrade personal computers. They also should be prepared to take

New Program Code: COMPENGRA.AAS (Former Code: 633)

Program Concentration ..................... 49-50 Credits

ENT 1710 Circuits and Measurement Techniques .... 3
ENT 1720 Circuit Analysis and Design ............ 3
ENT 1770 Introduction to Computing .......... 3
for Technology .................................. 3
ENT 1780 Analog Circuits ..................... 4
ENT 1800 Digital Circuits ...................... 4
ENT 1840 Introduction to Personal Computer Hardware ........................................ 3
ENT 1850 Circuit Evaluation and Repair ........ 2
ENT 2810 CPU Architecture .................... 4
ENT 2840 Computer Repair ..................... 4
ENT 2900 Systems Analysis Project* .......... 3
CIS 1010 Computer Literacy (or higher)* ....... 3
CIS 1400 Introduction to Local Area Networks .. 3
CIS 1700 Understanding Operating Systems .... 3
Technical electives .......................... 7-8
Choose from the following:
CIS 2300  C 2410  ENT 1830
ENT 1890  ENT 1940-1970  ENT 2190
ENT 2830  ENT 2860  ENT 2830-2890
(Note: Students who wish to achieve CCNA certification should take ENT 1940-1970 in place of CIS 1010, CIS 1400, CIS 1700, and technical electives.)

Required General Education Courses .......... 19 Credits

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

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

Cisco CCNA Preparation
Certificate

New Program Code: COMPCISCO.CT (Former Code: 635)

Students in this program will learn to configure and troubleshoot Cisco routers in wide area networks, and be prepared for Cisco's CCNA (Cisco Certified Network Associate) examination. (Note: Students will pay for and take this industry certification exam separately from the college's certificate program.) The courses also can be used as part of the Computer Engineering Technology A.A.S. degree.

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

Total Required for Certificate ............. 49-50 Credits

Computer Service Technology
Certificate

New Program Code: COMPSERV.CT (Former Code: 643)

ENT 1710 Circuits and Measurement Techniques .. 3
ENT 1840 Introduction to Personal Computer Hardware ............................. 3
ENT 1890 Network Hardware ................... 3
ENT 2840 Computer Repair ..................... 4
ENT 2860 Advanced PC Configuration .......... 4
CIS 1010 Computer Literacy (or higher)* ....... 3
CIS 1400 Introduction to Local Area Networks .. 3
CIS 1700 Understanding Operating Systems .... 3
MAT 1340 Trigonometry with Applications to Technology (or higher) .................. 3
Technical electives .......................... 5-6
Choose from the following:
CIS 2300  C 2410  ENT 1830
ENT 1940-1970  ENT 2190  ENT 2830
ENT 2960-2980

Minimum Required for Certificate .......... 34 Credits

A+ Preparation
Certificate

New Program Code: COMPAPLUS.CT (Former Code: 636)

Students who complete this program should be able to repair and upgrade personal computers. They also should be prepared to take the CompTIA A+ certification examination in personal computer hardware and operating systems. The courses also can be used as part of the Computer Engineering Technology A.A.S. degree.

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

Total Required for Certificate ............. 13 Credits

Computer Information Systems Programs

In addition to the Computer Information Systems degree and certificate programs listed below, see the Computer Science programs on pages 53–54 and the Information Security programs on page 70.

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

* Satisfies general education requirement (see Chapter 5, pages 33–35)

** Satisfies culminating experience requirement for the Associate of Applied Science (A.A.S.) degree
addition to the A.A.S. degree, there are seven certificates which may be earned and applied toward the degree. They are:

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

Returning students should carefully check course numbers and titles when registering because they may have changed from previous catalogs. Credit may not be received twice for the same course. Students should review the suggested course groupings and discuss their selections with an advisor, the department chair, or department coordinator before making a decision. Students are reminded that they also may use Cooperative Education, CIS 2910-2930, for a maximum of three elective credits in their program requirements. (Note: Cooperative Education may not count toward the 8 credits of 2000-level CIS courses required by the program.) Entry-level graduates with Associate of Applied Science degrees in Computer Information Systems will be able to do many of the following:

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

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

Computer Information Systems

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

New Program Code: COMPINFSYS.AAS (Former Code: 530)

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

Program Requirements .................................... 25 Credits
At least 25 credits from a combination of CIS, ENT, ART (computer graphics) courses, selected MGT, ACC, and FOS courses. Course suggestions, based on the student’s specific interests, follow this degree listing.

The approved courses are:

- All CIS courses not already listed in Program Concentration Requirements
- ENT 1800 (formerly ENT 2740), ENT 1840, ENT 1880, ENT 1890, ENT 1940, ENT 1950, ENT 1960, ENT 1970, ENT 2190, ENT 2830, ENT 2840, ENT 2860
- ART 1570, ART 1620, ART 2620, ART 2650, ART 2660, ART 2670
- MGT 1010, MGT 1650, ACC 1010
- FOS 2600, FOS 2610

Notes: At least 8 of the 25 credits of program requirements must be in 2000-level CIS courses—exclusive of CIS 2910, 2920, and 2930.

All course prerequisites MUST be met with a grade of C or higher before enrolling in the next course.

Required General Education

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

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

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

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

First-time college students are expected to take PAS 1010 Principles and Strategies of Successful Learning (3 Credits). PAS 1010 is required for students when they take DVR 0060. For more information, see Chapters 2, 7, and 9.
low the certificate program for Network Administration, and then 
continue on to the Computer Information Systems A.A.S. degree 
by choosing additional courses from the Networking, Operating 
Systems, Computer Security section and/or the Cisco Router 
Technology section listed below. These additional courses, along 
with CIS courses already taken for the certificate, would count as 
part of the 25 credits of Program Requirements to be applied to 
the Associate’s Degree.

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

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

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

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

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

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

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

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

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

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

Other CIS Courses
CIS 1060 Human-Computer Interface Design
CIS 1610 Software Quality Assurance
CIS 2910, 2920, 2930 Cooperative Education

Computer Graphics
Certificate
New Program Code: COMPGRAPH.CT (Former Code: 525)

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

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

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

Total Required for Certificate.................. 30 Credits

Computer Programming
Certificate
New Program Code: COMP.PROG.CT (Former Code: 010)

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

Program Concentration......................... 26 Credits
CIS 1010 Computer Literacy...................... 3
CIS 1330 Integrated Software Applications........ 3

* Satisfies general education requirement (see Chapter 5, pages 33–35)
** Satisfies culminating experience requirement for the Associate of Applied Science (A.A.S.) degree
## Computer Programming Certificate
Continues from previous page

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 1130</td>
<td>Introduction to C++</td>
<td>4</td>
</tr>
<tr>
<td>CIS 2130</td>
<td>Advanced Programming: C++</td>
<td>4</td>
</tr>
<tr>
<td>Electives</td>
<td></td>
<td>12</td>
</tr>
</tbody>
</table>

Choose three of the following courses:

- CIS 1150 Introduction to Database Management Systems
- CIS 2080 Introduction to Oracle: SQL and PL/SQL
- CIS 1030 Introduction to Visual Basic
- CIS 1200 Introduction to Java
- CIS 2720 UNIX/Linux Operating System

### Required General Education Courses

- EGL 1010 Composition I: Expository Writing 3 credits
- MAT 1120 or higher 3 credits

**Total Required for Certificate**: 32 Credits

## Database Systems

### Certificate

**New Program Code**: COMP.DBAS.CT (Former Code: 526)

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

### Program Concentration

- EGL 1010 Composition I: Expository Writing 3 credits
- MAT 1120 or higher 3 credits

**Total Required for Certificate**: 32 Credits

## Network Administration

### Certificate

**New Program Code**: COMP.NETWK.CT (Former Code: 520)

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

### Program Concentration

- EGL 1010 Composition I: Expository Writing 3 credits
- MAT 1120 or higher 3 credits

**Total Required for Certificate**: 30 Credits

## Systems Administrator

### Certificate

**New Program Code**: COMP.SYSADM.CT (Former Code: 524)

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

### Program Concentration

- CIS 1010 Computer Literacy 3 credits
- CIS 1330 Integrated Software Applications 3 credits
- CIS 1400 Introduction to Local Area Networks 3 credits
- CIS 1700 Understanding Operating Systems 3 credits
- CIS 2300 Windows 2003 (XP) Professional 3 credits
- CIS 2310 Windows 2003 Server Administration 3 credits
- CIS 2320 Network Infrastructure Implementation 3 credits
- CIS 2330 Directory Services Infrastructure Implementation 3 credits

**Total Required for Certificate**: 30 Credits

## Technical Support Specialist

### Certificate

**New Program Code**: COMP.TECHSUP.CT (Former Code: 523)

This certificate program includes courses to prepare students for Microsoft Office Specialist (MOS) certifications, as well as A+ certification. Students wishing to pursue the A.A.S. degree may apply these credits to the Computer Information Systems degree.

### Program Concentration

- CIS 1010 Computer Literacy 3 credits
- CIS 1330 Integrated Software Applications 3 credits
- CIS 1030 Introduction to Visual Basic 3 credits
- CIS 1150 Introduction to Database Management Systems 3 credits
- MGT 1650 Customer Service 3 credits
- CIS 1700 Understanding Operating Systems 3 credits
- ENT 1840 Introduction to Personal Computer Hardware 3 credits
- CIS 2420 Novell Network Administration 3 credits
- CIS 1400 Introduction to Local Area Networks 3 credits
- CIS 1620 Computer Security, Security+ 3 credits
- CIS 1700 Understanding Operating Systems 3 credits
- ENT 2840 Computer Repair 3 credits
- CIS 1370 Introduction to Help Desk Tools and Procedures 3 credits

**Total Required for Certificate**: 32-33 Credits

First-time college students are expected to take PAS 1010 Principles and Strategies of Successful Learning (3 Credits). PAS 1010 is required for students when they take DVR 0060. For more information, see Chapters 2, 7, and 9.
Web Technology

Certificate

New Program Code: COMP/WEB.CT (Former Code: 522)

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

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

**Required General Education Courses**...........6 Credits
EGL 1010  Composition I: Expository Writing........3
MAT 1120 or higher..................................3
Total Required for Certificate...................... 33 Credits

### Computer Science Programs

In addition to the Computer Science programs listed below, see the Computer Information Systems programs on pages 49–53 and Information Security programs on page 70.

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

#### Computer Science

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

New Program Code: COMP/SCI.AS (Former Code: 026)

Entry level graduates with A.S. degrees in Computer Science will be able to:

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

**Program Concentration**.......................... 16 Credits
CIS 1210  Computer Science I........................4
CIS 1220  Computer Science II........................4
CIS Electives ........................................8

#### Information Science Option

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

New Program Code: COMP/INFO.AS (Former Code: 024)

Entry level graduates with A.S. degrees in Computer Science, Information Science Option, will be able to:

- Analyze user requirements and develop algorithms for solving user problems
- Demonstrate proficiency in implementing those solutions in a high level programming language, such as C++
- Troubleshoot and maintain programs and computer related systems
- Utilize the systems development life cycle in developing functional computer-based systems in response to user requests
- Pursue a bachelor's degree in a computer-related discipline at a four-year college or university

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

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

Students should meet with an academic advisor to ensure transferability of electives.

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* Satisfies general education requirement (see Chapter 5, pages 33–35)
**Satisfies culminating experience requirement for the Associate of Applied Science (A.A.S.) degree
Information Science Option continues from previous page

Required General Education

<table>
<thead>
<tr>
<th>Courses/Electives</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Composition I and II*</td>
<td>6</td>
</tr>
<tr>
<td>Humanities*</td>
<td>6</td>
</tr>
<tr>
<td>Choose one course from each group:</td>
<td></td>
</tr>
<tr>
<td>Group 1: SPH 1010</td>
<td></td>
</tr>
<tr>
<td>Group 2: ART 1010, MUS 1010, PHIL 1010, PHIL 1090, THE 1010, or any 2000-level EGL literature course, or any foreign language course</td>
<td></td>
</tr>
<tr>
<td>Mathematics*</td>
<td>8-11</td>
</tr>
<tr>
<td>Complete one of the following math course sequences:</td>
<td></td>
</tr>
<tr>
<td>A: MAT 1350, MAT 2160, and MAT 1140, or MAT 1190, or MAT 2210</td>
<td></td>
</tr>
<tr>
<td>B: MAT 1350, MAT 1360, MAT 2410</td>
<td></td>
</tr>
<tr>
<td>C: MAT 2410, MAT 2450</td>
<td></td>
</tr>
<tr>
<td>Science*</td>
<td>7-8</td>
</tr>
<tr>
<td>Two courses, one course must carry laboratory credit.</td>
<td></td>
</tr>
<tr>
<td>Social Sciences*</td>
<td>6</td>
</tr>
<tr>
<td>Electives</td>
<td>6</td>
</tr>
<tr>
<td>Any credit courses except PED.</td>
<td></td>
</tr>
</tbody>
</table>

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

Construction Management Programs

The Construction Management program is designed to acquaint students with management/business operations and knowledge of the practices and procedures related to construction technologies. Technical coursework will acquaint students with various building materials, codes and regulations, types of fabrication and methods of construction. Technical problem solving will be stressed. Business and management coursework will teach basic business structures and concepts as well as contemporary management practices. Avenues for employment include general contracting, specialty contracting, construction supervision, equipment and material suppliers, construction services and/or regulatory agencies. Graduates of the program can transfer to four-year degree programs in Construction Management, such as the University of Maryland, Eastern Shore. The certificate and letter of recognition programs, with fewer credit requirements, lead into the A.A.S. program without loss of credit. For more information about the Construction Management Programs, call 301-341-3075.

Construction Management

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

New Program Code: CNST.AAS (Former Code: 615)

<table>
<thead>
<tr>
<th>Program Concentration</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 1030 Accounting for Managers</td>
<td>3</td>
</tr>
<tr>
<td>CSM 1450 Construction Management I</td>
<td>3</td>
</tr>
<tr>
<td>CSM 1460 Construction Methods and Materials</td>
<td>3</td>
</tr>
<tr>
<td>CSM 1470 Construction Planning and Scheduling</td>
<td>3</td>
</tr>
<tr>
<td>CSM 1480 Construction Estimating I</td>
<td>3</td>
</tr>
<tr>
<td>CSM 1830 Construction Print Reading</td>
<td>3</td>
</tr>
<tr>
<td>CSM 2410 Communication and Computers in Construction</td>
<td>3</td>
</tr>
<tr>
<td>MAT 1040 Intermediate Algebra (or higher)</td>
<td>4</td>
</tr>
<tr>
<td>CSM 2850 Leadership in Construction**</td>
<td>3</td>
</tr>
</tbody>
</table>

Program Specialization .......... 12 Credits

Choose from the following courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSM 1410 Construction Math</td>
<td>2</td>
</tr>
<tr>
<td>CSM 1510 Residential Construction Management</td>
<td>3</td>
</tr>
<tr>
<td>CSM 1850 Construction Quality Control</td>
<td>3</td>
</tr>
<tr>
<td>CSM 2450 Construction Management II</td>
<td>3</td>
</tr>
<tr>
<td>CSM 2910-2930 Cooperative Education</td>
<td>1-3</td>
</tr>
<tr>
<td>ENT 1600 Introduction to CAD with AutoCAD</td>
<td>3</td>
</tr>
<tr>
<td>Approved MAT elective</td>
<td>3-4</td>
</tr>
</tbody>
</table>

Required General Education Courses ......... 21 Credits

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Composition I and II*</td>
<td>6</td>
</tr>
<tr>
<td>Humanities*</td>
<td>3</td>
</tr>
<tr>
<td>SPH 1010, SPH 1050, or SPH 1090</td>
<td>3</td>
</tr>
<tr>
<td>Mathematics*</td>
<td>3</td>
</tr>
<tr>
<td>MAT 1120 or higher</td>
<td>3-4</td>
</tr>
<tr>
<td>Science*</td>
<td>3-4</td>
</tr>
<tr>
<td>Social Sciences*</td>
<td>3</td>
</tr>
<tr>
<td>Any ECN course from general education list</td>
<td>3</td>
</tr>
<tr>
<td>Computer Literacy*</td>
<td>3</td>
</tr>
<tr>
<td>CIS 1010</td>
<td>4</td>
</tr>
</tbody>
</table>

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

Construction Management Certificate

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSM 1450 Construction Management I</td>
<td>3</td>
</tr>
<tr>
<td>CSM 1460 Construction Methods and Materials</td>
<td>3</td>
</tr>
<tr>
<td>CSM 1470 Construction Planning and Scheduling</td>
<td>3</td>
</tr>
<tr>
<td>CSM 1480 Construction Estimating I</td>
<td>3</td>
</tr>
<tr>
<td>CSM 1830 Construction Print Reading</td>
<td>3</td>
</tr>
<tr>
<td>CSM electives</td>
<td>6</td>
</tr>
</tbody>
</table>

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

Construction Management Letter of Recognition

New Program Code: CNST.LOR (Former Code: 612)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSM 1450 Construction Management I</td>
<td>3</td>
</tr>
<tr>
<td>CSM 1460 Construction Methods and Materials</td>
<td>3</td>
</tr>
<tr>
<td>CSM 1830 Construction Print Reading</td>
<td>3</td>
</tr>
</tbody>
</table>

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

Criminal Justice Programs

The field of criminal justice encompasses law enforcement, investigations, court and administrative services, corrections, private security and juvenile justice. Each area requires individuals who can speak and write well, and who can work well with colleagues and the community. The individuals need to be skilled in management, investigative techniques, analysis of data, and critical thinking. Students who choose one of the following programs develop these abilities and are prepared for successful careers in a variety of positions in federal, state and local law enforcement agencies as police, corrections or security officers, or a number of administrative positions. The A.A. degree option readily transfers to four-year colleges and universities that offer a bachelor's degree in criminal
justice. The A.A.S. degree prepares students to directly enter the workforce, and also satisfies most of the requirements for transfer to four-year institutions. Prince George’s Community College has a partnership with the Prince George’s County Police Department. Graduates who complete their training at the county’s Police Academy may receive up to eighteen college credits toward their associate degree when they enroll at the college. For more information about the Criminal Justice programs, call 301-322-0553.

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

New Program Code: CRJU.AAS (Former Code: 824)

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

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

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

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

Correctional Services Option
Associate of Applied Science Degree (A.A.S.)

New Program Code: CORR.AAS (Former Code: 817)

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

Program Concentration ......................... 30 Credits
COR 1510 Introduction to Correctional Services . 3
CJT 2560 Terrorism ................................. 3
CJT 1530 Law Enforcement and the Community .. 3
CJT 1540 Corrections Management ................ 3
CJT 1550 Juvenile Delinquency .................... 3
CJT 2510 Criminal Law ............................ 3
CJT 2530 Criminal Investigation .................. 3
CJT 2540 Criminal Evidence and Procedure** .... 3
COR 2510 Community-based Corrections .......... 3
COR 2530 Probation and Parole ................... 3

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

English Composition I and II* .................. 6
Humanities* ..................................... 6
SPH 1010 and any philosophy course
Mathematics* ..................................... 3
MAT 1120 or higher
Science* .......................................... 3-4
Social Sciences* ................................ 9
PSY 1010
SOC 1010
SOC 2010 or SOC 2030
Computer Literacy* .............................. 3
CIS 1010

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

Criminal Justice Transfer Option
of General Studies Associate of Arts Degree (A.A.)

New Program Code: CRJU.AA (Former Code: 113)

Program Concentration ......................... 23 Credits
CJT 1510 Introduction to Criminal Justice ....... 3
CJT 1530 Law Enforcement and the Community .. 3
Choose four courses from the following: ......... 12
CJT 1520 Police Operations
CJT 1540 Police Management
CJT 1550 Juvenile Delinquency
CJT 2510 Criminal Law
CJT 2530 Criminal Investigation
CJT 2540 Criminal Evidence and Procedure
Electives ........................................... 5
Choose from the following:
CJT 1620, CJT 1700, CJT 2560, CJT 2910-2930
Cooperative Education/Internship

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

English Composition I and II* .................. 6
Humanities* ..................................... 9
SPH 1010
Any 2000-level English literature course
Any humanities course

Criminal Justice Transfer Option continues on next page

* Satisfies general education requirement (see Chapter 5, pages 33–35)
** Satisfies culminating experience requirement for the Associate of Applied Science (A.A.S.) degree
Criminal Justice Transfer Option  continues from previous page

Mathematics* ............................................ 3
MAT 1120 or higher
Science* .................................................... 7-8
Two courses, one must carry laboratory credit
Social Sciences* ......................................... 9
PSY 2130 or PSY 1010
Soc 1010 or SOC 2010 or SOC 2030 or POS 1020
One history course from the general education list
Computer Literacy* ...................................... 3
CIS 1010
Minimum Required for A.A. Degree .......... 60 Credits

Criminal Justice Technology

Certificate

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

Program Concentration ............................ 15 Credits
CJT 1510 Introduction to Criminal Justice .... 3
CJT 1520 Police Operations ...................... 3
CJT 1530 Law Enforcement and the Community .... 3
CJT 2510 Criminal Law .............................. 3
CJT 2530 Criminal Investigation .................. 3

Required General Education Courses ............. 15 Credits
EGL 1010 Composition I: Expository Writing .... 3
Humanities .............................................. 3
SPH 1010
Mathematics ............................................ 3
MAT 1120 or higher
Social Sciences ........................................... 6
PSY 1010 and PSY 2130
Total Required for Certificate ............. 30 Credits

Cybercrime Investigation

Certificate

(Pending MHEC approval)

Program Code: CRJU.CYBER.CT

CJT 2510 Criminal Law .............................. 3
CJT 2540 Criminal Evidence and Procedure .... 3
CIS 1620 Computer Security, Security+ ........ 3
CIS 1700 Understanding Operating Systems .... 3
FOS 2600 Computer Forensics I ................. 3
FOS 2610 Computer Forensics II ................. 3
MGT 2860 Cyber Law ............................... 3
Total Required for Certificate ............. 27 Credits

Police Science Option

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

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

Cybercrime investigation involves the application of computer forensics examination and analysis techniques, in order to properly preserve electronic and digital evidence, so that it may be presented in a court of law. Both the Associate’s Degree and the Certificate in Cybercrime Investigation combine criminal justice, forensic science and computer courses, and are designed for students who plan to pursue entry-level careers in the field of computer forensics. For more information, call 301-322-0553.

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

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

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

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

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

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

Program Concentration .......... 30 Credits
CJT 1510 Introduction to Criminal Justice .... 3
CJT 1520 Police Operations ...................... 3
CJT 1530 Law Enforcement and the Community .... 3
CJT 1550 Juvenile Delinquency .................. 3
CJT 2510 Criminal Law .............................. 3
CJT 2530 Criminal Investigation .................. 3
CJT 2540 Criminal Evidence and Procedure ** .... 3

First-time college students are expected to take PAS 1010 Principles and Strategies of Successful Learning (3 Credits). PAS 1010 is required for students when they take DVR 0060. For more information, see Chapters 2, 7, and 9.
**Culinary Arts Program**

This program of study introduces students to the range of skills and credentials required for a successful career in the culinary arts. Cooking, baking, and management courses are featured. Successful graduates will be prepared to enter the workforce as management trainees among receiving institutions. Program Concentration and General Education requirements vary among receiving institutions. Working closely with the Department Chair and Advising is strongly recommended.

### Culinary Arts

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

*(Pending MHEC approval)*

**New Program Code:** FOOD.CULIN.AAS (Former Code: 361)

<table>
<thead>
<tr>
<th>Program Concentration</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HSM 1510 Introduction to the Hospitality Industry</td>
<td>3</td>
</tr>
<tr>
<td>HSM 1550 Sanitation</td>
<td>3</td>
</tr>
<tr>
<td>ACC 1030 Accounting for Managers</td>
<td>3</td>
</tr>
<tr>
<td>HSM 1560 Catering and Banquet Planning</td>
<td>3</td>
</tr>
<tr>
<td>HSM 1630 Food Service Operations</td>
<td>3</td>
</tr>
<tr>
<td>HSM 2010 Food and Beverage Purchasing and Cost Control</td>
<td>3</td>
</tr>
<tr>
<td>HSM 2110 Hospitality Computer Operations</td>
<td>3</td>
</tr>
<tr>
<td>HSM 2910-2930 Internship **</td>
<td>18</td>
</tr>
<tr>
<td>Culinary Arts Electives</td>
<td>18</td>
</tr>
</tbody>
</table>

**Required General Education Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>English Composition I</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>English Composition II</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>EGL 1320 recommended</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Humanities</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Any SPH course from the general education list</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mathematics*</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>MAT 1120 or higher</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* Satisfies general education requirement (see Chapter 5, pages 33–35)

**Total Required for Certificate**

31 Credits

---

**Dietetics Program**

### Dietetics Option

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

**New Program Code:** FOOD.DIET.AA (Former Code: 363)

This is the recommended program of study for students planning to pursue a B.S. in Dietetics. Working closely with the Department Chair and Advising is strongly recommended, because both Program Concentration and General Education requirements vary among receiving institutions.

<table>
<thead>
<tr>
<th>Program Concentration</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NTR 1010 Introductory Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>CHM 1010 General Chemistry I</td>
<td>4</td>
</tr>
<tr>
<td>CHM 1020 General Chemistry II</td>
<td>3</td>
</tr>
<tr>
<td>CHM 1030 General Chemistry II Lab</td>
<td>2</td>
</tr>
<tr>
<td>CHM 2010 Organic Chemistry I</td>
<td>4</td>
</tr>
<tr>
<td>CHM 2020 Organic Chemistry II</td>
<td>3</td>
</tr>
<tr>
<td>CHM 2040 Organic Chemistry II Lab</td>
<td>2</td>
</tr>
</tbody>
</table>

**For transfer to University of Maryland**

<table>
<thead>
<tr>
<th>College Park</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NTR 1100 Introduction to Food Science</td>
<td>3</td>
</tr>
<tr>
<td>BIO 2010 Microbiology</td>
<td>4</td>
</tr>
<tr>
<td>Social Sciences</td>
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</table>

**For transfer to University of Maryland**

<table>
<thead>
<tr>
<th>Eastern Shore</th>
<th>Credits</th>
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<tr>
<td>MAT 2210 Statistics</td>
<td>3</td>
</tr>
<tr>
<td>BIO 2050 Human Anatomy and Physiology I</td>
<td>4</td>
</tr>
<tr>
<td>BIO 2060 Human Anatomy and Physiology II</td>
<td>4</td>
</tr>
</tbody>
</table>

**Required General Education Courses**

31 Credits

* Satisfies general education requirement (see Chapter 5, pages 33–35)

**For transfer to University of Maryland**

31 Credits

---

* Satisfies culminating experience requirement for the Associate of Applied Science (A.A.S.) degree
Dietetics Option continues from previous page

Dietetics
Certificate

Program Code: FOOD.DIET.CT

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

- English Composition I and II* ............................................... 6
- Literature* ............................................................................ 3
- Humanities* ........................................................................ 6
  - Speech course (SPH 1090 is recommended for transfer to UMCP)
  - Another course from humanities general education list+
- Mathematics* ....................................................................... 3
- MAT 1350
- Social Sciences* ..................................................................... 9
  - Any HST course from general education list
  - PSY 1010 General Psychology
  - SOC 1010 Introduction to Sociology
- Science* .................................................................................. 4
  - BIO 1140 Principles of Biology
  - or
  - BIO 1010 General Biology

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

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

Early Childhood Education Programs

In addition to the Early Childhood Education programs listed below, see Teacher Education programs on pages 73–78. The programs outlined on the following pages serve different purposes. The Early Childhood Education A.A.T. program prepares students to transfer to a college of education in Maryland. The Early Childhood Education A.A.S. Program pertains to teaching in and managing preschools in private early childhood centers and child care programs. Students preparing to enter the teaching profession should thoroughly review the information on pages 75–78. There are a number of career options presented to aspiring teachers that are influenced by state and county requirements and by the professional associations involved in teacher preparation. With the ongoing advice of a program coordinator or advisor, a student's career goals should determine which of the college's programs to follow. The college strongly recommends that no student in these programs make curriculum decisions without meeting with the Education Department staff. Furthermore, students who wish to become teachers of young children should not designate General Studies as their curriculum choice.

Following are specific education career objectives and the related program of study:

- To become a staff member or director of a private school—Enroll in the Early Childhood Education (ECE) A.A.S. program.
- To obtain a bachelor's degree in Early Childhood Education to teach at the N-3 level in a public school—Follow the ECE A.A.T. degree. See the coordinator of the ECE program for advisement.

Early Childhood Education

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

New Program Code: TCHR.ECHILD.AAS (Former Code: 763)

The Early Childhood Education Program (A.A.S. degree) provides the educational background to teach preschool children in private early childhood centers and direct early childhood centers. The program introduces students to child development theories, current early childhood education issues, the exceptional child, assessment skills, developmentally-appropriate curricula, management and language skills. For more information about the Early Childhood Education Program, call 301-322-0525.

Program Concentration......................... 39 Credits

- ECE 1050 Principles and Practices in Early Childhood Education .................. 3
- ECE 1510 Child Growth and Development .................. 3
- ECE 1540 Observing and Recording Child Behavior .................. 3
- ECE 1560 Introduction to Early Childhood Special Education ................ 3
- ECE 1700 Multicultural Education in the Preschool Classroom ................ 3
- ECE 1910 Early Childhood Program Management .................. 3
- ECE 2510 Language Arts in Early Childhood Education or
- EDU 2100 Processes and Acquisition of Reading .................. 3

First-time college students are expected to take PAS 1010 Principles and Strategies of Successful Learning (3 Credits). PAS 1010 is required for students when they take DVR 0060. For more information, see Chapters 2, 7, and 9.
HLE 2150 Introduction to Child Health .................... 3
ECE 2570 Curriculum Development in Early Childhood Education .................... 3
ECE 2620 Fieldwork in Early Childhood Education*(**) 3
or
ECE 2200 Internship in Special Education I**(*) 3
Early Childhood Electives ................................. 9
Choose from the following:
  ECE 1650  ECE 2590  ECE 2600
  EDU 2000  EGL 2230  PSY 2030
  PSY 2060

Required General Education Courses ............ 24-26 Credits
English Composition I and II*......................... 6
  EGL 1010 and EGL 1020
Humanities* ............................................. 6
  SPH 1010 or SPH 1090 and one of the following:
  ART 1010, ART 2730, MUS 1010, PHL 1010,
  THE 1010, or any foreign language course
Mathematics* ........................................... 3-4
  MAT 1050 recommended
Science* ............................................... 3-4
  BIO 1010 recommended
Social Sciences* ........................................ 3
  PSY 1010
Computer Literacy* ..................................... 3
  CIS 1010

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

Mastery in Early Childhood Education
Certificate
New Program Code: TCHR.MASTERY.CT (Former Code: 764)
ECE 1510 Child Growth and Development ................ 3
ECE 1540 Observing and Recording Child Behavior ........ 3
ECE 1560 Introduction to Early Childhood Special Education ................ 3
ECE 2510 Language Arts in Early Childhood Education ................ 3
ECE 2620 Fieldwork in Early Childhood Education or
ECE 2200 Internship in Special Education I ........... 3
ECE 2570 Curriculum Development in Early Childhood Education ................ 3
ECE 1700 Multicultural Education in the Preschool Classroom ................ 3
ECE 1050 Principles and Practices in Early Childhood Education ................ 3
Early Childhood Education Elective ........................ 3
Choose one course from the following:
  ECE 1650  ECE 2590  ECE 2600
  EDU 2000  EGL 2230  PSY 2030
  PSY 2060
HLE 2150 Introduction to Child Health ................ 3
Total Required for Certificate ...................... 30 Credits

Early Childhood Special Education
Certificate
New Program Code: TCHR.SPECED.CT (Former Code: 765)
ECE 1510 Child Growth and Development ................ 3
ECE 1560 Introduction to Early Childhood Special Education ................ 3
ECE 2200 Internship in Special Education I ........... 3
ECE 2600 Guiding Behavior in Early Childhood Education ................ 3
Total Required for Certificate ...................... 12 Credits

Early Childhood Education
Associate of Arts in Teaching Degree (A.A.T.)
New Program Code: TCHR.ECHILD.AAT (Former Code: 121)

Program Concentration .............................. 21 Credits
ECE 1050 Principles and Practices in Early Childhood Education ................ 3
ECE 1510 Child Growth and Development ................ 3
ECE 1560 Introduction to Early Childhood Special Education ................ 3
ECE 1700 Multicultural Education in the Preschool Classroom ................ 3
ECE 2570 Curriculum Development in Early Childhood Education ................ 3
ECE 2620 Fieldwork in Early Childhood Education** ................ 3
EDU 2100 Processes and Acquisition of Reading ................ 3

Required General Education Courses .......... 45 Credits
English* ................................................. 9
  EGL 1010 Composition I
  EGL 1020 Composition II
  EGL 2230 Children's Literature
Humanities* ............................................. 3
  ART 2730 Integrated Arts
Mathematics* ........................................... 12
  MAT 1050 Elements of Mathematics
  MAT 1060 Elements of Geometry and Logic
  MAT 1160 Elements of Probability and Statistics
Science* ................................................... 12
  BIO 1010 General Biology
  PSC 1200 Exploring Chemistry and Physics Concepts
  PSC 1210 Exploring Earth and Space Science Concepts
Social Sciences* ........................................ 9
  HST 1410 History of the United States I
  GEO 1010 Physical Geography
  PSY 1010 General Psychology

Minimum Required for A.A.T. Degree ........ 66 Credits
(Note: 2.75 GPA, 45 hours of supervised field experience, and passing grade on PRAXIS I exam or equivalent SAT or ACT score are required. Students may be required to take additional special education courses as part of the requirements for a baccalaureate degree and teacher certification at four-year institutions.)

* Satisfies general education requirement (see Chapter 5, pages 33–35)
** Satisfies culminating experience requirement for the Associate of Applied Science (A.A.S.) degree
Economics

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

New Program Code: ECON.AA (Former Code: 304)

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

Program Concentration .............. 22-23 Credits

Required General Education Courses/Elective .............. 40-42 Credits

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

Humanities* .................................. 9

Choose one course from each group:

Group 1: SPH 1010, SPH 1050, SPH 1090, SPH 1110

Group 2: ART 1010, MUS 1010, PHL 1010, PHL 1090, THE 1010, any foreign language

Group 3: Any 2000-level English literature course

MAT 1350 or MAT 1360 ...................... 3-4

Science* ...................................... 7-8

Two courses, one course must carry laboratory credit.

Group 1: One history course from general education list

Group 2: POS 1010 and SOC 1010 recommended

Computer Literacy* ....................... 3

CIS 1010 ..................................... 3

Elective ..................................... 3

Any credit course except PED

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

Electronic Engineering Technology

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

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

Program Concentration .................. 33-34 Credits

Required General Education Courses ............ 31 Credits

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

Humanities* ................................. 6

SPH 1010 ...................................... 11

Mathematics* .......................... 11

MAT 1350 and MAT 1360 (or MAT 1370) and
MAT 2410 ..................................... 3

Science* ................................... 8

PHY 1570 and lab science elective (PHY 1010 recommended)

Social Sciences* .......................... 3

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

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

New Program Code: ELEC.SVCLOPT.AAS (Former Code: 634)

Program Concentration .................. 38-39 Credits

Required General Education Courses ............ 33 Credits

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

Humanities* ................................. 6

SPH 1010 ...................................... 11

Mathematics* .......................... 11

MAT 1350 and MAT 1360 (or MAT 1370) and
MAT 2410 ..................................... 3

Science* ................................... 8

PHY 1570 and lab science elective (PHY 1010 recommended)

Social Sciences* .......................... 3

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

First-time college students are expected to take PAS 1010 Principles and Strategies of Successful Learning (3 Credits). PAS 1010 is required for students when they take DVR 0060. For more information, see Chapters 2, 7, and 9.
Electronic Analysis and Repair
Certificate
New Program Code: ELEC.ANREP.CT (Former Code: 637)

Students who complete this program should have the ability to analyze complex electronics systems, both analog and digital. They also should have the hands-on skills needed to repair electronic devices.

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

Total Required for Certificate 22 Credits

Emergency Medical Technician Programs

Intermediate Program
The EMT-Intermediate is a professional provider of emergency care to acutely ill or injured patients. The Emergency Medical Technician-Intermediate program provides students with the skills, knowledge, and clinical experience required to provide safe and effective prehospital care at the intermediate level. Successful completion of courses will lead to a certificate in Emergency Medical Technician-Intermediate and eligibility for entry into the EMT-Paramedic program. The program integrates classroom, laboratory, and applied clinical practice following the national standard curriculum of the Department of Transportation. The program collaborates with local fire departments and nationally recognized hospitals and emergency departments for medical, trauma, and specialty rotations. The program is approved by the Maryland Institute for Emergency Medical Services Systems, The Emergency Medical Services Board. Upon successful completion of the program, graduates are eligible to take the national certifying EMT-I examination.

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

Emergency Medical Technician-Intermediate
Certificate
New Program Code: EMTP.AAS.PETIT (Former Code: 335)

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

Total Required for Certificate 30 Credits

Paramedic Programs
The EMT-Paramedic is a professional provider of emergency care to acutely ill or injured patients. The Emergency Medical Technician-Paramedic program provides students with the skills, knowledge and clinical experience required to provide safe and effective prehospital care. Students may elect to take courses leading to completion of the Associate of Applied Science degree or certificate option. EMT-Basic certification and completion of an approved EMT-I curriculum, or EMT-I licensure, is a prerequisite for entry into both options. The program integrates classroom, laboratory and applied clinical practice following the national standard curriculum of the Department of Transportation. The program collaborates with local fire departments and nationally recognized hospitals and emergency departments for medical, trauma, and specialty rotations. The program is approved by the Maryland Institute for Emergency Medical Services Systems, The Emergency Medical Services Board. Upon successful completion of the program, graduates are eligible to take the national certifying examination.

Emergency Medical Technician—Paramedic
Associate of Applied Science Degree (A.A.S.)
New Program Code: EMTPAAS.PETIT (Former Code: 335)

Program Concentration 49 Credits
(30 credits of EMT-I plus 19 credits EMT-P)
- EMT 2530 Paramedic Practice III 3

Emergency Medical Technician—Paramedic continues on next page
Emergency Medical Technician—Paramedic continues from previous page

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMT 2520 Medical Emergencies and Patient Assessment II</td>
<td>3</td>
</tr>
<tr>
<td>EMT 2540 Paramedic Practice IV**</td>
<td>3</td>
</tr>
<tr>
<td>EMT 2560 Preparation for EMT-P Certification**</td>
<td>2</td>
</tr>
<tr>
<td>BIO 2050 Human Anatomy and Physiology I</td>
<td>4</td>
</tr>
<tr>
<td>BIO 2060 Human Anatomy and Physiology II</td>
<td>4</td>
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</tbody>
</table>

Required General Education Courses         21 Credits

- English Composition I and II*             6
- Humanities*                               6

Choose one course from each group:
- Group 1: SPH 1090
- Group 2: ART 1010, PHIL 1010, PHIL 1330, or any foreign language course
- MAT 1120
- Science*—see program concentration
- Social Science*                           3
- PSY 1010
- Computer Literacy*                       3
- CIS 1010

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

Emergency Medical Technician-Paramedic Certificate

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

Program Concentration                  45 Credits

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

Total Required for Certificate        52 Credits

Engineering Program

Students who successfully complete this program are prepared to transfer as a college junior to a four-year institution to obtain a baccalaureate degree in one of the engineering disciplines, such as Electrical Engineering, Computer Engineering, Mechanical Engineering, to name a few.

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

Transferability: Credits earned at Prince George's Community College toward the engineering degree transfer to the University of Maryland and other schools that award baccalaureate degrees in engineering. Students should consult with an advisor on transfer requirements. For more information about the Engineering Program, call 301-322-7536.

Engineering

Associate of Science Degree (A.S.)

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

Program Concentration                  48 Credits

- EGR 1010 Introductory Engineering          | 3       |
- EGR 1020 Statics                          | 3       |
- MAT 2410 Calculus I for Science and Engineering*     | 4       |
- MAT 2420 Calculus II for Science and Engineering*    | 4       |
- MAT 2430 Calculus III for Science and Engineering*   | 4       |
- MAT 2450 Calculus IV for Science and Engineering*   | 4       |
- MAT 2460 Differential Equations            | 4       |

(MAT 2450 may be substituted for MAT 2430 or MAT 2460.)
- PHY 1030 General Physics I*               | 3       |
- PHY 2030 General Physics II*              | 4       |
- PHY 2040 General Physics III              | 4       |
- CHM 1010 General Chemistry I              | 4       |
- CHM 1020/1030 General Chemistry II/Lab.   | 5       |
- Engineering electives                     | 6       |
- EGR 2010                                 | 3       |
- EGR 2020                                 | 3       |
- EGR 2030                                 | 3       |
- EGR 2050                                 | 3       |
- EGR 2440 or EGR 2450                     | 3       |

Required General Education Courses       18 Credits

- English Composition I and II*             6
- Humanities*                               6

Choose one course from each group:
- Group 1: SPH 1010 or SPH 1110
- Group 2: ART 1010, MUS 1010, PHIL 1010, PHIL 1090, THE 1010, or any foreign language
- Social Sciences*                          6

Minimum Required for A.S. Degree          66 Credits

Engineering Technology Program

Engineering technology at Prince George's Community College includes electronics engineering technology, computer engineering technology, and space engineering technology. All of these areas offer opportunities for immediate employment after graduation or transfer to a four-year engineering technology program.

Students choosing to concentrate in the electronics area receive a background in general principles and troubleshooting concepts, rather than training on how to repair specific equipment. They should find employment working with communication systems, medical electronics, and consumer and industrial systems. Students who choose to concentrate on computer engineering...
technology can be employed as computer hardware technicians, help desk technicians, and network technicians. The coursework also prepares students to take and pass CompTIA’s A+ computer hardware technician certification and Network+ certification exams. Students who choose to concentrate in the networking/internetworking field will be prepared for the Cisco CCNA certification exam. Students who choose to concentrate in space engineering technology will be ready for employment at Goddard Space Flight Center and its associated contractors.

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

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

**Engineering Technology**

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

**Program Code:** ENGR.TECH.AAS

**Program Concentration** (28 Credits)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENT 1710</td>
<td>Circuits and Measurement Techniques</td>
</tr>
<tr>
<td>ENT 1770</td>
<td>Introduction to Computing for Technology</td>
</tr>
<tr>
<td>ENT 1800</td>
<td>Digital Circuits</td>
</tr>
<tr>
<td>ENT 1840</td>
<td>Introduction to Personal Computer Hardware</td>
</tr>
<tr>
<td>ENT 1850</td>
<td>Circuit Evaluation and Repair</td>
</tr>
<tr>
<td>ENT 1890</td>
<td>Network Hardware</td>
</tr>
<tr>
<td>ENT 2830</td>
<td>Telecommunications</td>
</tr>
<tr>
<td>ENT 2840</td>
<td>Computer Repair</td>
</tr>
<tr>
<td>ENT 2900</td>
<td>Systems Analysis Project**</td>
</tr>
</tbody>
</table>

**Technical Electives** (11-16 Credits)

Students may choose any course from any of the suggested program concentrations listed below, or any CIS, ENT, MAT, or science course approved by the department chair. The concentrations are suggestions only; students do not have to follow a suggested program concentration in its entirety and may choose courses from among different concentrations.

**Computer Engineering Technology**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENT 1880</td>
<td>Personal Computer Configuration and Assembly</td>
</tr>
<tr>
<td>ENT 2860</td>
<td>Advanced PC Configuration and Repair</td>
</tr>
<tr>
<td>CIS 1700</td>
<td>Understanding Operating Systems</td>
</tr>
<tr>
<td>CIS 2720</td>
<td>UNIX/Linux Operating System</td>
</tr>
</tbody>
</table>

**Electronics Engineering Technology**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENT 1720</td>
<td>Circuit Analysis and Design</td>
</tr>
<tr>
<td>ENT 1780</td>
<td>Analog Circuits</td>
</tr>
<tr>
<td>ENT 2200</td>
<td>High-Reliability Soldering and Fabrication</td>
</tr>
<tr>
<td>ENT 2810</td>
<td>CPU Architecture</td>
</tr>
</tbody>
</table>

**Networking/Internetworking**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>ENT 1940</td>
<td>Router Technology I</td>
</tr>
<tr>
<td>ENT 1950</td>
<td>Router Technology II</td>
</tr>
<tr>
<td>ENT 1960</td>
<td>Router Technology III</td>
</tr>
<tr>
<td>ENT 1970</td>
<td>Router Technology IV</td>
</tr>
</tbody>
</table>

**Space Engineering Technology**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENT 1720</td>
<td>Circuit Analysis and Design</td>
</tr>
<tr>
<td>ENT 1860</td>
<td>Fundamentals of Quality Assurance</td>
</tr>
<tr>
<td>ENT 1900</td>
<td>Introduction to Space Technology</td>
</tr>
<tr>
<td>ENT 1920</td>
<td>Quality Management: Engineering Process</td>
</tr>
<tr>
<td>ENT 2200</td>
<td>High-Reliability Soldering and Fabrication</td>
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</tbody>
</table>

**Transfer to Bachelor of Science in Engineering Technology (BSET) Program**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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</thead>
<tbody>
<tr>
<td>MAT 1350</td>
<td>College Algebra</td>
</tr>
<tr>
<td>MAT 1360</td>
<td>Trigonometry and Analytic Geometry</td>
</tr>
<tr>
<td>MAT 2410</td>
<td>Calculus I for Science and Engineering</td>
</tr>
</tbody>
</table>

**Required General Education Courses** (23 Credits)

- English Composition I and II* (**6 Credits**)
- Humanities* (**3 Credits**)
- Any SPH course from general education list
- Mathematics* (**3 Credits**)
- MAT 1340 or higher
- Science* (**8 Credits**)
- PHY 1570
- PHY 1010 or PSC 1010/1020
- Social Science* (**3 Credits**)

**Minimum Required for A.A.S. Degree** (**62 Credits**)

---

**English**

*English Option*

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

**New Program Code:** ENGL.AA (Former Code: 023)

The English Option is the recommended program of study for students planning to pursue a bachelor’s degree in English. The American, British and world literature survey courses and electives in this option provide the foundation for the upper-level literature classes students will take when they transfer to a four-year college or university. To build an understanding of the cultural context for the works of literature, the option also includes history and humanities courses. Students should consider the program requirements of their desired transfer institution as they make their course selections. Some colleges may require courses in a foreign language.

**Program Concentration** (21 Credits)

Choose two courses from the following literature surveys: (**6 Credits**)

- EGL 2010 British Literature from the Anglo-Saxon Period Through the 18th Century
- EGL 2020 British Literature of the 19th and 20th Centuries
- EGL 2050 American Literature from the Beginnings to the Late 19th Century
- EGL 2070 American Literature from the Late 19th Century to the Present
- EGL 2130 African-American Literature I
- EGL 2140 African-American Literature II

---

* Satisfies general education requirement (see Chapter 5, pages 33–35)

** Satisfies culminating experience requirement for the Associate of Applied Science (A.A.S.) degree
English Option continues from previous page

Choose one course from the following: .................3
EGL 2090 World Literature from Ancient Times
   Through the Middle Ages
EGL 2110 World Literature from the Renaissance
to the Present
Take both of the following: ...............................6
EGL 2270 Applied Grammar
Any 2000-level EGL literature or creative writing
course (in addition to the three surveys taken
to satisfy the above requirements).
Choose two courses from the following that complement
the literature surveys selected ..............6
HST 1310 Ancient and Medieval History
HST 1320 Modern History
HST 1370 The World in the Twentieth Century
HST 1410 History of the United States I
HST 1430 History of the United States II

Required General Education
Courses/Electives .................................40-41 Credits
English Composition I and II* ..........................6
Humanities* ........................................9
   Choose one course from Group 1 and two courses from
   Group 2:
   Group 1: SPH 1010, SPH 1050, SPH 1090, or SPH 1110
   Group 2: ART 1010, ART 2730, MUS 1010, PHL 1010,
   THE 1010, or any foreign language
Mathematics* ........................................3
   MAT 1120 or higher
Science* ............................................7-8
   Two courses, one of which must carry laboratory
   credit.
Social Sciences* .......................................6
   Select two courses from ANT, ECN, GEO, POS,
   PSY, or SOC.
Computer Literacy* ..................................3
   CIS 1010
Electives .............................................6
   Any credit courses except PED.
Minimum Required for A.A. Degree ........... 61 Credits

Fire Science Program

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

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

Program Concentration ............................. 18 Credits
FSC 1010 Firefighter I .................................3
FSC 1020 Emergency Medical Technician Basic ....6
FSC 1030 Hazardous Materials Operations .........1
FSC 1200 Principles of Building Construction:
   Combustible ......................................1
FSC 1210 Principles of Building Construction:
   Non-Combustible .................................1
FSC 1300 Emergency Vehicle Operator ............2
FSC 2010 Firefighter II ..............................2
FSC 2020 Truck Company Fireground Operations: ...1
FSC 2060 Firefighter Survival and Rescue ...........1

Supporting Courses ...............................12 Credits
FOS 2500 Forensic Science ..........................3
FOS 2530 Fire and Arson Investigation .............3
MGT 1010 Introduction to Business
   or
MGT 1900 Introduction to Public Administration ...3
MGT 1960 Managing in the Public Sector
   or
FSC 2930 Work-Based Experience ..................3

Required General Education
Courses/Electives .................................30-31 Credits
English Composition I and II* .......................6
Humanities* .........................................3
   Choose one SPH course:
   SPH 1010, SPH 1050, SPH 1090, or SPH 1110
Mathematics* .......................................3
   MAT 1120 or higher
Science* .............................................3-4
   Social Sciences* .................................3
    Computer Literacy* ............................3
       CIS 1010
Electives ..........................................9
   Any credit courses except PED
Minimum Required for A.A. Degree ............ 60 Credits

Food Science Program

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

This is the recommended program of study for students planning
to pursue a B.S. in Food Science at the University of Maryland Col-
lege Park (UMCP). Working closely with the Department Chair
and Advising is strongly recommended in order to meet UMCP’s
CORE requirements.

First-time college students are expected to take PAS 1010 Principles and Strategies of Successful Learning (3 Credits). PAS 1010 is required
for students when they take DVR 0060. For more information, see Chapters 2, 7, and 9.
Forensic Science Program

The Associate of Science degree in Forensic Science provides the foundation for students who plan to pursue a bachelor’s or a master’s degree in forensic science. The program combines a science curriculum with hands-on experience in the collection, processing, and analysis of physical evidence in criminal cases. The incorporation of physical science, criminal investigation and the law provides a comprehensive understanding of the evidentiary process. Students learn investigative techniques and data analysis coupled with critical-thinking, verbal and written communication skills that are essential for the constantly evolving forensic science disciplines. The forensic science program articulates with the University of Baltimore and the University of Maryland University College. Before registering for forensic science courses, students, including those with bachelors or advanced degrees, should consult with program faculty or an academic advisor, and also should check with the four-year institution to which they plan to transfer. Individuals with a bachelor’s degree may work as crime scene technicians or laboratory examiners for federal, state or local law enforcement agencies, or private crime laboratories. For more information, call 301-322-0553.

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

New Program Code: FORS.AS (Former Code: 114)

Program Concentration. .......................... 31 Credits
BIO 2500 Principles of Forensic Biology ............... 4
CHM 1020 General Chemistry II ........................ 3
CHM 1030 General Chemistry II Lab ................... 2
PHY 1010 Introductory Physics I ......................... 3
or
CHM 2050 Forensic Chemistry
(Featured spring semester) ............................. 4
CJT 1510 Introduction to Criminal Justice ............ 3
CJT 2510 Criminal Law ................................ 3
FOS 2500 Forensic Science ................................ 3
FOS 2550 Photography in the Forensic Sciences .................. 3
FOS 2590 Crime Scene Investigation .................... 3
Program Elective ........................................ 3
Choose one of the following:
PSY 2130 Forensic Psychology
FOS 2510 Forensic Aspects of Death Investigation
FOS 2520 Forensic Aspects of Drug Identification and Abuse
FOS 2530 Fire and Arson Investigation
(Offered spring only)
FOS 2540 Physical Identifiers
(Fingerprinting Techniques)
(Offered fall only)
FOS 2570 Firearms and Tool Marks Identification
(Offered fall only)
FOS 2580 Basic Accident Investigation
(Offered spring only)
FOS 2600 Computer Forensics I
FOS 2910-2930 Cooperative Education

Required General Education Courses. .............. 32 Credits
English* ................................................. 6
EGL 1010 Composition I
and
EGL 1020 Composition II
or
EGL 1340 Technical Writing
Humanities* ............................................. 6
PHL 1100 or PHL 1010
SPH 1090 or SPH 1010
Mathematics* ........................................... 3
MAT 1350
Science* ................................................. 8
BIO 1140
CHM 1010
Social Sciences* ....................................... 6
PSY 1010
SOC 1010
Computer Literacy* ..................................... 3
CIS 1010

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

* Satisfies general education requirement (see Chapter 5, pages 33–35)
** Satisfies culminating experience requirement for the Associate of Applied Science (A.A.S.) degree
General Studies Program

This program is for students interested in transferring to institutions without a foreign language requirement. The program introduces a broad range of the liberal arts and sciences while providing a thorough preparation in verbal, mathematical, and critical-thinking skills. General studies include courses in humanities, social sciences, English, science, and math, which enable students to sample various subject matters and methodologies so they can make informed educational and career choices. Transferability: This program transfers to four-year colleges or universities. The various options of the General Studies A.A. degree are listed in the index and are located alphabetically in this chapter. Students should consult with an advisor about transfer requirements. For more information about the General Studies Program, call 301-322-0151.

General Studies

Associate of Arts Degree (A.A.)

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

Program Concentration ......................... 24 Credits
Select courses appropriate for planned transfer program.
Required General Education Courses .......... 37-38 Credits

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

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

Mathematics* ......................................... 3

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

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

Computer Literacy* ................................ 3

CIS 1010

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

Transfer Studies

Certificate

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

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

English Composition I ......................... 3
EGL 1010

English Composition II .......................... 3
EGL 1020 recommended

Humanities ........................................... 6
Choose two from the general education list in Chapter 5

Social Sciences ................................... 9

Choose three from the general education list in Chapter 5

Mathematics ......................................... 3
MAT 1120 or higher

Science ............................................... 3-4

Elective .............................................. 3

Minimum Required for Certificate ............ 30 Credits

Chapter 5

Health Education

Health Education Option

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

New Program Code: HLTH.ED.AA (Former Code: 230)

Program Concentration ............................ 20 Credits

HLE 1150 Personal and Community Health .. 3
HLE 2130 First Aid-Responding to Emergencies
/CPR FPR ................................... 3
HLE 2210 Human Sexuality ...................... 3
Health elective ..................................... 3

Choose one of the following:

HLE 2000 Application of Concepts for Fitness and Wellness
HLE 2010 Health Issues in a Culturally Diverse Society
HLE 2150 Introduction to Child Health
HLE 2250 Health Issues for Women

CHM 1010 General Chemistry I ................. 4

BIO 1010 General Biology or

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

Required General Education Courses/Elective 41 Credits

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

Humanities* ........................................ 9
Choose one course from each group:

Group 1: SPH 1010, SPH 1050, SPH 1090, SPH 1110
Group 2: ART 1010, MUS 1010, PHL 1010, PHL 1090, THE 101, or any foreign language

Group 3: Any 2000-level English literature course

Mathematics* ....................................... 3

Science* ............................................ 8

BIO 2050 and BIO 2060

Social Sciences* .................................. 9

PSY 1010 and SOC 1010; and one history course from general education list.

Computer Literacy* ............................... 3

CIS 1010

Elective ............................................ 3

Any HLE course not taken in Program Concentration

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

First-time college students are expected to take PAS 1010 Principles and Strategies of Successful Learning (3 Credits). PAS 1010 is required for students when they take DVR 0060. For more information, see Chapters 2, 7, and 9.
Health Science Clinical Programs

One of the most rapidly growing career paths is in health care. In response to the need for highly skilled health care workers, Prince George’s Community College continues to offer state-of-the-art health science programs. As the health care delivery system changes, health personnel find employment opportunities in hospitals and community agencies designed to provide different types of care, including intensive, chronic and ambulatory. All health science programs have state approval and specialized accreditation. Both Nursing Programs are approved by the Maryland Board of Nursing, and the RN Program is accredited by the National League for Nursing Accrediting Commission. All allied health programs have state approval and are accredited by the applicable accrediting body: Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM), Committee on Accreditation for Respiratory Care (CoARC), Joint Review Committee on Education in Radiologic Technology (JRCERT), Joint Review Committee on Educational Programs in Nuclear Medicine Technology (JRCNMT). Although graduates are eligible to take the licensure/certification examinations upon program completion, there are restrictions about sitting for the examination if an applicant has been convicted of a felony or a misdemeanor. See program coordinator for additional information.

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

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

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

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

- Emergency Medical Technician–Intermediate
- Emergency Medical Technician–Paramedic
- Health Information Management
- Nuclear Medicine Technology
- Nursing
- Radiography
- Respiratory Therapy

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

- MHE 1530 Medical Terminology
- MHE 1540 Directed Clinical Practice I
- MHE 1550 Disease Processes
- MHE 1580 Principles and Applications of ICD-9-CM
- HIM 1550 Disease Processes
- HIM 1580 Principles and Applications of ICD-9-CM
- HIM 1530 Medical Terminology
- HIM 1540 Directed Clinical Practice I
- HIM 1550 Disease Processes
- HIM 1550 Disease Processes
- HIM 1580 Principles and Applications of ICD-9-CM
- HIM 1580 Principles and Applications of ICD-9-CM
- HIM 2510 Health Information Statistics
- HIM 2530 Health Information Management
- HIM 2550 Health Information in Alternative Care
- HIM 2550 Health Information in Alternative Care
- HIM 2560 Directed Clinical Practice II
- HIM 2580 Directed Clinical Practice III
- HIM 2580 Directed Clinical Practice III
- HIM 2600 Medical Reimbursement and Billing
- HIM 2600 Medical Reimbursement and Billing
- MGT 1550  Elements of Supervision
- MGT 1550  Elements of Supervision
- MHE 1980 Continuous Quality Improvement
- MHE 2000 Introduction to Medical Terms for Health Professionals
- MHE 2000 Introduction to Medical Terms for Health Professionals
- MHE 2560 Directed Clinical Practice II
- MHE 2580 Directed Clinical Practice III
- MHE 2580 Directed Clinical Practice III
- MHE 2580 Directed Clinical Practice III
- MHE 2900 Continuous Quality Improvement
- MHE 2900 Continuous Quality Improvement
- MHE 2900 Continuous Quality Improvement
- MHE 2920 Advanced Cardiac Life Support-Provider
- MHE 2920 Advanced Cardiac Life Support-Provider
- MHE 2920 Advanced Cardiac Life Support-Provider

Health Information Management Programs

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

Designed for the dynamic field of health information management, this program integrates the disciplines of medicine, computer technology and business management. Students who are interested in studying diseases and treatments but are not interested in hands-on patient care will find this a challenging career path. The graduate is prepared to perform technical and supervisory duties in organizing, analyzing and generating health data for reimbursement, planning, quality improvement, research and the legal issues surrounding the release of health information. Employment opportunities exist in a broad range of settings, such as hospitals, home health care, nursing homes, health maintenance organizations (HMOs), physicians’ offices, consulting, computer software companies and government agencies. The program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM), 2330 Michigan Avenue, Suite 21500, Chicago, IL 60601; (312) 233-1183 in cooperation with the American Health Information Management Association (AHIMA). Graduates are eligible to take the national certification examination administered by the AHIMA. Passing this examination entitles the graduate to use the credential registered health information technician (RHIT).

Program Concentration

Satisfies general education requirement (see Chapter 5, pages 33–35)

Satisfies culminating experience requirement for the Associate of Applied Science (A.A.S.) degree
Health Information Management continues from previous page

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>English Composition I and II*</td>
<td>6</td>
</tr>
<tr>
<td>EGL 1010 and EGL 1320</td>
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</tr>
<tr>
<td>Humanities*</td>
<td>3</td>
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<tr>
<td>SPH 1010 or SPH 1050</td>
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</tr>
<tr>
<td>Mathematics*</td>
<td>3</td>
</tr>
<tr>
<td>MAT 1140</td>
<td></td>
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<tr>
<td>Science*</td>
<td>8</td>
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<tr>
<td>BIO 2050 and BIO 2060†</td>
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</tr>
<tr>
<td>Social Sciences*</td>
<td>3</td>
</tr>
<tr>
<td>PSY 1010</td>
<td></td>
</tr>
<tr>
<td>Computer Literacy*</td>
<td>3</td>
</tr>
<tr>
<td>CIS 1010</td>
<td></td>
</tr>
</tbody>
</table>

Total Required for Certificate .................................. 67 Credits

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

Medical Coder/Billing Specialist

Certificate

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

This option prepares students for employment in hospitals, physicians' offices, and other health care settings as medical coders, abstractors, and medical billers of clinical patient information using ICD-9-CM, HCPCS/CPT. In addition, students will learn about other related classification systems, clinical documentation requirements, prospective payment systems, e.g., diagnosis-related groups (DRGs), reimbursement strategies, and the processing of medical claims. The program incorporates classroom instruction and a practicum covering a wide variety of medical specialties in both ambulatory and inpatient care.

Graduates are eligible to take one of three national certifying examinations administered by the American Health Information Management Association (AHIMA) to become a certified coding associate (CCA), certified coding specialist (CCS), or certified coding specialist-physician (CCS-P). Graduates are also eligible to take the national certifying examinations administered by the American Academy of Professional Coders (AAPC).

Program Concentration ........................................ 25 Credits

<table>
<thead>
<tr>
<th>Course</th>
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<tr>
<td>HIM 1500 Fundamentals of Health Information</td>
<td>5</td>
</tr>
<tr>
<td>HIM 1530 Medical Terminology</td>
<td>4</td>
</tr>
<tr>
<td>HIM 1550 Disease Processes</td>
<td>4</td>
</tr>
<tr>
<td>HIM 1580 Principles and Applications of ICD-9-CM</td>
<td>4</td>
</tr>
<tr>
<td>HIM 1600 Principles and Applications of CPT</td>
<td>2</td>
</tr>
<tr>
<td>HIM 2560 Directed Clinical Practice II</td>
<td>3</td>
</tr>
<tr>
<td>HIM 2600 Medical Reimbursement and Billing</td>
<td>3</td>
</tr>
</tbody>
</table>

Required General Education Courses .................................. 14 Credits

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<thead>
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<tbody>
<tr>
<td>EGL 1010</td>
<td>3</td>
</tr>
<tr>
<td>BIO 2050 and BIO 2060†</td>
<td>8</td>
</tr>
<tr>
<td>CIS 1010</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Required for Certificate .................................. 39 Credits

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

Historical Fieldwork and Research

Historical Fieldwork and Research Option
of General Studies Associate of Arts Degree (A.A.)

New Program Code: HIST.FIELD.AA (Former Code: 295)

The program provides students with a thorough foundation in the history of the United States and Prince George's County. Required relevant courses in other disciplines are also part of the program and complement the history courses students enrolled in the program are required to take. All students enrolled in the program are required to successfully complete HST 297, the Historic Sites Internship Experience course. This course provides students with a practical hands-on experience at some nearby historic sites. The internship experience is designed not only to be helpful to the site in interpreting itself to the public, but also to give students a firm grasp of what professionals at historic sites do in running a site and interpreting it and its place in history to both tour and educational groups. The program is excellent preparation for those pursuing a career in historic preservation and interpretation.

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HST 1410 History of the United States I</td>
<td>3</td>
</tr>
<tr>
<td>HST 1430 History of the United States II</td>
<td>3</td>
</tr>
<tr>
<td>HST 2330 History of the American Civil War</td>
<td>3</td>
</tr>
<tr>
<td>HST 2350 History of Maryland</td>
<td>3</td>
</tr>
<tr>
<td>HST 2380 History of Prince George's County</td>
<td>3</td>
</tr>
<tr>
<td>HST 2450 African-American History</td>
<td>3</td>
</tr>
<tr>
<td>HST 2970 Historic Sites Internship Experience</td>
<td>3</td>
</tr>
<tr>
<td>ANT 2010 Introduction to Archaeology</td>
<td>3</td>
</tr>
<tr>
<td>GEO 1070 Physical/Historical Geography of Maryland</td>
<td>3</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Composition I and II*</td>
<td>6</td>
</tr>
<tr>
<td>Humanities*</td>
<td>9</td>
</tr>
<tr>
<td>Choose one course from each group:</td>
<td></td>
</tr>
<tr>
<td>Group 1: SPH 1010, SPH 1050, SPH 1090, SPH 1110</td>
<td></td>
</tr>
<tr>
<td>Group 2: ART 1010, MUS 1010, PHL 1010, PHL 1090, THE 1010, any foreign language</td>
<td></td>
</tr>
<tr>
<td>Group 3: Any 2000-level English literature course</td>
<td></td>
</tr>
<tr>
<td>Mathematics*</td>
<td>3</td>
</tr>
<tr>
<td>Science*</td>
<td>7-8</td>
</tr>
<tr>
<td>Two courses, one course must carry laboratory credit.</td>
<td></td>
</tr>
<tr>
<td>Social Sciences*</td>
<td>6</td>
</tr>
<tr>
<td>Two courses from ANT, ECN, POS, SOC, PSY</td>
<td></td>
</tr>
<tr>
<td>Computer Literacy*</td>
<td>3</td>
</tr>
<tr>
<td>CIS 1010</td>
<td></td>
</tr>
</tbody>
</table>

Minimum Required for A.A. Degree .................................. 61 Credits
## Hospitality Services Management Programs

### Hospitality Services Management

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

New Program Code: HOSP.SERV.AAS (Former Code: 360)

This program of study introduces students to the range of skills and credentials required for a successful career in the expanding field of hospitality services. Students entering the program may choose from three specializations: Convention and Meeting Management, Restaurant and Food Service Operations, or Lodging Management. Successful graduates will be prepared to enter the workforce as management trainees or to continue on to four-year academic programs. Working closely with the Department Chair and Advising is strongly recommended.

<table>
<thead>
<tr>
<th>Program Concentration</th>
<th>34 Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HSM 1510</td>
<td>Introduction to Hospitality Industry</td>
</tr>
<tr>
<td>HSM 1630</td>
<td>Food Service Operations</td>
</tr>
<tr>
<td>HSM 1550</td>
<td>Sanitation</td>
</tr>
<tr>
<td>HSM 2530</td>
<td>Hospitality Sales and Marketing</td>
</tr>
<tr>
<td>MGT 1600</td>
<td>Principles of Management</td>
</tr>
<tr>
<td>or MGT 2610</td>
<td>Human Resource Management</td>
</tr>
<tr>
<td>ACC 1030</td>
<td>Accounting for Managers</td>
</tr>
<tr>
<td>HSM 1620</td>
<td>Hotel and Resort Operations I</td>
</tr>
<tr>
<td>HSM 2110</td>
<td>Hospitality Computer Applications</td>
</tr>
<tr>
<td>HSM 2070</td>
<td>Supervision in the Hospitality Industry</td>
</tr>
<tr>
<td>HSM 2550</td>
<td>Understanding Hospitality Law</td>
</tr>
<tr>
<td>HSM 2100</td>
<td>Managing Service in Food and Beverage Operations</td>
</tr>
<tr>
<td>HSM 2760</td>
<td>Hospitality Seminar**</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Program Track</th>
<th>6 Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Choose one of the following tracks and complete the two courses listed for that track:</td>
<td></td>
</tr>
<tr>
<td><strong>Conference and Event Management Track</strong></td>
<td></td>
</tr>
<tr>
<td>HSM 1560</td>
<td>Catering and Banquet Planning</td>
</tr>
<tr>
<td>HSM 1520</td>
<td>Convention Management and Service</td>
</tr>
<tr>
<td><strong>Food and Beverage Management Track</strong></td>
<td></td>
</tr>
<tr>
<td>HSM 2020</td>
<td>Food and Beverage Purchasing and Cost Control</td>
</tr>
<tr>
<td>HSM 2040</td>
<td>Bar and Beverage Management</td>
</tr>
<tr>
<td><strong>Lodging Management Track</strong></td>
<td></td>
</tr>
<tr>
<td>HSM 2630</td>
<td>Hotel and Resort Operations II</td>
</tr>
<tr>
<td>HSM 2640</td>
<td>Security and Loss Prevention Management</td>
</tr>
</tbody>
</table>

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

### Hospitality Services Management Certificate

Program Code: HOSP.SERV.CT

<table>
<thead>
<tr>
<th>Program Concentration</th>
<th>25 Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HSM 1510</td>
<td>Introduction to Hospitality Industry</td>
</tr>
<tr>
<td>HSM 1630</td>
<td>Food Service Operations</td>
</tr>
<tr>
<td>HSM 1550</td>
<td>Food Service Manager Training and Certification in Sanitation</td>
</tr>
<tr>
<td>HSM 2530</td>
<td>Hospitality Sales &amp; Marketing</td>
</tr>
<tr>
<td>HSM 1620</td>
<td>Hotel and Resort Operations I</td>
</tr>
<tr>
<td>HSM 2110</td>
<td>Hospitality Computer Applications</td>
</tr>
<tr>
<td>HSM 2070</td>
<td>Supervision in the Hospitality Industry</td>
</tr>
<tr>
<td>HSM 2550</td>
<td>Understanding Hospitality Law</td>
</tr>
<tr>
<td>HSM 2100</td>
<td>Managing Service in Food and Beverage Operations</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Program Track</th>
<th>6 Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Choose one of the following tracks and complete the two courses listed for that track:</td>
<td></td>
</tr>
<tr>
<td><strong>Conference and Event Management Track</strong></td>
<td></td>
</tr>
<tr>
<td>HSM 1560</td>
<td>Catering and Banquet Planning</td>
</tr>
<tr>
<td>HSM 1520</td>
<td>Convention Management and Service</td>
</tr>
<tr>
<td><strong>Food and Beverage Management Track</strong></td>
<td></td>
</tr>
<tr>
<td>HSM 2020</td>
<td>Food and Beverage Purchasing and Cost Control</td>
</tr>
<tr>
<td>HSM 2040</td>
<td>Bar and Beverage Management</td>
</tr>
<tr>
<td><strong>Lodging Management Track</strong></td>
<td></td>
</tr>
<tr>
<td>HSM 2630</td>
<td>Hotel and Resort Operations II</td>
</tr>
<tr>
<td>HSM 2640</td>
<td>Security and Loss Prevention Management</td>
</tr>
</tbody>
</table>

| Total Required for Certificate | 31 Credits |

### Food Service Management

**Letter of Recognition**

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

<table>
<thead>
<tr>
<th>Program Concentration</th>
<th>31 Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HSM 1510</td>
<td>Introduction to Hospitality Industry</td>
</tr>
<tr>
<td>HSM 1550</td>
<td>Food Service Manager Training and Certification</td>
</tr>
<tr>
<td>HSM 1560</td>
<td>Catering and Banquet Planning</td>
</tr>
<tr>
<td>HSM 1630</td>
<td>Food Service Operations</td>
</tr>
</tbody>
</table>

| Total Required for Letter of Recognition | 10 Credits |

### Hotel/Motel Management

**Letter of Recognition**

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

<table>
<thead>
<tr>
<th>Program Concentration</th>
<th>11 Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HSM 1510</td>
<td>Introduction to Hospitality Industry</td>
</tr>
<tr>
<td>HSM 1620</td>
<td>Hotel and Resort Operations I</td>
</tr>
<tr>
<td>HSM 2530</td>
<td>Hospitality Sales and Marketing</td>
</tr>
<tr>
<td>Electives</td>
<td>2</td>
</tr>
</tbody>
</table>

Choose two courses from the following:

| HSM 1700-1760, HSM 1800-1840 |

| Total Required for Letter of Recognition | 11 Credits |

---

* Satisfies general education requirement (see Chapter 5, pages 33–35)

** Satisfies culminating experience requirement for the Associate of Applied Science (A.A.S.) degree
## Information Security Programs

In addition to the Information Security programs listed below, see the Computer Information Systems programs on pages 49–53 and the Computer Science programs on pages 53–54.

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

### Information Security

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

**New Program Code:** COMPSECUR.AAS (Former Code: 540)

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

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

Upon completion of the program of study, graduates will be able to:

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

### Program Concentration

**40-41 Credits**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 1010</td>
<td>Computer Literacy</td>
<td>3</td>
</tr>
<tr>
<td>CIS 1700</td>
<td>Understanding Operating Systems</td>
<td>3</td>
</tr>
<tr>
<td>CIS 1620</td>
<td>Computer Security, Security+</td>
<td>3</td>
</tr>
<tr>
<td>CIS 1630</td>
<td>Securing the Infrastructure</td>
<td>3</td>
</tr>
<tr>
<td>CIS 1660</td>
<td>Network Defense and Countermeasures</td>
<td>3</td>
</tr>
<tr>
<td>CIS 2310</td>
<td>Windows 2003 Server Administration</td>
<td>3</td>
</tr>
<tr>
<td>CIS 2690</td>
<td>Information Security Capstone**</td>
<td>3</td>
</tr>
</tbody>
</table>

### Required General Education

**Courses/Elective**

**21-22 Credits**

- English Composition I and II* .......................... 6
- Humanities* .............................................. 3
- Mathematics* ............................................ 3
- MAT 1120 or higher
- Science* .................................................. 3-4
- Social Sciences* ......................................... 3
- Elective .................................................... 3
- Any credit course except PED.

### Minimum Required for the A.A.S. Degree

**61 Credits**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENT 1940</td>
<td>Router Technology I: Network Fundamentals</td>
<td>4</td>
</tr>
<tr>
<td>ENT 1950</td>
<td>Router Technology II: Routing Protocols</td>
<td>4</td>
</tr>
<tr>
<td>ENT 1960</td>
<td>Router Technology III: Switching and Wireless</td>
<td>4</td>
</tr>
<tr>
<td>ENT 1970</td>
<td>Router Technology IV: Wide Area Networks</td>
<td>4</td>
</tr>
</tbody>
</table>

**Program Elective**

**4 Credits**

Choose one course from the following:

- FOS 2600 Computer Forensics I .......................... 3
- FOS 2610 Computer Forensics II                     | 3
- ENT 2190 Wireless LANs .................................. 3
- CIS 2760 UNIX/Linux System Administration .......... 4
- MGT 2860 Cyber Law                                 | 3
- MGT 2880 Disaster Recovery and Risk Management     | 3

### Information Security Certificate

**New Program Code:** COMPSECUR.CT (Former Code: 541)

This certificate will help to prepare students for an entry-level position in the field of information security. Upon completion of coursework, students will have the foundation needed to pursue CompTIA's Security+ certification. Students wishing to pursue an A.A.S. degree may apply these credits to the Information Security A.A.S. degree. Students are also encouraged to obtain the Cisco CCNA Preparation certificate offered by the Engineering Technology Department, which also may be applied to the Information Security A.A.S. degree program.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 1010</td>
<td>Computer Literacy</td>
<td>3</td>
</tr>
<tr>
<td>CIS 1700</td>
<td>Understanding Operating Systems</td>
<td>3</td>
</tr>
<tr>
<td>CIS 1620</td>
<td>Computer Security, Security+</td>
<td>3</td>
</tr>
<tr>
<td>CIS 1630</td>
<td>Securing the Infrastructure</td>
<td>3</td>
</tr>
<tr>
<td>CIS 1660</td>
<td>Network Defense and Countermeasures</td>
<td>3</td>
</tr>
<tr>
<td>CIS 2760</td>
<td>UNIX/Linux System Administration</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Required for Certificate**

**18-19 Credits**

Choose one course from the following:

- FOS 2600 Computer Forensics I .......................... 3
- ENT 2190 Wireless LANs .................................. 3
- CIS 2760 UNIX/Linux System Administration .......... 4

First-time college students are expected to take PAS 1010 Principles and Strategies of Successful Learning (3 Credits). PAS 1010 is required for students when they take DVR 0060. For more information, see Chapters 2, 7, and 9.
International Studies

International Studies Option
of General Studies Associate of Arts Degree (A.A.)
New Program Code: INTLAA (Former Code: 293)

This is a recommended program of study for students planning to pursue a bachelor’s degree in international studies.

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

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

Minimum Required for A.A. Degree 61 Credits

Marketing Management Programs

The Marketing Management Program at Prince George’s Community College helps students develop the methods, tools, techniques and management skills needed for success in marketing, which involves the distribution of goods and services. These skills have broad applications in private organizations as well as in government and nonprofit organizations. Graduates may get jobs in retailing, inventory control, transportation, warehousing, advertising or selling. The courses required for the certificate in Marketing may be applied to the Associate of Applied Science degree in Marketing Management. For more information about the Marketing Management Program, call 301-322-0696.

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

Program Concentration. 38-40 Credits
MKG 2510 Introduction to Marketing 3
MKG 2630 International Marketing 3
MKG 2710 Salesmanship 3
MKG 2730 Retail Business Management 3
MKG 2770 Advertising 3
ACC 1010 Principles of Accounting I or
ACC 1030 Accounting for Managers 3-4
BUS 1220 Business Law I 3
MGT 1010 Introduction to Business 3
MGT 1620 Financial Planning and Investments 3
MGT 2400 Strategic Management** 3
Business-related Electives 6
Choose from the following:
ACC 1020-1040 BUS 1240 CAP 1310
ACC 1500 MGT 1500 MGT 1570
MGT 1620 MGT 1800 MGT 2500-2550
MGT 2580-2590 MGT 2610 MGT 2630
MGT 2650-2660 MGT 2700 MGT 2750
MGT 2910-2930 PHI 1400 RLS 1030
Health/Physical Education 2-3
Any HLE or at least 2 credits of PED

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

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

Marketing Management
Certificate
New Program Code: MKTG.CT (Former Code: 494)

MKG 2510 Introduction to Marketing 3
MKG 2630 International Marketing 3
MKG 2710 Salesmanship 3
MKG 2730 Retail Business Management 3
MKG 2770 Advertising 3
MGT 1010 Introduction to Business 3
MGT 1620 Microcomputer Applications for the Business Manager 3
Electives 9
Choose from the following:
ACC 1010, ACC 1030, BUS 1220, MAT 1120 or higher,
MGT 1500, MGT 1550, MGT 1570, MGT 1620

Total Required for Certificate 30 Credits

* Satisfies general education requirement (see Chapter 5, pages 33–35)
** Satisfies culminating experience requirement for the Associate of Applied Science (A.A.S.) degree
Mathematics

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

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

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

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

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

Program Concentration .......................... 30 Credits
MAT 2410 Calculus I .................................. 4
MAT 2420 Calculus II .................................. 4
MAT 2430 Calculus III .................................. 4
MAT 2450 Linear Algebra .................................. 4
MAT 2460 Differential Equations ......................... 4
PHY 1030 General Physics I ............................ 3
Lab science from the general education list .............. 4
PHY 2030 or CHM 1010 recommended
MAT 2210 Statistics .................................... 3

Required General Education Courses

Courses/Elective ........................................ 30 Credits
English Composition I and II* .......................... 6
Humanities* ............................................. 9

Choose one course from each group:
Group 1: SPH 1010, SPH 1050, SPH 1090, SPH 1110
Group 2: One humanities course from the general education list
Group 3: Any 2000-level English literature course
Social Sciences* ....................................... 9

Group 1: One history course from the general education list
Group 2: Two courses from social sciences general education list, one course must be non-history
Computer Literacy* ................................... 3
CIS 1010
Elective .................................................. 3

Any credit course except PED.

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

Media Production Program

Media Production
Certificate
(Pending MHEC approval)
New Program Code: COMM.MEDIA.CT

The Media Production Certificate is designed to prepare students to utilize current technology to produce, shoot, and edit video and multimedia productions. It is geared toward people who may need to gain production skills for their current position or to those pursuing a career change. Students will gain technical knowledge and training with a background in mass media history and trends. For more information about the Media Production certificate program, call 301-322-0953.

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

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

Music

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

With this option, the student will develop an intermediate skill in music performance on a particular instrument or voice; demonstrate a basic understanding of music notation and theory; and acquire a general knowledge of Western music history and technology. The student will qualify for transfer to a bachelor’s degree program at a four year institution. Students also use may the music option for personal enrichment.

Program Concentration .......................... 25 Credits
MUS 1030 Concert Choir
or
MUS 1110 Instrumental Ensemble ....................... 1
MUS 1150 Theory I ..................................... 3
MUS 1160 Theory II .................................... 3
MUS 1210 Class Piano I
or
MUS 1230 Class Voice I ................................ 1
MUS 1510 Digital Notation ............................... 3
MUS 2150 Theory III ................................... 3
MUS 2160 Theory IV .................................... 3
MUS 1290-1420 Applied Music ......................... 4
MUS 2290-2420 Advanced Applied Music ............... 4

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

First-time college students are expected to take PAS 1010 Principles and Strategies of Successful Learning (3 Credits). PAS 1010 is required for students when they take DVR 0060. For more information, see Chapters 2, 7, and 9.
**Nuclear Medicine Technology Programs**

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

The Nuclear Medicine Technology program provides two options: a one-year certificate option for students who have current licensure or certification in radiography, nursing, respiratory therapy, radiation therapy or medical lab technology; and a two-year Associate of Applied Science (A.A.S.) degree. Both options require evidence of successful completion of prerequisite courses, and current certification in basic cardiac life support (CPR for healthcare professionals). The Nuclear Medicine Program is accredited by the Joint Review Committee on Educational Programs in Nuclear Medicine Technology (JRCNMT), 2000 W. Danforth Road, Suite 130 #203, Edmond, OK 73003; telephone: 405-285-0546; fax: 405-285-0579; e-mail: jrcnmt@coxinet.net. Graduates of the program are eligible to take the Nuclear Medicine Technology Certification Board (NMTCB) exam and to use the credential CNMT upon successful completion of the exam. Graduates are also eligible to take the American Registry of Radiologic Technologists (ARRT) exam and to use the credential RT(N) when successfully completing the exam.

**Nuclear Medicine Technology**

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

**New Program Code: NUCL.MED.PETIT (Former Code: 315)**

**Program Concentration**  |
---|
NUM 1550 Introduction to Nuclear Medicine  |
NUM 2510 Nuclear Medicine Techniques I  |
NUM 2520 Nuclear Medicine Techniques II  |
NUM 2530 Clinical Nuclear Medicine Technology I  |
NUM 2540 Clinical Nuclear Medicine Technology II  |
NUM 2550 Radiopharmacy and Radiation Chemistry  |
NUM 2600 Clinical Nuclear Medicine Technology III  |

**Required General Education Courses**  |
---|
English Composition I and II*  |
Humanities*  |
Mathematics*  |
Science*  |
Social Sciences*  |

**Total Required for Certificate**  |
---|
70 Credits

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* Satisfies general education requirement (see Chapter 5, pages 33–35)
** Satisfies culminating experience requirement for the Associate of Applied Science (A.A.S.) degree
Nursing Programs

The Nursing Program prepares graduates to provide direct client care in a safe, effective manner across multiple settings. To achieve this goal, three educational options exist in the program: registered nurse (RN), licensed practical nurse (LPN), and LPN to RN. The registered nurse (RN) is prepared to manage the care of clients in any setting to achieve an optimal state of health. The RN uses the nursing process to assess and analyze the health needs and/or problems of clients, plan and implement appropriate actions based upon nursing diagnosis or identified client needs, and evaluate the extent to which expected outcomes are achieved. Graduates of the associate’s degree Registered Nurse Program earn an Associate of Science degree (A.S.) and are eligible to sit for the RN licensure examination (NCLEX-RN). The RN program articulates with baccalaureate degree nursing programs allowing graduates to transfer or challenge credits. Under a special articulation agreement with Villa Julie College, RNs are able to complete all requirements for the Bachelor of Science degree, except upper-level nursing courses, through Prince George’s Community College. Villa Julie’s upper-level nursing courses also are offered at Prince George’s Community College, allowing all requirements to be completed in the county. For more information, contact Villa Julie College at 877-468-6852 or www.vjc.edu.

The Licensed Practical Nurse (LPN) Program prepares students to use the nursing process to collect and organize relevant health care data and assist in the identification of the health needs/problems of clients throughout their life span and in a variety of settings. The entry-level licensed practical nurse (LPN), under appropriate supervision, is prepared to coordinate and provide care, while contributing to the plan for nursing interventions to meet the needs of clients with commonly occurring health problems having predictable outcomes. Graduates of the Licensed Practical Nurse Program earn a certificate and are eligible to sit for the LPN licensure examination (NCLEX-PN). The LPN Program articulates with associate’s degree RN programs providing graduates with advanced standing.

The LPN to RN transition option permits LPNs to enter the second year of the RN Program in the fall and spring semesters after completing prerequisites and course work. Selected classes, labs, and clinical experiences for this option may only be available during evenings and weekends.

The ratio of credit to clock hours is consistent throughout both nursing programs and is based on a 15-week semester. The credit-clock allocation in all NUR courses is as follows:

- Lecture: one credit hour = one clock hour
- Campus Nursing Skills Laboratory: one credit hour = three clock hours
- Clinical Laboratory Experience: one credit hour = four clock hours

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

Both Nursing Programs are approved by the Maryland Board of Nursing, and the RN Program is accredited by the National League for Nursing Accrediting Commission, 61 Broadway, 33rd Floor, New York, New York 10014, Phone: 800-669-9656.

Nursing (RN)
Associate of Science Degree (A.S.)
New Program Code: NURS.RN.PETIT (Former Code: 319)

Program Concentration ........................ 34 Credits
NUR 1010 Introduction to Nursing ................... 2
NUR 1020 Foundation of Nursing Practice ........... 7
NUR 1030 Reproductive Health ....................... 3
NUR 1040 Physiological Integrity I ................... 5
NUR 2010 Nursing Care of Children and Family ........ 3
NUR 2020 Physiological Integrity II ................. 5
NUR 2030 Physiological and Psychosocial Integrity† ............................................. 6
NUR 2040 Management of Care and Professional Issues† ............................................ 3

Required General Education Courses ............. 36 Credits
English Composition I and II* ....................... 6
EGL 1340 recommended for Composition II
Humanities* ........................................... 6
Choose one course from each group:
Group 1: SPH 1090
Group 2: ART 1010, MUS 1010, PHL 1010, PHL 1090,
THE 1010, any foreign language
Mathematics* ........................................ 3
MAT 1120 or higher
Science* ............................................. 12
BIO 2050, BIO 2060 and BIO 2010
Social Sciences* ................................... 9
PSY 1010, PSY 2070 and SOC 1010
Total Required for A.S. degree ............. 70 Credits
† Provides culminating experience for A.S. Degree.

Nursing (LPN)
Certificate
New Program Code: NURS.LPN.PETIT (Former Code: 311)

Program Concentration .......................... 26 Credits
NUR 1000 Introduction to Practical Nursing .......... 3
NUR 1020 Foundations of Nursing Practice .......... 7
NUR 1030 Reproductive Health ....................... 3
NUR 1040 Physiological Integrity I ................. 5
NUR 1050 Adaptation and Practices-LPN ............ 8

Required General Education Courses ........... 20 Credits
EGL 1010 Composition I: Expository Writing ....... 3
SPH 1090 Interpersonal Communication ............ 3
BIO 2050 Human Anatomy and Physiology I ....... 4
BIO 2060 Human Anatomy and Physiology II ..... 4
PSY 1010 General Psychology ..................... 3
PSY 2070 Human Growth and Development ........ 3
Total Required for Certificate .................. 46 Credits

LPN to RN Transition
Associate of Science Degree (A.S.)
New Program Code: NURS.RN.PETIT (Former Code: 319)

This course of study will facilitate educational and career nursing mobility from the LPN level to the Associate’s Degree Nursing Program. The LPN who holds a valid, active Maryland license and has completed all of the prerequisites for the RN Program with a grade point average of 2.5 or higher may be granted advanced placement. Upon satisfactory completion of the transition course NUR
1060, the student can progress to the second year of the Associate's Degree Nursing Program. The total number of credits required for graduation is 70.

**Program Concentration**......................... 34 Credits

Credits awarded following the successful completion of NUR 1060 per the Maryland LPN to RN articulation model............... 11
NUR 1060 LPN to RN Transition†† ................... 6
NUR 2010 Nursing Care of Children and Families .... 3
NUR 2020 Physiological Integrity II ................... 5
NUR 2030 Physiological and Psychosocial Integrity† ................... 6
NUR 2040 Management of Care and Professional Issues† ................... 3

**Required General Education Courses** ........ 36 Credits

English Composition I and II* ....................... 6
(EGL 1340 recommended for Composition II)
Humanities* ........................................... 3
Choose one course from each group:
Group 1: SPH 1090
Group 2: ART 1010, MUS 1010, PHIL 1010, PHIL 1090, THE 1010, any foreign language
Mathematics* .......................................... 3
MAT 1120 or higher
Science* ............................................... 12
BIO 2050, BIO 2060 and BIO 2010
Social Sciences* ....................................... 9
PSY 1010, PSY 2070 and SOC 1010

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

† Provides culminating experience for A.S. Degree.
† † Note: Maryland license must be current at time of admission into the Transition Nursing Course, NUR 1060.

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**Ornamental Horticulture Program**

This program is designed for students seeking entry-level supervisory training as well as those wishing to upgrade specific competencies in the green industry. The letter of recognition is for students who desire training in exterior landscaping or nursery and garden center management. Students learn to identify plants, recognize diseases and pests, and initiate proper control methods for infestations. Proper plant installation and maintenance is also covered. Practical work experience through cooperative education provides on-the-job exposure. After satisfying the employment hours required by the Maryland Nurserymen's Association, the student can take the exam to become a certified horticulturist in the state. Courses in the program meet requirements to take the Maryland and D.C. Certified Pesticide Application exam. For more information regarding the Ornamental Horticulture Program, call 301-322-0182.

**Ornamental Horticulture**

*Letter of Recognition*

**New Program Code:** HORT.LOR (Former Code: 841)

- HRT 1010 Principles of Ornamental Horticulture .... 4
- HRT 1030 Principles of Landscape Contracting and Design

or

- HRT 1050 Principles of Greenhouse Management
- HRT 1080 Introduction to Turfgrass Management
- HRT 1160 Woody Ornemental Plants I
- HRT 1170 Woody Ornamental Plants II
- HRT 2910 Cooperative Education

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

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**Paralegal/Legal Assistant Programs**

The Paralegal/Legal Assistant associate of applied science degree helps students qualify as legal assistants aiding lawyers with procedural activities in the practice of law. These activities include research, alternative dispute resolution, interviewing witnesses, and drafting motions, interrogatories and pleadings. Legal assistants may work in government agencies, in corporations that have in-house attorneys, and in private law firms, or they may prefer to freelance. The paralegal profession is one of the fastest growing occupations in Maryland, and the demand for legal assistants in the Washington Metropolitan Area is high. The Paralegal/Legal Assistant A.A.S. is a career degree that enables a student to directly enter the workforce. However, the credits earned do transfer to a number of four-year institutions, including Excelsior College and the University of Maryland University College. The certificate is well-suited for individuals who want to upgrade their skills or get a promotion, and credits earned may be applied toward the A.A.S. degree. For more information, call 301-322-0553.

**Paralegal/Legal Assistant**

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

**New Program Code:** PARA.AAS (Former Code: 834)

**Program Concentration** ....................... 30 Credits

- PAR 1510 Introduction to Law for the Paralegal .... 3
- PAR 1600 Civil Litigation** ........................... 3
- PAR 1610 Legal Ethics for Paralegals
- PAR 1670 (offered fall only)
- PAR 1580 (offered spring only)
- PAR 1580
- PAR 2570 (offered spring only)
- PAR 2510 Legal Writing and Documents
- PAR 2530 Torts
- CJT 2510 Criminal Law
- CJT 2540 Criminal Evidence and Procedure

Elective .............................................. 3

Choose three credits from the following recommended list:

- BUS 1220 BUS 1240 CAP 1310
- Any CJT or COR FOS 2500
- PAR 1580 (offered fall only)
- PAR 1590 (offered spring only)
- PAR 2550 (offered fall only)
- PAR 2570 (offered spring only)
- PAR 2910-2930 Cooperative Education/Internship**
- PSY 2010
- SPN 1010

**Required General Education Courses** .......... 33 Credits

- ART 1010, MUS 1010, PHIL 1010, PHIL 1090
- THE 1010, any foreign language
- MAT 1120 or higher
- BIO 2050, BIO 2060 and BIO 2010
- SPH 1090

* Satisfies general education requirement (see Chapter 5, pages 33–35)
** Satisfies culminating experience requirement for the Associate of Applied Science (A.A.S.) degree
### Physical Education Option

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

**New Program Code:** PHYS.EDUC.AA (Former Code: 270)

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<th>Program Concentration</th>
<th>Required General Education Courses</th>
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<td>Physical Education PED 1110 and PED 1130 and the following six skill laboratories</td>
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<td>or PHY 1010</td>
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<td>English Composition I and II*</td>
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<td>Humanities*</td>
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<td>Choose from each group:</td>
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<td>Total Required for Certificate</td>
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</tbody>
</table>

### Paralegal/Legal Assistant

**Certificate**

**New Program Code:** PARA.CT (Former Code: 835)

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<th>Program Concentration</th>
<th>Required General Education Courses</th>
<th>Total Required for Certificate</th>
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<td>PAR 1600</td>
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### Pre-Law

**Pre-Law Option**

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

**New Program Code:** PREP.LAW.AA (Former Code: 292)

The Pre-Law associate of arts degree option provides a well-rounded liberal education structured to develop students' critical thinking and communication skills. Students who earn the associate of arts degree transfer to four-year institutions to complete their bachelor's degree in preparation for the LSAT and admission to law school. For more information, call 301-322-0553.

<table>
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<th>Program Concentration</th>
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<td>SPH 1110</td>
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### Physical Education

**Physical Education Option**

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

**New Program Code:** PHYS.EDUC.AA (Former Code: 270)

<table>
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<th>Program Concentration</th>
<th>Required General Education Courses</th>
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<tr>
<td>Physical Education PED 1110 and PED 1130 and the following six skill laboratories</td>
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<td>Total Required for Certificate</td>
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</tbody>
</table>

First-time college students are expected to take PAS 1010 Principles and Strategies of Successful Learning (3 Credits). PAS 1010 is required for students when they take DVR 0060. For more information, see Chapters 2, 7, and 9.
Pre-Medicine

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

New Program Code: PREPMED.AA (Former Code: 305)

This is a recommended program of study for students who intend to pursue a medical school education.

Program Concentration .......................... 32 Credits

<table>
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<tr>
<th>Course</th>
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<tr>
<td>BIO 1130 Principles of Biology: Evolution, Ecology, and Behavior*</td>
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<tr>
<td>BIO 1140 Principles of Biology: Cellular and Molecular Biology*</td>
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<td>BIO 2010 Microbiology*</td>
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<td>CHM 1010 General Chemistry I*</td>
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<td>CHM 1020 General Chemistry II*</td>
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<td>and</td>
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<td>CHM 1030 General Chemistry II Lab*</td>
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<td>CHM 2010 Organic Chemistry I</td>
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<tr>
<td>CHM 2040 Organic Chemistry II Lab</td>
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<tr>
<td>PHY 1010 Introductory Physics I</td>
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<td>PHY 1020 Introductory Physics II</td>
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<td>PHY 1030 General Physics I</td>
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<tr>
<td>PHY 2030 General Physics II</td>
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<td>and</td>
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<tr>
<td>PHY 2040 General Physics III</td>
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<tr>
<td>MAT 2160 Applied Calculus I</td>
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<td>(strongly recommended)</td>
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<td>or</td>
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<tr>
<td>MAT 2410 Calculus I for Science and Engineering</td>
<td>3-4</td>
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<tr>
<td>MAT 2170 Applied Calculus II</td>
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<td>or</td>
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<tr>
<td>MAT 2420 Calculus II for Science and Engineering</td>
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Required General Education Courses .......... 30-31 Credits

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<tbody>
<tr>
<td>English Composition I and II*</td>
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<td>Humanities*</td>
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<tr>
<td>Choose one course from each group:</td>
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<tr>
<td>Group 1: SPH 1010, SPH 1050, SPH 1090, SPH 1110</td>
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<tr>
<td>Group 2: ART 1010, MUS 1010, PHL 1010, PHL 1090, THE 1010, any foreign language</td>
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<tr>
<td>Group 3: Any 2000-level English literature course</td>
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</tbody>
</table>

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

Pre-Pharmacy

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

New Program Code: PREPPHARM.AA (Former Code: 306)

This is a recommended program of study for students planning to pursue a pharmacy degree following their bachelor's program.

Program Concentration .......................... 38-40 Credits

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>BIO 1140 Principles of Biology: Cellular and Molecular Biology*</td>
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<tr>
<td>BIO 2010 Microbiology*</td>
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<tr>
<td>CHM 1010 General Chemistry I*</td>
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<td>CHM 1020 General Chemistry II*</td>
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<td>CHM 2010 Organic Chemistry I</td>
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<td>CHM 2020 Organic Chemistry II</td>
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<td>PHY 1010 Introductory Physics I</td>
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<td>PHY 1020 Introductory Physics II</td>
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<td>or</td>
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<tr>
<td>PHY 1030 General Physics I</td>
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<td>and</td>
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<tr>
<td>PHY 2030 General Physics II</td>
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<td>PHY 2040 General Physics III</td>
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<td>or</td>
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<tr>
<td>MAT 2410 Calculus I for Science and Engineering</td>
<td>3-4</td>
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<tr>
<td>MAT 2170 Applied Calculus II</td>
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<tr>
<td>MAT 2420 Calculus II for Science and Engineering</td>
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Required General Education Courses .......... 30 Credits

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>English Composition I and II*</td>
<td>6</td>
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<tr>
<td>Humanities*</td>
<td>9</td>
</tr>
<tr>
<td>Choose one course from each group:</td>
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<tr>
<td>Group 1: SPH 1010, SPH 1050, SPH 1090, SPH 1110</td>
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<tr>
<td>Group 2: ART 1010, MUS 1010, PHL 1010, PHL 1090, THE 1010, any foreign language</td>
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<tr>
<td>Group 3: Any 2000-level English literature course</td>
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</tbody>
</table>

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

* Satisfies general education requirement (see Chapter 5, pages 33–35)
** Satisfies culminating experience requirement for the Associate of Applied Science (A.A.S.) degree
Pre-Physical Therapy

Pre-Physical Therapy Option
of General Studies Associate of Arts Degree (A.A.)
New Program Code: PREP.PT.AA (Former Code: 307)

This is a recommended program of study for students planning to pursue a bachelor’s or master’s degree in physical therapy.

Program Concentration .................. 31 Credits
BIO 1140 Principles of Biology: Cellular and Molecular Biology* ..................... 4
BIO 2050 Human Anatomy and Physiology I* .......... 4
BIO 2060 Human anatomy and Physiology II* ........ 4
CHM 1010 General Chemistry I* .................. 4
CHM 1020 General Chemistry II* ................. 3
CHM 1030 General Chemistry II Lab ............... 2
MAT 1140 Introduction to Statistics ............... 3
PHY 1010 Introductory Physics I ................... 4
MAT 2160 Applied Calculus I ..................... 3

Required General Education Courses .......... 30 Credits
English Composition I and II* .................. 6
Humanities* ........................................ 9
Choose one course from each group:
Group 1: SPH 1010, SPH 1050, SPH 1090, SPH 1110
Group 2: ART 1010, MUS 1010, PHL 1010, PHL 1090, THE 1010, any foreign language
Group 3: Any 2000-level English literature course
Mathematics* ...................................... 3
MAT 1350
Social Sciences* .................................... 9
Group 1: One history course from general education list
Group 2: PSY 1010
Group 3: PSY 2010 or PSY 2030 or PSY 2070 or PSY 2080
Computer Literacy* .......................... 3
CIS 1010

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

Radiography Program

The Radiography Program prepares students to practice as a proficient, professional radiographer in culturally diverse health care settings. Through courses in patient care and education, radiographic procedures, radiation protection, equipment operation and quality control, image production and evaluation, and clinical practice, students progress from the learning phase to the multiskilled, practitioner phase. Students will be prepared with the skills necessary to perform radiologic examinations that produce high-quality diagnostic images to be used in the diagnosis and treatment of patient disease. The program is structured to allow students to earn an Associate of Applied Science (A.A.S.) degree and qualify and prepare them for the American Registry of Radiologic Technologist (ARRT) board exam upon successful completion of all required courses.

The Radiography Program is fully accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT); 20 N. Wacker Drive, Suite 2850, Chicago, IL 60606; telephone 312-704-5300; mail@jrcert.org. One of the necessary standards for admission is for the student to submit evidence of physical examination and immunizations as outlined on the Radiography Program health assessment form. The health assessment must indicate with reasonable accommodation that the applicant can:

• Work 8 to 10 hours per day performing physical tasks such as sitting, lifting, bending, turning, carrying and moving around the physical environment
• Perform fine motor movements needed to manipulate instruments and equipment
• Communicate effectively, both verbally and in writing, with peers, patients, and physicians
• Monitor and assess patients’ needs using auditory and visual skills

Psychology

Psychology Option
of General Studies Associate of Arts Degree (A.A.)
New Program Code: PSYCH.AA (Former Code: 308)

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

Program Concentration .................. 20-21 Credits
PSY 1010 General Psychology ................... 3
PSY 2010 Personality and Adjustment .......... 3
PSY 2030 Child Psychology .................... 3
PSY 2080 Abnormal Psychology ................ 3
PSY 2190 Social Psychology .................... 3
PSY 2110 Psychology and African Americans ... 3
Health/Physical Education .................. 2-3
Any HLE or at least 2 credits of PED

Required General Education
Courses/Electives ............................ 43-45 Credits
English Composition I and II* .............. 6

Humanities* ........................................ 9
Choose one course from each group:
Group 1: SPH 1010, SPH 1050, SPH 1090, SPH 1110
Group 2: ART 1010, MUS 1010, PHL 1010, PHL 1090, THE 1010, any foreign language
Group 3: Any 2000-level English literature course
Mathematics* ...................................... 3
MAT 1190 or MAT 2160 or MAT 2410
Science* ........................................... 7-8
Two courses, one course must carry laboratory credit.
(BIO 1010 and BIO 2050 recommended)
Social Sciences* .................................... 9
Group 1: One history course (HIST 1410 recommended)
Group 2: Two courses from social sciences general education list, one course must be a non-history (SOC 1010 recommended)
Computer Literacy* .......................... 3
CIS 1010
Electives (other than PSY and PED) ............. 6

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

First-time college students are expected to take PAS 1010 Principles and Strategies of Successful Learning (3 Credits). PAS 1010 is required for students when they take DVR 0060. For more information, see Chapters 2, 7, and 9.
Residential Property Management Option
of Business Management Associate of Applied Science Degree (A.A.S.)
New Program Code: BMGT.RPM.AAS (Former Code: 427)

Program Concentration .......... 41-42 Credits
MGT 1010 Introduction to Business .......... 3
MGT 1600 Principles of Management .......... 3
MGT 1620 Financial Planning and Investments .......... 3
MGT 1650 Customer Service .......... 3
MGT 2610 Human Resource Management .......... 3
MGT 2720 Managing Workplace Diversity .......... 3
MKG 2510 Introduction to Marketing .......... 3
ACC 1030 Accounting for Managers
or
ACC 1010 Principles of Accounting I .......... 3-4
BUS 1220 Business Law I .......... 3
BUS 1240 Business Law II .......... 3
RAD 1010 Introduction to Residential Property Management .......... 3
RAD 1020 Maintenance for Residential Property Management .......... 3
RAD 2910-2930 Cooperative Education** .......... 3
Health/Physical Education .......... 2-3
Any HLE or at least 2 credits of PED

Required General Education Courses .......... 21-22 Credits
English Composition I and II* .......... 6
Humanities* .......... 3
SPH 1010, SPH 1050, or SPH 1090 .......... 3
MAT 1120 or higher
Science* .......... 3-4
Social Sciences* .......... 3
Any ECN course
Computer Literacy* .......... 3
CIS 1010

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

Residential Property Management Certificate
New Program Code: BMGT.RPM.CT (Former Code: 429)

MGT 1010 Introduction to Business .......... 3
MGT 1600 Principles of Management .......... 3
BUS 1220 Business Law I .......... 3
RAD 1010 Introduction to Residential Property Management .......... 3
RAD 1020 Maintenance for Residential Property Management .......... 3
RAD 2910-2930 Cooperative Education .......... 3
EGL 1010 Composition I .......... 3

Total Required for Certificate .......... 21 Credits

* Satisfies general education requirement (see Chapter 5, pages 33–35)
** Satisfies culminating experience requirement for the Associate of Applied Science (A.A.S.) degree
Respiratory Therapy Program

The Respiratory Therapy Program prepares students to work in a variety of health care settings, to care for patients with acute and chronic respiratory disease, to assist in the treatment of trauma patients, and to provide life support to critically ill newborn, pediatric and adult patients. Students receive a solid foundation in principles of cardiopulmonary physiology and respiratory care practices prior to providing hands-on care within actual clinical settings. Clinical experiences begin with basic general care and progress to extensive experience in adult medical and surgical intensive care and neonatal/pediatric intensive care units. Throughout the curriculum, students are expected to develop a caring commitment to the patient along with safe and effective respiratory care. Students rotate through renowned and respected clinical sites, including Prince George's Hospital Center, Washington Hospital Center, Children's National Medical Center, Washington Adventist Hospital, Anne Arundel Medical Center, Southern Maryland Hospital Center, and Gladys Spellman Specialty Hospital. The Respiratory Therapy Program is fully accredited by the Committee on Accreditation for Respiratory Care (CoARC); 1248 Harwood Road; Bedford, Texas 76021-4244; telephone: 817-283-2835; fax: 817-354-8519. Upon graduation, students are awarded an Associate of Applied Science (A.A.S.) degree and are eligible to take both the entry-level and advanced practitioner exams and to use the credential CRT (entry-level exam) and RRT (advanced practitioner exam) upon successful completion of the respective exam.

Respiratory Therapy
Associate of Applied Science Degree (A.A.S.)
New Program Code: RESPAAS.PETIT (Former Code: 313)

Program Concentration ............................. 38 Credits
RST 1530 Principles and Practice of Respiratory Therapy I ........................ 3
RST 1570 Principles of Cardiopulmonary Physiology .................................... 4
RST 1600 Principles of Ventilatory Diseases ............................................. 3
RST 1630 Principles and Practice of Respiratory Therapy II ........................... 5
RST 1730 Clinical Practice in Respiratory Therapy III (Offered summer only) .. 3
RST 1740 Ventilators and Introduction to Critical Care (Offered summer only) .. 3
RST 2490 Neonatal Respiratory Care ....................................................... 2
RST 2500 Pharmacology for Respiratory Therapy ......................................... 3
RST 2530 Clinical Practice in Critical Care I ............................................ 5
RST 2620 Trends in Respiratory Therapy .................................................. 2
RST 2630 Clinical Practice in Critical Care II** ......................................... 5

Required General Education Courses ............................. 31 Credits
English Composition I and II* .............................................. 6
Humanities* .................................................................... 3
SPH 1090 Mathematics* .......................................................... 3
MAT 1120 Science* ............................................................... 3
BIO 2050, BIO 2060, BIO 2010, and PSC 1150 or CHM 1010
Social Sciences* ................................................................. 3
PSY 1010
Total Required for A.A.S. Degree ............................. 69 Credits

Sociology

Sociology Option
of General Studies Associate of Arts Degree (A.A.)
New Program Code: SOCI.AA (Former Code: 309)

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

Program Concentration ............................. 15 Credits
SOC 1010 Introduction to Sociology .............................................. 3
SOC 1020 Marriage and Family .................................................... 3
SOC 2010 Social Problems ......................................................... 3
SOC 2030 Criminology .............................................................. 3
SOC 2040 Introduction to Social Work ......................................... 3

Required General Education Courses/Electives ............................. 46 Credits
English Composition I and II* .............................................. 6
Humanities* ................................................................. 9
Choose one course from each group:
Group 1: SPH 1010, SPH 1050, SPH 1090, SPH 1110
Group 2: ART 1010, MUS 1010, PHL 1010, PHL 1090, THE 1010, any foreign language
Group 3: Any 2000-level English literature course
Mathematics* ............................................................... 3
MAT 1190
Science* .................................................................... 7-8
Two courses, one must carry laboratory credit
Social Sciences* ............................................................... 9
Group 1: One history course (HST 1410 or 1430 recommended)
Group 2: Two courses from social sciences general education list, one course must be a non-history
Computer Literacy* ......................................................... 3
CIS 1010
Electives ................................................................. 9
Any credit courses except PED.
Minimum Required for A.A. Degree ............................. 61 Credits

Space Engineering Technology Program

The Space Technology Institute is a cooperative venture between Prince George's Community College and NASA's Goddard Space Flight Center in Greenbelt. The college, NASA, and NASA's corporate contractors have jointly designed the Space Engineering Technology Program, which offers additional options in computer systems technology and quality assurance technology. The space engineering technology program has two goals. The first is to provide students with the specialized skills needed to attain entry-level employment in the space technology field. Newly trained technicians, quality analysts and programmer/analysts can work at NASA's Goddard Space Flight Center and its associated contractors. The second goal is to upgrade and enrich the skills of existing Goddard and Goddard contractor employees. With careful choice of electives and mathematics courses, graduates of this program can successfully transfer to the B.S. in Astronautical Engineering Program at Capitol College. For more information on the Space Technology Institute and the Space Engineering Technology Program, call 301-322-0751.

First-time college students are expected to take PAS 1010 Principles and Strategies of Successful Learning (3 Credits). PAS 1010 is required for students when they take DVR 0060. For more information, see Chapters 2, 7, and 9.
Space Engineering Technology
Associate of Applied Science Degree (A.A.S)
New Program Code: ENGR.SPAC.E.AAS (Former Code: 670)

Program Concentration .................. 39-40 Credits
ENT 1900 Introduction to Space Technology ........ 3
ENT 1920 Quality Management: Engineering Process ............. 3
Programming elective .......................... 3-4
CIS 1130 or ENT 1770
ENT 1710 Circuits and Measurement Techniques ... 3
ENT 1720 Circuit Analysis and Design .................. 3
ENT 1780 Analog Circuits .................................. 4
ENT 1800 Digital Circuits .................................. 4
ENT 1850 Circuit Evaluation and Repair ................. 2
ENT 2900 Systems Analysis Project** ................. 3
Technical Electives ........................................... 11
Choose three or more courses from the following:
ENT 2200 High-Rel. Soldering/Fabrication
ENT 2560 Computer-Aided Electronic Design
ENT 2730 Electronic Communication
ENT 2810 CPU Architecture
ENT 2830 Telecommunications
ENT 2960-2980 Cooperative Education

Required General Education Courses .......... 23 Credits
English Composition I and II* ......................... 6
Humanities* .............................................. 3
SPH 1010
Mathematics* ........................................... 3
MAT 1340 or higher
Science* .................................................. 8
PHY 1570 and lab science elective (PHY 1010 recommended)
Social Sciences* .......................................... 3
Minimum Required for A.A.S. Degree .......... 61 Credits

Computer Systems Technology Option
of Space Engineering Technology Associate of Applied Science Degree (A.A.S)
New Program Code: COMP.SYSTEC.AAS (Former Code: 671)

Program Concentration .................. 38-39 Credits
ENT 1900 Introduction to Space Technology ........ 3
ENT 1920 Quality Management: Engineering Process ............. 3
ENT 2900 Systems Analysis Project** ................. 3
Programming elective** ......................... 3-4
CIS 1130 or ENT 1770
CIS 1610 Software Quality Assurance ..................... 3
CIS 1700 Understanding Operating Systems ............. 3
CIS 2720 UNIX/Linux Operating System ................. 4
CIS 2130 Advanced Programming: C++ ................. 4
Technical electives ........................................... 12
Choose three or more courses from CIS, ENT or approved MAT courses.

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

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

Quality Assurance Technology Option
of Space Engineering Technology Associate of Applied Science Degree (A.A.S)
New Program Code: ENGR.QA.AAS (Former Code: 672)

Program Concentration .................. 39-40 Credits
ENT 1900 Introduction to Space Technology ........ 3
ENT 1920 Quality Management: Engineering Process ............. 3
ENT 2900 Systems Analysis Project** ................. 3
Programming elective* ................................. 3-4
CIS 1130 or ENT 1770
ENT 1710 Circuits and Measurement Techniques ... 3
ENT 1860 Fundamentals of Quality Assurance ......... 3
ENT 2010 Configuration Management and Project Integrity ................. 3
ENT 2020 Quality Improvement Techniques ............. 3
MAT 1140 Introduction to Statistics ...................... 3
Technical electives ........................................... 12
Choose from the following courses:
ENT 1600 Introduction to CAD with AutoCAD
ENT 1720 Circuit Analysis and Design
ENT 2200 High-Reliability Soldering/Fabrication
ENT 2960-2980 Cooperative Education
Other technical elective (see department chair)

Required General Education Courses .......... 23 Credits
English Composition I and II* ......................... 6
Humanities* .............................................. 3
SPH 1010
Mathematics* ........................................... 3
MAT 1340 or higher
Science* .................................................. 8
PHY 1570 and lab science elective (PHY 1010 recommended)
Social Sciences* .......................................... 3
Minimum Required for A.A.S. Degree .......... 62 Credits

Quality Assurance
Certificate
New Program Code: ENGR.QA.CT (Former Code: 638)

Students who complete this program should be ready to take the Certified Quality Auditor (CQA) and Certified Quality Engineer (CQE) examinations offered by the American Society for Quality. The courses also can be used towards the Quality Assurance option of the Space Engineering Technology A.A.S. degree.
ENT 1710 Circuits and Measurement Techniques .... 3
ENT 1860 Fundamentals of Quality Assurance ......... 3
ENT 2010 Configuration Management and Project Integrity ................. 3
MAT 1340 Trigonometry with Applications to Technology (or higher) ................. 4
Total Required for Certificate .................... 13 Credits

* Satisfies general education requirement (see Chapter 5, pages 33–35)
** Satisfies culminating experience requirement for the Associate of Applied Science (A.A.S.) degree
Teacher Education Programs

In addition to the Teacher Education programs listed below, see Early Childhood Education degree and certificate programs on pages 58–59.

The programs outlined on the following pages serve different purposes. Following are specific education career objectives and the related program of study:

• To pursue a bachelor’s degree at a college of education in early childhood education, elementary education or secondary education—Enroll in ECE A.A.T. or Elementary A.A.T. or Secondary A.A.T. The Maryland State Department of Education issues the N-3 certification for early childhood and the 1-8 certification for elementary education. Secondary certification is for grades 7-12 and requires that students major in the subject they intend to teach. See the department chair for advisement.

State of Maryland Teacher Certification Requirements

Many baccalaureate teacher preparation programs require that students successfully complete the PRAXIS I test of basic skills assessment in math and reading as an entrance requirement into the programs. All A.A.T. teacher education students are required to complete the PRAXIS I test upon completion of 45 credit hours or prior to graduation. Equivalent SAT or ACT scores may be substituted for the PRAXIS.

The Maryland State Department of Education requires that students applying for initial teaching certification successfully complete the PRAXIS II test (subject and pedagogy assessment), which is usually taken near the end of the baccalaureate course work and student teaching.

State of Maryland certification requirements through credit-count specify that prospective and provisionally certified teachers must complete 18 semester hours of course work in the professional category from an institution of higher education with at least one course in each of the following at the appropriate age or grade level of the certificate:

1. Child or adolescent development
2. Human learning
3. Teaching methodology
4. Inclusion of diverse student populations
5. Assessment of students

The following courses are applicable to In-Service Teacher Education and Certification in Maryland:

EDU 2030 Introduction to Special Education (elementary and secondary)
EDU 2050 Assessment of Students (elementary and secondary)
EDU 2100 Processes and Acquisition of Reading (elementary only)
EDU 2110 Instruction of Reading (elementary only)
EDU 2120 Assessment of Reading (elementary only)
EDU 2130 Materials for Teaching Reading (elementary only)
EDU 2140 Teaching Reading in the Content Areas: Part I (secondary only)
EDU 2150 Teaching Reading in the Content Areas: Part II (secondary only)
EDU 2200 Special Education Methods: Birth—12th Grade (Generic Special Education, all levels)
EDU 2210 Special Education Methods: Birth—6th Grade (Generic Special Education, elementary only)
EDU 2220 Special Education Methods: Grade 6—Age 21 (Generic Special Education, secondary only)
EDU 2230 Special Education Assessment Part I: Birth—12th Grade (Generic Special Education, all levels)
EDU 2240 Special Education Assessment Part II: Birth—12th Grade (Generic Special Education, all levels)
EDU 2400 Elementary Methods (elementary only)
EDU 2500 Secondary Methods (secondary only)
PSY 2030 Child Psychology (elementary only)
PSY 2040 Adolescent Psychology (secondary only)
PSY 2060 Educational Psychology (elementary and secondary)

In addition to professional category, teachers may need additional credits in some content area. These courses can be selected from the numerous offerings at PGCC.

Elementary Education/Generic Special Education PreK-12 (A.A.T.)

New Program Code: TCHR.ELEM.AAT (Former Code: 115)

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

Program Concentration.......................... 18 Credits

EDU 2000 Foundations of Education ............... 3
EDU 2330 Field Experience for Foundations of Education ............................... 1
EDU 2030 Introduction to Special Education ........ 3
EDU 2340 Field Experience for Special Education‡ 1
EDU 2350 Field Experience for Educational Psychology‡ .................................. 1
EDU 2100 Processes and Acquisition of Reading ... 3
PSY 2030 Child Psychology .................................. 3
PSY 2060 Educational Psychology ..................... 3

Required General Education Courses.............. 48 Credits

English Composition I and II*........................... 6
Humanities* ................................................ 6
ART 2730 Integrated Arts
SPH 1090 Interpersonal Communication
Mathematics* .............................................. 12
MAT 1050 Elements of Mathematics
MAT 1060 Elements of Geometry and Logic
MAT 1160 Elements of Probability and Statistics
Science* .................................................... 12
BIO 1010 General Biology
PSC 1200 Exploring Chemistry and Physics Concepts
PSC 1210 Exploring Earth and Space Science Concepts

First-time college students are expected to take PAS 1010 Principles and Strategies of Successful Learning (3 Credits). PAS 1010 is required for students when they take DVR 0060. For more information, see Chapters 2, 7, and 9.
### Minimum Required for A.A.T. Degree ... 66 Credits

(Note: 2.75 GPA and passing grade on PRAXIS I exam or equivalent SAT or ACT score are required. Students may be required to take additional special education courses as part of the requirements for a baccalaureate degree and teacher certification at four-year institutions.)

‡ Satisfies culminating experience requirement for the Associate of Arts in Teaching degree (A.A.T.)

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

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

**New Program Code: TCHR.CHEM.AAT (Former Code: 117)**

#### Program Concentration... 33-34 Credits

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tr>
<td>CHM 1010 General Chemistry I*</td>
<td>4</td>
</tr>
<tr>
<td>CHM 1020 General Chemistry II*</td>
<td>3</td>
</tr>
<tr>
<td>CHM 1030 General Chemistry II Laboratory</td>
<td>2</td>
</tr>
<tr>
<td>CHM 2010 Organic Chemistry I</td>
<td>4</td>
</tr>
<tr>
<td>CHM 2020 Organic Chemistry II</td>
<td>3</td>
</tr>
<tr>
<td>CHM 2040 Organic Chemistry II Laboratory</td>
<td>2</td>
</tr>
<tr>
<td>MAT 2410 Calculus I for Science and Engineering*</td>
<td>4</td>
</tr>
<tr>
<td>MAT 2420 Calculus II for Science and Engineering</td>
<td>4</td>
</tr>
<tr>
<td>PHY 1030 General Physics I</td>
<td>4</td>
</tr>
<tr>
<td>PHY 2030 General Physics II</td>
<td>4</td>
</tr>
</tbody>
</table>

(Transfer to Towson University, Hood College, Columbia Union College, Goucher College, or Frostburg State University)

### Pre-Professional Courses ... 15 Credits

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDU 2000 Foundations of Education</td>
<td>3</td>
</tr>
<tr>
<td>EDU 2330 Field Experience for Foundations of Education‡</td>
<td>1</td>
</tr>
<tr>
<td>EDU 2030 Introduction to Special Education</td>
<td>3</td>
</tr>
<tr>
<td>EDU 2340 Field Experience for Special Education</td>
<td>1</td>
</tr>
<tr>
<td>PSY 2060 Educational Psychology</td>
<td>3</td>
</tr>
<tr>
<td>EDU 2350 Field Experience for Educational Psychology‡</td>
<td>1</td>
</tr>
<tr>
<td>PSY 2040 Adolescent Psychology</td>
<td>3</td>
</tr>
</tbody>
</table>

### Required General Education Courses ... 15 Credits

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>English*</td>
<td>6</td>
</tr>
<tr>
<td>EGL 1010 Composition I</td>
<td>1</td>
</tr>
<tr>
<td>EGL 1020 Composition II</td>
<td>1</td>
</tr>
<tr>
<td>Humanities*</td>
<td>6</td>
</tr>
<tr>
<td>ART 2730 Integrated Arts</td>
<td>1</td>
</tr>
<tr>
<td>SPH 1090 Interpersonal Communication</td>
<td>1</td>
</tr>
<tr>
<td>Social Sciences*</td>
<td>3</td>
</tr>
<tr>
<td>PSY 1010 General Psychology</td>
<td>1</td>
</tr>
</tbody>
</table>

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

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* Satisfies general education requirement (see Chapter 5, pages 33–35)
** Satisfies culminating experience requirement for the Associate of Applied Science (A.A.S.) degree
Secondary Education—English continues from previous page

Humanities*.................................6
ART 2730 Integrated Arts
SPH 1090 Interpersonal Communication
Mathematics*..............................3
MAT 1120 or higher
Science*..................................7
Two courses, one of which must carry laboratory credit.
Social Sciences*..........................6
PSY 1010 General Psychology
One nonhistory course from the general education list

Minimum required for A.A.T. Degree.........61 Credits

(Note: 2.75 GPA and passing grade on PRAXIS I exam or equivalent SAT or ACT score are required. Students may be required to take additional special education courses as part of the requirements for a baccalaureate degree and teacher certification at four-year institutions.)

‡ Satisfies culminating experience requirement for the Associate of Arts in Teaching degree (A.A.T.)

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

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

New Program Code: TRCH.MATH.AAT (Former Code: 119)

Program Concentration......................23-24 Credits
MAT 2410 Calculus for Science and Engineering...4
MAT 2420 Calculus II for Science and Engineering...4
MAT 2430 Calculus III for Science and Engineering...4
MAT 2450 Linear Algebra........................4
PHY 1030 General Physics I..................3
PHY 2030 General Physics II.................4
(For students who wish to transfer to Bowie State University, Coppin State College, Morgan State University, Towson University, UMBC, or UMES, two courses in calculus-based physics or general chemistry are required. All colleges will accept these two courses.)
or
PHY 1010 Introductory Physics I............4
PHY 1020 Introductory Physics II...........4
(For students who wish to transfer to Frostburg State University, Hood College, College of Notre Dame, Mount St. Mary’s College, UMCP, or Washington College, two courses in algebra-based physics or general chemistry are acceptable.)
or
CHM 1010 General Chemistry I*.............4
CHM 1020 General Chemistry II*............3

Pre-Professional Courses.....................15 Credits
EDU 2000 Foundations of Education........3
EDU 2330 Field Experience for Foundations of Education........1
EDU 2030 Introduction to Special Education...3
EDU 2340 Field Experience for Special Education.....1
PSY 2060 Educational Psychology...........3
EDU 2350 Field Experience for Educational Psychology‡.................................1
PSY 2040 Adolescent Psychology............3

Required General Education Courses........24 Credits

English*....................................6
EGL 1010 Composition I
EGL 1020 Composition II
Humanities*.................................6
ART 2730 Integrated Arts
SPH 1090 Interpersonal Communication
One elective (PHL 1010 or PHL 1090 recommended)
Social Sciences*............................9
PSY 1010 General Psychology
One history course from the general education list
One non-history course from the general education list

Minimum Required for the A.A.T. Degree.......62 Credits

(Note: 2.75 GPA and passing grade on PRAXIS I exam or equivalent SAT or ACT score are required. Students may be required to take additional special education courses as part of the requirements for a baccalaureate degree and teacher certification at fouryear institutions)

‡ Satisfies culminating experience requirement for the Associate of Arts in Teaching degree (A.A.T.)

Secondary Education—Physics (A.A.T.)

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

New Program Code: TRCH.PHYSICS.AAT (Former Code: 118)

Program Concentration........................27 Credits
PHY 1030 General Physics I*..................3
PHY 2030 General Physics II*.................4
PHY 2040 General Physics III.................4
MAT 2410 Calculus for Science and Engineering*...4
MAT 2420 Calculus II for Science and Engineering...4
MAT 2460 Differential Equations..............4
CHM 1010 General Chemistry..................4
BIO 1010 General Biology.....................4

Pre-Professional Courses.......................15 Credits
EDU 2000 Foundations of Education........3
EDU 2330 Field Experience for Foundations of Education........1
EDU 2030 Introduction to Special Education...3
EDU 2340 Field Experience for Special Education.....1
PSY 2060 Educational Psychology...........3
EDU 2350 Field Experience for Educational Psychology‡.................................1
PSY 2040 Adolescent Psychology............3

Required General Education Courses........21 Credits

English*....................................6
EGL 1010 Composition I
EGL 1020 Composition II
Humanities*.................................6
ART 2730 Integrated Arts
SPH 1090 Interpersonal Communication
Social Sciences*............................9
PSY 1010 General Psychology
One history course from the general education list
One non-history course from the general education list

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

First-time college students are expected to take PAS 1010 Principles and Strategies of Successful Learning (3 Credits). PAS 1010 is required for students when they take DVR 0060. For more information, see Chapters 2, 7, and 9.
(Note: 2.75 GPA and passing grade on PRAXIS I exam or equivalent SAT or ACT score are required. Students may be required to take additional special education courses as part of the requirements for a baccalaureate degree and teacher certification at four-year institutions.)

‡ Satisfies culminating experience requirement for the Associate of Arts in Teaching degree (A.A.T.)

Secondary Education—Spanish (A.A.T.)
Associate of Arts in Teaching Degree (A.A.T.)

New Program Code: TCHR.SPAN.AAT (Former Code: 120)

Program Concentration

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPN 1020 Spanish for Advanced Beginners</td>
<td>3</td>
</tr>
<tr>
<td>(SPN 1010 is the prerequisite.)</td>
<td></td>
</tr>
<tr>
<td>SPN 2010 Intermediate Spanish I</td>
<td>3</td>
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<tr>
<td>SPN 2020 Intermediate Spanish II</td>
<td>3</td>
</tr>
<tr>
<td>SPN 2040 Advanced Conversation</td>
<td>3</td>
</tr>
</tbody>
</table>

Pre-Professional Courses

EDU 2000 Foundations of Education 
EDU 2330 Field Experience—Foundations of Education | 3
EDU 2030 Introduction to Special Education | 3
EDU 2340 Field Experience—Special Education | 1

PSY 2060 Educational Psychology | 3
EDU 2350 Field Experience—Educational Psychology | 1

PSY 2040 Adolescent Psychology | 3

Required General Education Courses

English* | 6
EGL 1010 Composition I | 3
EGL 1020 Composition II | 3

Humanities* | 9
ART 2730 Integrated Arts | 3
SPH 1090 Interpersonal Communication | 3
One elective from approved list | 3

(SPND 1010 if needed)

Mathematics* | 3
MAT 1120 or higher | 3

Science* | 7
Two courses, one of which has a laboratory component | 7

Social Sciences* | 9
PSY 1010 General Psychology | 3

One history course from general education list | 3

One non-history course from the general education list | 3

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

(Note: 2.75 GPA and passing grade on PRAXIS I exam or equivalent SAT or ACT score are required. Students may be required to take additional special education courses as part of the requirements for a baccalaureate degree and teacher certification at four-year institutions.)

‡ Satisfies culminating experience requirement for the Associate of Arts in Teaching degree (A.A.T.)

Technical Studies Program

The Technical Studies A.A.S. provides a means for students to earn an associate's degree using education obtained outside of the traditional college environment. Apprenticeship programs leading to journeyman status can provide this learning through programs sponsored by businesses, labor unions, and professional and trade associations. The technical core for each degree option consists of 30 credit hours obtained through the specific approved apprenticeship program for that option and transferred in to the college. The technical electives and general studies courses are the same for all options. The program currently has one option, Electrical Construction Technology, with additional options pending.

For more information, contact the Construction and Development Institute at 301-322-0034.

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

New Program Code: TECH.STUDY.AAS (Former Code: 680)

Program Concentration

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Composition I and II*</td>
<td>6</td>
</tr>
<tr>
<td>Humanities*</td>
<td>3</td>
</tr>
<tr>
<td>SPH 1010 recommended</td>
<td>3</td>
</tr>
<tr>
<td>Mathematics*</td>
<td>3</td>
</tr>
<tr>
<td>MAT 1340 or higher</td>
<td>3</td>
</tr>
<tr>
<td>Science*</td>
<td>3-4</td>
</tr>
<tr>
<td>PHY 1570 recommended</td>
<td>3</td>
</tr>
<tr>
<td>Social Sciences*</td>
<td>3</td>
</tr>
<tr>
<td>Computer Literacy*</td>
<td>3</td>
</tr>
<tr>
<td>CIS 1010</td>
<td>3</td>
</tr>
</tbody>
</table>

Minimum Required for A.A.S. Degree | 60-61 Credits

Electrical Construction Technology Option
of Technical Studies Associate of Applied Science Degree (A.A.S.)

New Program Code: TECH.ECT.AAS (Former Code: 682)

Note: Students taking Electrical Construction Technology (ECT) courses must be a participant in the International Brotherhood of Electrical Workers (IBEW) apprentice program. For information on the apprentice program, call IBEW #26 at 301-429-2575.

Program Concentration

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECT 1010 Electrical Construction Technology</td>
<td>3</td>
</tr>
<tr>
<td>ECT 1020 Electrical Construction Technology</td>
<td>3</td>
</tr>
<tr>
<td>ECT 1030 Electrical Construction Technology</td>
<td>3</td>
</tr>
<tr>
<td>ECT 1040 Electrical Construction Technology</td>
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</tr>
<tr>
<td>ECT 2010 Electrical Construction Technology</td>
<td>3</td>
</tr>
</tbody>
</table>

Electrical Construction Technology Option continues on next page
Electrical Construction Technology Option  continues from previous page

ECT 2020  Electrical Construction Technology  
Year 3B** .............................. 3
ECT 2030  Electrical Construction Technology  
Year 4A .............................. 3
ECT 2040  Electrical Construction Technology  
Year 4B .............................. 3
ECT 2050  Electrical Construction Technology  
Year 5A .............................. 3
ECT 2060  Electrical Construction Technology  
Year 5B .............................. 3

Program Electives ............................. 9 Credits
Choose any CIS, CSM, or ENT courses.

Required General Education Courses ...... 21-22 Credits
English Composition I and II* .............. 6
Humanities* .................................. 3
SPH 1010 recommended
Mathematics* .............................. 3
MAT 1340 or higher
Science* ..................................... 3-4
PHY 1570 recommended
Social Sciences* ............................ 3
Computer Literacy* ......................... 3
CIS 1010

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

Electrical Construction Technology  
Certificate
New Program Code: TECH.ECT.CT (Former Code: 681)

Note: Students taking Electrical Construction Technology (ECT) courses must be a participant in the International Brotherhood of Electrical Workers (IBEW) apprentice program. For information on the apprentice program, call IBEW #26 at 301-429-25705.

Program Concentration .......................... 18 Credits
ECT 1010  Electrical Construction Technology  
Year 1A .............................. 3
ECT 1020  Electrical Construction Technology  
Year 1B .............................. 3
ECT 1030  Electrical Construction Technology  
Year 2A .............................. 3
ECT 1040  Electrical Construction Technology  
Year 2B .............................. 3
ECT 1050  Electrical Construction Technology  
Year 3A .............................. 3
ECT 1060  Electrical Construction Technology  
Year 3B .............................. 3

Program Electives ............................. 6 Credits
Choose any CIS, CSM, or ENT courses.

General Education Courses ................. 9 Credits
Choose at least 9 credits from the following:
English Composition I* ..................... 3
English Composition II* ................... 3
Humanities* .................................. 3
SPH 1010 recommended
Mathematics* .................................. 3
MAT 1340 or higher

Science* ....................................... 3-4
PHY 1570 recommended
Social Sciences* ......................... 3
Computer Literacy* ....................... 3
CIS 1010

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

Theatre

Theatre Arts Option  
of General Studies Associate of Arts Degree (A.A.)
New Program Code: THTR.AA (Former Code: 012)

This is a recommended program of study for students planning to pursue a bachelor's degree in Theatre Performance or Theatre Foundations.

Program Concentration .......................... 24 Credits
Choose one of the following two tracks and complete the courses listed:

Theatre Foundations Track
THE 1130 Fundamentals of Design ............... 3
THE 1150 Technical Theatre .................. 3
THE 2010 Principles of Acting I .............. 3
THE 2030 Fundamentals of Script Analysis .... 3
THE 2050 Fundamentals of Theatre  
History I ..................................... 3
Electives ........................................ 9
Choose three courses from the following:
SPH 1070 Voice and Diction
SPH 1170 Oral Interpretation of Literature
THE 1090 Fundamentals of Movement
THE 2020 Principles of Acting II
TRF 1310 Introduction to Mass Communication
PAS 1010 Principles and Strategies of  
Successful Learning

Theatre Performance Track
THE 1050 Play Production .................... 3
THE 1150 Technical Theatre ................. 3
THE 2010 Principles of Acting I .............. 3
THE 2030 Fundamentals of Script Analysis .... 3
THE 1090 Fundamentals of Movement ....... 3
THE 2020 Principles of Acting II .......... 3
SPH 1070 Voice and Diction ................. 3
Elective ........................................ 3

Required General Education Courses ...... 37-38 Credits
English Composition I and II* .............. 6
Humanities* ...................................... 9
Choose one course from each group:
Group 1:  SPH 1010, SPH 1090 or SPH 1110
Group 2:  THE 1010
Group 3:  Any 2000-level English Literature course
Mathematics* .................................. 3
MAT 1120 or higher
Science* ....................................... 7-8
Two courses, one course must carry laboratory credit.

First-time college students are expected to take PAS 1010 Principles and Strategies of Successful Learning (3 Credits). PAS 1010 is required for students when they take DVR 0060. For more information, see Chapters 2, 7, and 9.
Social Sciences* ........................................ 9
  Group 1: One history course from the general education list
  Group 2: Two courses from social science general education list, one course must be nonhistory.
  Computer Literacy* .................................... 3
  CIS 1010
Minimum Required for A.A. Degree ............. 61 Credits

Theatre and Entertainment Technology
Certificate
New Program Code: THTR.CT (Former Code: 355)
The Theatre and Entertainment Technology Program is a cooperative venture between Prince George's Community College and the International Alliance of Theatrical Stage Employees (IATSE) in Washington, D.C. The college and IATSE have designed the Theatre and Entertainment Technology Program, which offers a certificate program to students interested in this field. The program has two goals. The first is to provide students with the specialized skills needed to attain employment in the entertainment technology field. These newly-trained technicians can work at a variety of venues in the greater Washington, D.C. area, including, but not limited to, The Kennedy Center, National Theatre, Ford's Theatre, Warner Theatre, Wolf Trap, Verizon Center, and their associated contractors. The second goal is to upgrade and enrich the skills of existing IATSE members. For more information on the Theatre and Entertainment Technology Program, call 301-322-0926.

  THE 1030 Introduction to Stage Technology ...... 1
  THE 1040 Staging/Grips ................................ 4
  THE 1060 Theatrical Rigging ..................... 4
  THE 1080 Lighting for the Stage ................. 4
  THE 1100 Concert and Stage Sound
      Reinforcement ..................................... 4
  THE 2040 Theatrical Audiovisual/Multimedia
      for Special Events ................................ 3
  THE 2060 Theatre Computer Automation
      and Control ...................................... 3
  THE 2080 Stage Scenery Construction .......... 4
  THE 2100 Concert and Stage Special Effects .... 3
  THE 2120 Film and Studio Mechanics .......... 3
Total Required for Certificate ................. 33 Credits

Visual Communication Program

In addition to the Visual Communication/Graphic Design degree and the certificate programs listed below, see the Art Option of General Studies Associate of Arts degree A.A. on pages 40–41.

Visual Communication/Graphic Design
Associate of Applied Science Degree (A.A.S.)
New Program Code: ARTS.GRAPHD.AAS (Former Code: 341)
The Visual Communication (VisComm) A.A.S. Degree prepares students in production methods, digital media, and traditional design related to the visual communications field. Students acquire professional skills to compete in the visual communication industry. They learn to communicate effectively in a variety of media to a range of audiences. Students gain the skills to be self-reliant professionals able to meet the business community's need for formally trained visual communicators. Included in this program are courses that enrich the student's experience beyond workforce training.

The courses are designed for maximum transfer for students who decide to continue their education. Students are encouraged to consult with an academic advisor. Non-degree students who wish to upgrade and enrich their basic visual communication skills will benefit from this program.

Entry level graduates with Associate of Applied Science degree in VisComm will be able to:

  • Articulate visual communication concepts in written, verbal, and visual form.
  • Produce original artwork using a variety of traditional and computer based methods.
  • Understand and adjust to the changing needs of the visual communication industry.
  • Employ critical thinking and technological skills to solve visual communication problems.
  • Understand and work competently in all aspects of visual communication from the inception of an idea, to design, layout and production.
  • Understand and honor the highest professional ethical standards within the industry.

Program Concentration ...................... 40 Credits
  ART 1010 Introduction to Art or
  ART 2700 Art Survey I or
  ART 2710 Art Survey II or
  ART 2740 Contemporary Art ................. 3
  ART 1510 Basic Design ......................... 3
  ART 1530 Drawing I ............................. 3
  ART 1570 Introduction to Computer Graphics .... 3
  ART 1580 Portfolio Development for Visual Art** .... 1
  ART 1610 Commercial Art I .................. 3
  ART 1620 Publication Design Using Computers .... 3
  ART 1640 Color Theory and Application ........ 3
  ART 2610 Commercial Art II .................. 3
  ART 2570 Lettering, Typography, and Layout .... 3
  ART 2620 Design and Illustration on Computers .... 3
  ART 2650 Animation and Multimedia .......... 3
  ART 2720 African-American Art .......... 3
  Art Studio Elective ............................. 3

Required General Education
Courses/Electives ......................... 24-25 Credits
  English Composition I and II* ............. 6
  Humanities* ......................................... 3
  SPH 1010, SPH 1050, SPH 1090, or SPH 1110
  Mathematics* ......................................... 3
  MAT 1120 or higher
  Science* ............................................... 3-4
  Social Sciences* .................................... 3
  ART 2730 Integrated Arts* .................. 3
  Elective ............................................. 3
Any credit course except PED
Minimum Required for A.A.S. Degree ........ 64 Credits

* Satisfies general education requirement (see Chapter 5, pages 33–35)
** Satisfies culminating experience requirement for the Associate of Applied Science (A.A.S.) degree
Graphic Design
Certificate
New Program Code: ARTS.GRAPHD.CT (Former Code: 344)

Students who complete the Graphic Design certificate will have the ability to produce artwork for commercial purposes using traditional and computer-based methods. Students will be able to assemble a professional portfolio suitable for workforce entry or professional advancement.

- EGL 1010 Composition I .................................. 3
- ART 1010 Introduction to Art
  or
- ART 2700 Art Survey I
  or
- ART 2710 Art Survey II .................................. 3
- ART 1510 Basic Design .................................. 3
- ART 1530 Drawing I ...................................... 3
- ART 1570 Introduction to Computer Graphics ...... 3
- ART 1610 Commercial Art I .................................. 3
- ART 1620 Publication Design Using Computers ...................................... 3
- ART 2610 Commercial Art II
  or
- ART 2620 Design and Illustration on Computers ...................................... 3
- ART 2570 Lettering, Typography, and Layout ........................................... 3
- ART 2650 Animation and Multimedia .................................................. 3
- ART 1580 Portfolio Development for Visual Art ......................................... 1

Total Required for Certificate .......................... 31 Credits

Animation/Hypermedia
Certificate
New Program Code: ARTS.ANIM.CT (Former Code: 342)

Students who complete the Animation/Hypermedia certificate will be able to create interactive audio/video projects for Web publication and screen-based graphics utilizing animation concepts and methods. Students will be able to assemble a professional portfolio suitable for workforce entry or professional advancement.

- EGL 1010 Composition I .................................. 3
- ART 1010 Introduction to Art
  or
- ART 2700 Art Survey I
  or
- ART 2710 Art Survey II .................................. 3
- ART 1510 Basic Design .................................. 3
- ART 1530 Drawing I ...................................... 3
- ART 1570 Introduction to Computer Graphics ...... 3
- ART 1610 Commercial Art I .................................. 3
- CIS 1850 Web Site Design and Implementation .... 3
- ART 2650 Animation and Multimedia .................................................. 3
- ART 2670 Three-Dimensional Computer Graphics ........................................... 3
- ART 2730 Integrated Arts
  or
- Art Studio Elective ........................................... 3
- ART 1580 Portfolio Development for Visual Art ......................................... 1

Total Required for Certificate .......................... 31 Credits

Illustration
Certificate
New Program Code: ARTS.ILLUS.CT (Former Code: 343)

Students who complete the Illustration certificate will be able to produce original artwork using traditional and digital mediums. Students will be able to assemble a professional portfolio suitable for workforce entry or professional advancement.

- EGL 1010 Composition I .................................. 3
- ART 1010 Introduction to Art
  or
- ART 2700 Art Survey I
  or
- ART 2710 Art Survey II .................................. 3
- ART 1510 Basic Design .................................. 3
- ART 1530 Drawing I ...................................... 3
- ART 1540 Painting I
  or
- ART 1590 Watercolor I
  or
- Art Studio Elective ........................................... 3
- ART 1570 Introduction to Computer Graphics ...... 3
- ART 1610 Commercial Art I
  or
- ART 2620 Design and Illustration on Computers ...................................... 3
- ART 1630 Commercial Illustration I .................................................. 3
- ART 2630 Commercial Illustration II
  or
- ART 2640 Computer Painting
  or
- ART 2530 Drawing II ..................................... 3
- ART 2580 Digital Photography
  or
- ART 2660 Digital Imaging ..................................... 3
- ART 1580 Portfolio Development for Visual Art ......................................... 1

Total Required for Certificate .......................... 31 Credits

Women’s Studies

The Women’s Studies option of General Studies gives men and women students the opportunity to study the perspectives and contributions of women while promoting an understanding of and respect for gender differences and interdependence. This option leads to the A.A. degree. It emphasizes the interdisciplinary nature of research and data in women’s issues. The option provides a broad foundation in various disciplines and prepares students to move into many programs at four-year institutions.

A student who completes the option’s sequence will:
- Be able to understand the history, psychology, sociology and philosophy of women around the globe today.
- Be ready to step into leadership roles within the community.
- Be challenged to assist women moving into academic, corporate and governmental positions.
- Be encouraged to explore their many career options.

First-time college students are expected to take PAS 1010 Principles and Strategies of Successful Learning (3 Credits). PAS 1010 is required for students when they take DVR 0060. For more information, see Chapters 2, 7, and 9.
Women’s Studies Option
of General Studies Associate of Arts Degree (A.A.)
New Program Code: WMST.STUDIES.AA (Former Code: 291)

Program Concentration .................. 23-24 Credits
- WMS 1010 Introduction to Women’s Studies ........ 3
- HST 2100 The History of Women in America ....... 3
- EGL 2500 Women in Literature ......................... 3
- HLE 2250 Health Issues for Women .................... 3
- PSY 2100 The Psychology of Women .................... 3
- SOC 1020 Marriage and the Family ..................... 3
- PHL 1370 Philosophy and Feminism ..................... 3
- Elective .................................................. 2-3
  CAP 1020 recommended

Required General Education Courses ........... 37-38 Credits
- English Composition I and II* ......................... 6
- Humanities* ............................................ 9
  Choose one course from each group:
  Group 1: SPH 1010, SPH 1050, SPH 1090, SPH 1110
  Group 2: ART 1010, MUS 1010, PHL 1010, PHL 1090,
            THE 1010, any foreign language
  Group 3: EGL 2170 recommended or another 2000-level
           EGL literature course
- Mathematics* ............................................. 3
- Science* .................................................. 7
  Two courses; one course must carry laboratory credit
- Social Sciences* ......................................... 9
  Group 1: One history course other than HST 2100
  Group 2: PSY 1010, SOC 1010
- Computer Literacy* ..................................... 3
  CIS 1010

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

Suspended Programs of Study
The following programs of study have been suspended. A student currently in one of these programs has a maximum of five years to complete requirements for the degree objective as shown in the last catalog in which the program appeared. No students are being allowed to select these programs as their degree objectives at this time.

Associate’s Degree Programs
- American Studies Option of General Studies (294)
- Computer Information Systems options (513, 516, 518,
  519, 532, 533, 534)
- Drafting Technology (660)
- Early Childhood Education Transfer Option of Teacher
  Education (215)
- Information Technology—All options (027, 028, 037,
  038)
- Investigative Forensics (814)
- Medical Office Management (465)
- Microcomputer Systems (517)
- Office Administration—All options (451, 455)

Certificate Programs
- Architectural Drafting (662)
- Engineering Drafting (664)
- Forensic Science Technology (815)
- Medical Office Management (466)
- Medical Transcriptionist (781)
- Microcomputer Applications Specialist (527)
- Microcomputer Systems (515)
- Office Technology—All options (461, 462, 463)

Currently enrolled students with questions about graduation requirements in any of these programs should consult with the department chair of the individual program.

* Satisfies general education requirement (see Chapter 5, pages 33–35)
** Satisfies culminating experience requirement for the Associate of Applied Science (A.A.S.) degree
Chapter 7

Course Descriptions

New Numbering System

Beginning with the fall, 2008 semester the college is switching from three-digit numbers to four-digit numbers for all credit classes. This is being accomplished by adding a zero to the end of all courses. For example, EGL 101 in past years will now become EGL 1010; DVR 006 is now DVR 0060; MAT 241 is now MAT 2410. Please remember this change as you look for courses in the fall, spring, and summer 2008-09 semesters.

0010-0990—Noncredit courses intended for students who need further preparation before enrolling in college-level courses. These courses award Continuing Education Units (CEUs) rather than academic credits and do not satisfy degree or certificate requirements.

1000-2990—College-level courses offered for credit and applicable to the Associate of Arts, Associate of Science, Associate of Applied Science and Associate of Arts in Teaching degrees, as well as all certificate programs.

Prerequisites

Many courses require prior satisfactory completion of another course to equip students with the knowledge and skills needed to succeed in the course. For example, English (EGL) 1020, Composition II, cannot be taken unless EGL 1010 (the prerequisite) has already been satisfactorily completed. In addition, for a number of introductory-level credit courses, a minimum level of basic skills proficiency in reading, writing, and mathematics, as determined by the college's placement tests, is required as a prerequisite. In such cases, satisfactory completion of the appropriate developmental studies course (see DVE, DVM and DVR listings) will satisfy the prerequisite as well. Students should be certain to check for prerequisites in the course listings that follow. Except when specifically authorized by the department chairperson or dean, registration will not be permitted if prerequisites have not been fully satisfied.

Course Contact Hours

At the end of some course descriptions is a phrase such as “3 studio hours” or “3 class/2 lab hours.” This indicates the actual time a student should expect to spend per week in a course, broken down by the type of contact—classroom, laboratory, studio or clinical. If there is no such indicator for a course, students may assume there will be one class hour per week for each credit awarded for completion of the course. (Courses which meet in an accelerated or nontraditional format rather than in the usual full semester, 15-week format will meet more than the hours indicated per week in order to reach the same number of total contact hours for the semester.)

Accounting (ACC)

Accounting Department
Bladen Hall, Room 210
301-322-0713

ACC 1000 Fundamentals of Accounting. 3 Credits
Preparation for ACC 1010 for students lacking background in accounting. Enroll in ACC 1000 directly or transfer from ACC 1010 during the first five weeks of a semester. (Note: Does not satisfy program concentration requirement in business-related curricula; may not be taken for credit if credit has previously been received for ACC 1010 or higher.)

ACC 1010 Principles of Accounting I. 4 Credits
University-parallel introductory accounting sequence. Covers major accounting theories, principles, and applications. Regular classroom, and online formats available. Students should have had previous accounting or have completed ACC 1000 or ACC 1030.
Prerequisite: Math (DVM 0070 with P4 or appropriate test score) and reading proficiency or ACC 1000 or ACC 1030 with C or higher.

ACC 1020 Principles of Accounting II. 4 Credits
Second semester of sequence. Continues focus on accounting theories, principles and applications. Regular classroom and online formats available. Prerequisite: ACC 1010. (Honors version available, spring only)

ACC 1030 Accounting for Managers. 3 Credits
Focuses on sources of accounting information and the meaning of financial reports as an aid to decision-making. This course adopts a user’s approach and does not emphasize the technical aspects of record maintenance. Prerequisite: Reading proficiency.

ACC 1040 Microcomputer Applications in Accounting. 3 Credits
A hands-on course in the use of microcomputers to process accounting data. Knowledge of programming is not necessary. Projects emphasize accounting applications. Prerequisite: ACC 1000 or ACC 1010.

ACC 1050 Payroll Accounting. 1 Credit
Covers payroll preparation, payroll rules, recordkeeping and payroll tax reporting. Prerequisite: Reading proficiency.

ACC 1070 QuickBooks I. 1 Credit
Students will learn to establish a chart of accounts, vendor, customer and payroll records, entering typical transactions and preparing standard financial reports for service firms using QuickBooks software.
Prerequisites: ACC 1000 or ACC 1010 or ACC 1030.
ACC 1080 Introduction to Spreadsheet Accounting. 1 Credit
Basic spreadsheet applications in accounting. Use of spreadsheets for recordkeeping, computation, analysis and presentation of accounting data is covered. Prerequisites: Reading proficiency, ACC 1010, or ACC 1030 and CIS 1010.

ACC 1090 QuickBooks II. 1 Credit
Students will learn to establish a chart of accounts, vendor, customer and inventory records, entering typical transactions and preparing standard financial reports for merchandising firms using QuickBooks software. Prerequisites: ACC 1000 or ACC 1010 or ACC 1030.

ACC 1100 QuickBooks III. 1 Credit
Students will learn budgeting, job costing and nonprofit accounting using QuickBooks software. Prerequisites: ACC 1070 or ACC 1090.

ACC 2010 Intermediate Accounting I. 3 Credits
Intermediate-level accounting covering cash, investments, receivables, inventories, plant assets, and measurement of financial income in accordance with accounting principles (GAAP). Prerequisite: ACC 1020 with C or higher. Classroom sections offered fall semester only. Online sections offered spring semester only.

ACC 2020 Intermediate Accounting II. 3 Credits
Accounting principles applied to corporations, including stockholders’ equity and liability sections of the balance sheet. Prerequisite: ACC 2010 with C or higher.

ACC 2030 Cost Accounting. 3 Credits
Basic concepts of cost accounting functions within a manufacturing organization, including measurement of material costs, labor costs, manufacturing overhead and marketing costs. Prerequisite: ACC 1020. Classroom sections offered fall semester only. Online sections offered all semesters.

ACC 2040 Principles of Auditing. 3 Credits
Analysis of audit functions and responsibilities. Emphasis on examining accounting records and drawing valid audit conclusions. Prerequisites: ACC 2020; MAT 1140 completed or concurrent.

ACC 2070 Governmental and Nonprofit Accounting. 3 Credits
Accounting applied to local, state, and federal agencies, or schools, hospitals, and other nonprofit organizations. Covers general, special revenue, enterprise, and fiduciary funds and cash planning and control. Prerequisite: ACC 1020. Offered fall semester only.

ACC 2080 Spreadsheet Accounting. 3 Credits
Applies spreadsheet skills to financial and managerial accounting applications, analysis, and problem solving. Prerequisites: ACC 1020 and CIS 1010. 3 class hours with open lab.

ACC 2120 Accounting Information Systems. 3 Credits
This course examines accounting information systems, both manual and computerized. The course includes information on current technologies in information systems including hardware, software, networks, databases, and data communications. Internal controls and security issues are examined. Prerequisite: ACC 1020.

ACC 2210 Federal Income Tax. 3 Credits
Study of the federal tax system includes survey of tax legislation, court rulings and their application to individuals. Prerequisite: ACC 1010.

ACC 2220 Advanced Tax Accounting. 3 Credits
A second course in taxation, which examines the tax consequences of operating a business. The course emphasizes the federal income tax treatment of corporations and partnerships with some coverage of estates and trusts. Prerequisites: ACC 1020 and ACC 2210.

ACC 2250 Business Finance. 3 Credits
Capital markets and the banking system, including financial analysis and planning, working-capital management, capital budgeting, and long-term financing. Prerequisite: ACC 1020 and MAT 1120.

ACC 2810 CPA Review I—Business Environment and Concepts. 3 Credits
This is the first in a series of courses to prepare accounting students to sit for the CPA exam. Course content includes general business environment and business concepts that are needed to understand the underlying business reasons for and accounting implications of business transactions and the skills needed to apply that knowledge. Prerequisites: ACC 2020, ACC 2030, ACC 2040, ACC 2070, ACC 2210 and BUS 1220.

ACC 2820 CPA Review II—Regulation. 3 Credits
This is the second in a series of courses to prepare accounting students to sit for the CPA exam. Course content includes federal taxation, ethics, professional and legal responsibilities, and business law and the skills needed to apply that knowledge. Prerequisites: ACC 2020, ACC 2030, ACC 2040, ACC 2070, ACC 2210 and BUS 1220.

ACC 2830 CPA Review III—Auditing and Attestation. 3 Credits
This is the third in a series of courses to prepare accounting students to sit for the CPA exam. Course content includes auditing procedures, generally accepted auditing standards and other standards related to attest engagements and the skills needed to apply that knowledge in those engagements. Prerequisites: ACC 2020, ACC 2030, ACC 2040, ACC 2070, ACC 2210 and BUS 1220.

ACC 2840 CPA Review IV—Financial Accounting and Reporting. 3 Credits
This is the fourth in a series of courses to prepare accounting students to sit for the CPA exam. Course content includes generally accepted accounting principles for business enterprises, not-for-profit organizations, and governmental entities and the skills needed to apply that knowledge. Prerequisites: ACC 2020, ACC 2030, ACC 2040, ACC 2070, ACC 2210 and BUS 1220.

ACC 2890H Honors Colloquium in Accounting. 3 Credits
This Honors colloquium will examine special topics in the field of accounting and its relevance across disciplinary perspectives. The issues to be addressed in each colloquium will vary from semester to semester. These courses are designed for students in the Honors Program, but are open to others with the approval of the Honors Coordinator or the instructor. Prerequisites: Reading proficiency and permission of instructor or Honors coordinator.

ACC 2910–2930 Cooperative Education. 1-3 Credits

**African-American Studies (AFA)**

*African American Studies Office*  
*Marlboro Hall, Room 2112*  
*301-322-0800*

AFA 1010 Introduction to African-American Studies.  
*3 Credits*  
An introduction to the interdisciplinary study of the life and culture of persons of African heritage in the United States. Explores the cultural and historic ties to various African peoples and the multicultural context. Prerequisite: Reading proficiency.

AFA 2010 Introduction to the African and Black Diaspora.  
*3 Credits*  
A comparative analysis of African and black communities around the globe, with emphasis on the United States South, the Caribbean, Central and South America. Attention will be given to the awakening sense of political interrelatedness that undergirds contemporary Pan-African movements, collaborative struggle against oppression and the renewal of traditional African culture and values in Diaspora. Prerequisite: Reading proficiency.

AFA 2890H Honors Colloquium in African-American Studies.  
*3 Credits*  
This Honors colloquium will examine special topics in the field of African-American Studies and their relevance across disciplinary perspectives. The issues to be addressed in each colloquium will vary from semester to semester. These courses are designed for students in the Honors Program, but are open to others with the approval of the Honors coordinator or the instructor. Prerequisites: Reading proficiency and permission of the instructor or Honors coordinator.

**Anthropology (ANT)**

*Anthropology, Economics and Sociology Department*  
*Marlboro Hall, Room 2054*  
*301-322-0525*

ANT 1010 Introductory Physical Anthropology.  
*3 Credits*  
SS  
Humans' place in nature, including genetics, evolutionary theory, primate behavior, human physical variations and culture. Prerequisite: Reading proficiency.

ANT 1030 Introductory Cultural Anthropology.  
*3 Credits*  
SS  
Anthropological approaches to culture, language and social organization, including religious belief, gender role, family form, and economic life. Prerequisite: Reading proficiency. (Honors version available)

ANT 2010 Introduction to Archaeology.  
*3 Credits*  
Survey of archaeology, including its development in America and an overview of archaeological methodologies. Prerequisite: Reading proficiency.

ANT 2030 Language and Culture.  
*3 Credits*  
Theories of language dealing with learning, diversity, creativity and change. Relation of language to perception, ethnic identity, occupation, and social class. Prerequisite: One of the following courses: ANT 1010, ANT 1030, PSY 1010, SOC 1010, SPH 1010, or SPH 1090.

ANT 2050 Peoples and Cultures.  
*3 Credits*  
Cultures of a major world region. The region studied varies and may include one of the following: Sub-Saharan Africa, India, Circum-Mediterranean, Middle East, Far East and the Americas. Prerequisite: One of the following courses: ANT 1010, ANT 1030, ANT 2030, HST 2470 or SOC 1010.

ANT 2130 Magic, Witchcraft and Religion: An Anthropological Interpretation.  
*3 Credits*  
A survey of religion and related phenomena in a variety of societies around the world. Considers the relationship of religion to other aspects of culture. Prerequisite: ANT 1030, PSY 1010, or SOC 1010.

ANT 2890H Honors Colloquium in Anthropology.  
*3 Credits*  
This Honors colloquium will examine special topics in the field of anthropology and its relevance across disciplinary perspectives. The issues to be addressed in each Colloquium will vary from semester to semester. These courses are designed for students in the Honors Program, but are open to others with the approval of the Honors Coordinator or the instructor. Prerequisites: Reading proficiency and permission of the instructor or Honors coordinator.

**Arabic (ARB)**

*Language Studies Department*  
*Bladen Hall, Room 310*  
*301-322-0946*

ARB 1000 Arabic for Beginners.  
*3 Credits*  
H  
Designed for students who are true beginners without any background knowledge of the Arabic language. The course focuses on the four skills of listening, speaking, reading, and writing. 3 class, 1 lab hour or equivalent.

ARB 1010 Elementary Arabic.  
*3 Credits*  
H  
Continues to focus on the four skills of Listening, speaking, reading, and writing. Students will be studying Modern Standard Arabic, which is close to classical Arabic. (It is the language used for reading and writing Arabic today.) Students will advance their knowledge of grammar, pronunciation, vocabulary, and reading and writing of Arabic. 3 class, 1 lab hour or equivalent. Prerequisite: ARB 1000 or permission of the instructor.
Art (ART)

Art and Music Department
Marlboro Hall, Room 1034
301-322-0966

ART 1010 Introduction to Art. 3 Credits
The art of seeing is developed through the examination of the fundamentals of visual art. Emphasis is on exploration and understanding of styles, techniques, principles and major innovations of art. Both lecture and hands-on teaching methods may be used to involve the student in the creative process. Artistic ability or experience are not required. Prerequisite: Reading proficiency. (Honors version available)

ART 1510 Basic Design. 3 Credits
This course introduces the organization of visual elements on a two dimensional plane. The elements of art and principles of design are examined through lectures, demonstrations and related studio problems for students to explore and solve. Students will develop techniques for handling a variety of art materials. 6 studio hours.

ART 1530 Drawing I. 3 Credits
Introduction to basic drawing techniques through the exploration of the human figure and natural and man-made forms. A variety of drawing tools and materials are introduced. 6 studio hours.

ART 1540 Painting I. 3 Credits
An introduction to basic techniques and theories of painting. Emphasis is on learning the skill of painting and application of materials. Students explore the basic elements of two-dimensional art as a means to create interesting compositions, manipulate space, and develop solid forms. The course is designed for beginners with little or no experience in painting. Proficiency in drawing is beneficial but not critical to successful completion of this course. 6 studio hours.

ART 1550 Sculpture I. 3 Credits
Introduction to basic sculptural techniques. Elements and principles of 3-D art are emphasized through practice in bronze casting, welding, carving, and fabrication. Development of ideas will be encouraged through critique of and historic references to specific sculptures and artists. 6 studio hours.

ART 1560 Photography I. 3 Credits
Contemporary principles and terminologies are introduced by developing basic skills with camera operation and handling, photographing, black and white film processing, black and white darkroom techniques, print finishing and presentation. The students are exposed to a brief history, color theory and the aesthetics of the photographic vision. No prior experience required. 6 studio hours.

ART 1570 Introduction to Computer Graphics. 3 Credits
Designed to provide a survey of the role of the computer in visual communication design. Students will receive basic training on the primary types of software and peripherals with which designers must be familiar. This includes painting-type (raster) software as well as structured graphics (vector) applications. Students will be encouraged to develop creative approaches to projects coupled with increased technical proficiency. 6 studio hours.

ART 1580 Portfolio Development for Visual Art. 1 Credit
A studio course which provides a structured approach to portfolio development. It will enable students to assemble a coherent body of artwork for academic transfer and/or employment opportunities. Students will prepare a portfolio in their area of specialization, in a variety of formats. Prerequisites: ART 1510, ART 1530, completion of a 2000-level studio art course and a second 2000-level studio course completed or concurrent. 3 studio hours.

ART 1590 Watercolor I. 3 Credits
An introductory course in basic watercolor painting. Emphasis is on techniques and traditional watercolor materials used by today's watercolorists. Includes composition, color concepts and history of watercolor painting. Students will attend lecture and demonstration classes and create their own paintings. 6 studio hours.

ART 1600 Ceramics I. 3 Credits
A beginner's studio course designed to teach ceramics as a creative craft and art form. The student is encouraged to explore ceramics as a form of three-dimensional expression and to be actively engaged in the complete cycle of ceramic production: production of clay, construction of forms, decoration and firing. Students are expected to acquire knowledge of and to test various glazes. 6 studio hours.

ART 1610 Commercial Art I. 3 Credits
Provides a survey of the design principles and artistic concepts that produce quality commercial art. Students will acquire hands-on experience in taking a variety of projects from concept development to final output. Training will be provided in the various production skills and techniques used by graphic design professionals. Prerequisite: ART 1510 or ART 1570. 6 studio hours.

ART 1620 Publication Design Using Computers. 3 Credits
Designed to acquaint the student with the fundamentals of publication and print media design. Hands-on training will be provided using a variety of digital media and hardware current to the graphic design profession. Students will gain experience in taking a print media project from concept to page layout and production. Prerequisite: ART 1570. 6 studio hours.

ART 1630 Commercial Illustration I. 3 Credits
Investigates the various media, techniques, and artistic concepts that produce quality commercial illustration. Prerequisite: ART 1530. 6 studio hours.

ART 1640 Color Theory and Application. 3 Credits
Introduces students to the history, psychology and physics of color by building on concepts introduced in ART 1510, Basic Design. In all disciplines, a working knowledge of color principles is vital in creating effective, successful works of art. Through lectures, studio projects and museum visits, students will develop a vocabulary of color and a working understanding of various color systems. In the studio, students will create original artworks that explore aesthetic color relationships and the psychological application of color. Through class critiques and written assign-
ments, students will learn how to evaluate and discuss their own work as well as the work of their peers. Prerequisite: ART 1510. 6 studio hours.

ART 1950 Art and Architecture of Havana. 3 Credits
A course on the art and architecture of Havana, Cuba with a travel study component, this course is devoted to an in-depth examination of, a) the city’s architecture from its Baroque beginnings in the sixteenth century to the numerous Art Nouveau and Art Deco examples of the twentieth century; b) to a lesser extent, the course also will cover Cuban plastic arts, including colonial religious art in Cuba, the “vanguardista” paintings, and the poster art of the 1960s, and c) the presence and works of Ernest Hemingway in Cuba. Prerequisites: Reading proficiency and English proficiency.

ART 2510 Design II. 3 Credits
A continuation of ART 1510, Basic Design. The visual elements and principles of three-dimensional design will be explored with an emphasis on visual and critical thinking. Students will be introduced to materials and methods for developing a work of art in three-dimensional space and they will learn how to apply the principles of design to work that has multiple points of view. Students also will learn how to consider aesthetic and conceptual issues as well as solve technical problems in the creation of original art work. Through class critiques, students will gain experience in written and verbal analysis of their own work and the work of their peers. Prerequisite: ART 1510. 6 studio hours.

ART 2530 Drawing II. 3 Credits
An advanced studio course that emphasizes further development of individual drawing skills, a thorough understanding of drawing principles, and a greater exploration of the various drawing materials and techniques. The human figure, landscape, and man-made objects are the source of investigation. Prerequisite: ART 1530. 6 studio hours.

ART 2540 Painting II. 3 Credits
An advanced studio course that stresses further development of individual painting skills and techniques and a broader understanding of color theory. Students are encouraged to explore complex issues and to develop greater understanding of the medium. Prerequisite: ART 1540. 6 studio hours.

ART 2550 Sculpture II. 3 Credits
This course offers the student the opportunity to more thoroughly explore concepts of three-dimensional art. Emphasis is placed on independent selection of materials and their aesthetic implications and how they relate to contemporary sculptural images. Prerequisite: ART 1550. 6 studio hours.

ART 2560 Photography II. 3 Credits
Continues the exploration of the photographic vision. Under the supervision of the instructor, the student defines and completes a personal project by using advanced camera handling and lighting techniques, darkroom manipulation and altered processes including electronic scanning and printing. Prerequisite: ART 1560. 6 studio hours.

ART 2570 Lettering, Typography, and Layout. 3 Credits
Designed to deepen the student’s understanding of fundamental publication and presentation design. The overall goal of the course is to expand the student’s ability to explore creative solutions for text based visual information. Prerequisite: ART 1620. 6 studio hours.

ART 2580 Digital Photography I. 3 Credits
This course is a general introduction to the terms and technologies employed in digital photography. Students will utilize digital cameras, scan film and photographs, manipulate images, and produce finished prints with laser and inkjet printers. Students must have access to a 35mm or digital camera for use in this course. 6 studio hours.

ART 2590 Watercolor II. 3 Credits
This advanced course will cover watercolor techniques in depth. Students work with more refined techniques of the medium: large paper format and watercolor monoprints and a more independent approach to their own work. Prerequisite: ART 1590. 6 studio hours.

ART 2600 Ceramics II. 3 Credits
Emphasis on designing forms in clay using hand-building and wheel-throwing techniques. Advanced glaze theory, clay bodies and firing techniques explored in depth. Prerequisite: ART 1600. 6 studio hours.

ART 2610 Commercial Art II. 3 Credits
Designed to provide students with advanced concepts utilized in the creation of advertising art, Web-based graphics, broadcast graphics, interactive multimedia, electronic publishing, and print media. This course attempts to expand the survey of design principles and artistic concepts to a more global perspective. Prerequisite: ART 1610. 6 studio hours.

ART 2620 Design and Illustration on Computers. 3 Credits
Provides a survey of computer-based methods of producing artwork used commercially. This includes extensive use of object-oriented and image processing software packages. Projects may include package design, editorial support illustration, logo/icon design, creative Web pages, statistical charts and graphs, and technical illustration. Prerequisite: ART 1570. 6 studio hours.

ART 2630 Commercial Illustration II. 3 Credits
Designed to expand a student’s exploration of illustration techniques. Emphasis is on the creative approach to preparing imaginative, effective illustrations. Prerequisite: ART 1630. 6 studio hours.

ART 2640 Computer Painting. 3 Credits
In-depth use and investigation of bit-mapped graphics (paint) programs. Prerequisite: ART 1570. 6 studio hours.

ART 2650 Animation and Multimedia I. 3 Credits
Focuses on two-dimensional animation and multimedia, with an emphasis on creativity, originality and experimentation. Various software packages will be utilized to create animated sequences complete with sound and special effects. Prerequisite: ART 1570. Students also will be expected to have an aptitude for learning a variety of software packages. 6 studio hours.
ART 2660 Digital Imaging. 3 Credits
Advanced techniques in computer graphics creation and image manipulation. Includes use of scanners, digital cameras and CD-ROM sources. Prerequisite: ART 1570. 6 studio hours.

ART 2670 Three-Dimensional Computer Graphics. 3 Credits
Focus is on three-dimensional modeling and animation techniques, with an emphasis on creativity, originality and experimentation. Various software packages will be used to create 3-D stills and animated sequences complete with sound and special effects. A survey of modeling techniques and examples from a variety of industries will be provided. Prerequisite: ART 1570. Students also will be expected to have an aptitude for learning a variety of software packages. 6 studio hours.

ART 2700 Art Survey I. 3 Credits
A survey of art and architecture from prehistoric times through Gothic Art. Works of painting, sculpture, and architecture are analyzed both in terms of their style, iconography, and technique, and in terms of their significance within the historical, social, religious, and economic context in which they were produced. Prerequisite: Reading proficiency.

ART 2710 Art Survey II. 3 Credits
Survey of art and architecture from the Renaissance to the 20th century. Works of painting, sculpture, and architecture are analyzed both in terms of their style, iconography, and technique, and in terms of their significance within the historical, social, religious, and economic context in which they were produced. Prerequisite: Reading proficiency.

ART 2720 African-American Art. 3 Credits
Beginning with the major historic African cultures, this course traces the artistic achievement of African-Americans from before slavery through the colonial period. Discover how they were influenced by Western or European cultures. Students will study major artists and trends in African-American art including contemporary expressions. Prerequisite: Reading proficiency. 3 class hours.

ART 2730 Integrated Arts. 3 Credits
Introduces the student to the areas of visual arts, dance, music, and theater through an exploration of representative works. This experience will enhance self-expression and provide a better understanding of the human experience. The course meets part of the Maryland State integrative arts requirement for the Associate of Arts degree in teaching. Prerequisite: Reading proficiency.

ART 2740 Contemporary Art. 3 Credits
Introduction to art and architecture from the late 19th century to the present. Visual arts from traditional works to conceptual forms, installation, video and performance art are analyzed both in terms of style, technique and philosophy, and their political, social and economic significance. The history and philosophy of the various movements and their relationship to contemporary thought and culture will be explored. Prerequisites: Reading proficiency.

ART 2750 Animation and Multimedia II. 3 Credits
A continuation of ART 2650. Student will explore advanced vector drawing, computer animation techniques, Web interface design, interactivity, and digital and video/audio production. Course exercises will include 2-D animations, screen-based graphics, and digital video presentations. Prerequisite: ART 2650. 6 studio hours.

ART 2780 Digital Photography II. 3 Credits
This course is a continuation of ART 2580, Digital Photography I. Students will explore complex techniques and contemporary concerns associated with advanced electronic imaging. The students will utilize digital cameras; film and flatbed scanners to digitize negatives, slides, and photographs; manipulate images; and produce finished prints with laser and inkjet printers. Students must have access to a 35mm or digital camera for use in the course. Prerequisite: ART 2580.

ART 2890H Honors Colloquium in Art. 3 Credits
This Honors colloquium will examine special topics in the field of art and their relevance across disciplinary perspectives. The issues to be addressed in each colloquium will vary from semester to semester. These courses are designed for students in the Honors Program, but are open to others with the approval of the Honors coordinator or the instructor. Prerequisites: Reading proficiency and permission of instructor or Honors coordinator.

ART 2910-2930 Cooperative Education. 1–3 Credits

Biology (BIO)

Biological Sciences Department
Chesapeake Hall, Room 100
301-322-0420

BIO 1010 General Biology. 4 Credits
University-parallel introductory biology for non-science majors. Cells and cell processes, tissues, microorganisms, vertebrate anatomy and physiology, and genetics. Credit may not be earned for both BIO 1010 and BIO 1030, or BIO 1140. Prerequisite: Reading proficiency. 3 class/3 lab hours. (Honors version available.)

BIO 1020 General Plant Biology. 4 Credits
University parallel introductory plant biology course. Topics covered will include but are not limited to plant classification, structure, function, and growth and development. Practical application of plant use in our daily life also will be presented. Prerequisite: Reading proficiency. 3 class/3 lab hours.

BIO 1080 Reproduction Biology. 4 Credits
An examination of biological principles and contemporary issues in reproductive biology. Demonstration of critical thinking, reasoning, and writing skills is expected. Prerequisite: Reading proficiency. 3 class/3 lab hours.

BIO 1100 Forensic Biology. 4 Credits
An introduction to the principles and concepts of the biological aspects of forensic science. An examination of the role of the laboratory in criminal investigation and human identification using...
forensic pathology, serology, anthropology, molecular biology and other specializations. Prerequisite: Reading proficiency.

BIO 1110 Environmental Biology. 3 Credits
Survey of basic scientific principles needed to understand current environmental problems and evaluate alternatives for solving those problems. Prerequisite: Reading proficiency.
(Note: Periodically, linked sections of BIO 1110 and BIO 1120 are offered, featuring local field trips, and in the travel study format, featuring a trip to Florida or the Rocky Mountains. Any student who registers for a linked section of BIO 1110 also must register for the corresponding BIO 1120 section.)

BIO 1120 Environmental Biology Laboratory. 1 Credit
Supplements BIO 1110, providing laboratory and field experiences relevant to environmental issues. Prerequisite: BIO 1110 completed or concurrent. 3 lab hours.

BIO 1130 Principles of Biology: Evolution, Ecology, and Behavior. 4 Credits
Evolution, ecology and behavior, including Mendelian genetics, population genetics, natural selection, coevolutionary relationships, ethology and contemporary issues. (Formerly BIO 104. Students may receive credit for only one of the following BIO 1130, BIO 1010, or BIO 104). Prerequisite: Reading proficiency. 3 class/3 lab hours.

BIO 1140 Principles of Biology: Cellular and Molecular Biology. 4 Credits
University-parallel biology sequence for science/health majors. Cellular and biochemical emphasis, including cell anatomy and physiology, energy processes and the molecular biology of gene expression. (Formerly BIO 103. Students may not receive credit for both BIO 103 and BIO 1140. In addition, students may not take BIO 1140 if they have completed BIO 1010.) Prerequisite: CHM 1010. (Honors version available). 3 class/3 lab hours.

BIO 1190 Biology for Senior Citizens. 3 Credits
Review of biology with application to the aging process, including laboratory exercises designed to promote health awareness and longevity. Prerequisite: Reading proficiency. (Offered spring only)

BIO 2010 Microbiology. 4 Credits
Structure and function of microorganisms and their role in pathology. Laboratory includes culture methods, staining and identification of bacteria. Prerequisite: BIO 1010 or BIO 1140 or BIO 2050. 2 class/4 lab/1 recitation hours.

BIO 2030 Genetics. 3 Credits
Genetics and heredity. Analysis of classical and molecular genetics, emphasizing contemporary issues. Prerequisite: BIO 1010 or BIO 1140. 3 class/2 recitation hours. (Offered spring only)

BIO 2050 Human Anatomy and Physiology I. 4 Credits
University-parallel sequence. Structure and function of human body systems with emphasis on cells, tissues, transport mechanisms, and skeletal, muscular, and nervous systems. Prerequisites: BIO 1010. DVM 0070 completed or appropriate score on math placement test. 3 class/3 lab/1 recitation hours.

BIO 2060 Human Anatomy and Physiology II. 4 Credits
Continuation of sequence. Structure and function of circulatory, respiratory, digestive, urinary, reproductive and endocrine systems. Laboratory includes vertebrate dissection. Prerequisite: BIO 2050. 3 class/3 lab/1 recitation hours.

BIO 2090 Cell Biology. 4 Credits
This course examines the structure and function of cells with particular emphasis on metabolism, reproduction and the molecular aspects of cell communication and regulation. Credit may not be received for both FOS 2090 and BIO 2090. Prerequisites: BIO 1140 and CHM 1010. 3 class/3 lab hours.

BIO 2100 Marine Biology. 4 Credits
An introduction to marine ecosystems. Principles and processes common to all forms of life in the sea. Includes field trips to marine habitats, such as the Chesapeake Bay and Atlantic beaches, and to local exhibits at the National Zoo and the National Aquarium in Baltimore. Prerequisite: BIO 1010 or equivalent. (Note: This course also may be offered in the travel study format, featuring a trip to a tropical marine location, such as Florida, Mexico, Jamaica or Belize.)

BIO 2250 Introduction to Biotechnology. 4 Credits
Introduction to the basic principles and techniques of the science of biotechnology and the ways in which these are applied to agriculture, forensic science, medicine and microbiology. Course will examine current knowledge concerning nucleic acids and their role in the functions of living cells and viruses, and how the manipulation of genetic material can be utilized in industries ranging from medicine to ecology. Laboratory includes principles of genetic manipulation, bacterial culture techniques, DNA restriction analysis, recombination and transformation of DNA, immunological detection of disease, the polymerase chain reaction (PCR), and randomly amplified polymorphism detection (RAPD). Prerequisite: BIO 1140. 2 class/4 lab/1 recitation hours.

BIO 2500 Biological Principles of Forensic Science. 4 Credits
An introduction to the principles governing the application of biology and biological statistics that are used to analyze evidence from crime scenes. Topics will include evidence examination and preservation; presumptive and confirmatory biological testing: blood, urine, semen, hair and fiber comparisons; generation and statistical analysis of mitochondrial and nuclear DNA profiles; understanding the modern forensic crime laboratory; the role of the forensic scientist within the Criminal and Civil United States Court system. Prerequisites: BIO 1140 and CHM 1010. 3 class/3 lab hours.

BIO 2890H Honors Colloquium in Biology. 3 Credits
This Honors colloquium will examine special topics in the field of biology and their relevance across disciplinary perspectives. The issues to be addressed in each colloquium will vary from semester to semester. These courses are designed for students in the Honors Program, but are open to others with the approval of the Honors coordinator or the instructor. Prerequisites: Reading proficiency and permission of the instructor or Honors coordinator.

BIO 2910-2930 Cooperative Education. 1–3 Credits
## Business (BUS)

**Public Safety and Law Department**  
Bladen Hall, Room 208  
301-322-0553

**BUS 1220 Business Law I. 3 Credits**  
Basic theory and applications of business law; covers contracts, agency and property. Prerequisite: Reading Proficiency.

**BUS 1240 Business Law II. 3 Credits**  
Second semester of sequence. Covers partnership law, corporations, sales and commercial paper. Prerequisite: BUS 1220.

## Career Assessment and Planning (CAP)

**Career Assessment and Planning Department**  
Bladen Hall, Room 122  
301-322-0886

**CAP 1020 Achieving College Success. 2 Credits**  
Techniques, skills, attitudes and behaviors associated with effective learning and college success. Includes test taking, memory, study skills, time management and personal goal setting. (Credit may not be received for both CAP 1020 and CAP 1100.)

**CAP 1030 Math Study Skills. 1 Credit**  
This course is designed to introduce study skill strategies for success in mathematics. It allows students to explore their feelings about math and develop strategies to overcome math avoidance. Emphasis will be placed on problem solving, critical thinking, and learning styles. This course is open to students at all levels of mathematical skill, whether preparing for a job, college-level math courses, taking math tests, or living in a world where numbers matter.

**CAP 1050 Portfolio Development. 3 Credits**  
Students develop a portfolio that documents college-level learning acquired from life/work experience including business, the military and volunteer/community involvement. Required for Prior Learning Assessment (PLAN) credit through the portfolio assessment process. Prerequisite: Reading proficiency and permission of PLAN coordinator.

**CAP 1100 Introduction to College Life. 3 Credits**  
This course helps the student adapt to the college community and explore the purposes of higher education and the potential roles of the student within the college. Students will focus on the development of personal and academic goals, develop learning strategies to enhance their academic success, and acquire a working/practical knowledge of campus resources, services and procedures. (Credit may not be received for CAP 1100 and CAP 1020 or CAP 1300.)

**CAP 1110 Effective Test Taking. 1 Credit**  
This course provides students with an opportunity to develop an awareness of how they can attain peak performance by recognizing test performance anxiety, analyzing negative self-talk, and working in study groups to enhance performance. Students will focus on developing strategies to prepare for and take exams.

**CAP 1300 Choosing Your College Major. 1 Credit**  
Develops a profile of student interests and abilities and identifies college majors that match individual strengths and current job outlook. (Credit may not be received for both CAP 1300 and CAP 1100.)

**CAP 1310 Career Assessment and Planning. 3 Credits**  
An intensive, comprehensive exploration of students’ marketable skills, interests, abilities, and values. Follows a career decision-making process that results in clear career goals and implementation plans.

**CAP 1320 Getting a Job and Keeping It. 1 Credit**  
This course is designed for students who are in the process of searching for a job. It will help the student begin to understand their most valuable career asset—their unique talent—in the form of marketable skills. The student will learn procedures designed to develop skills that will match their talents with a job, help them acquire that “dream” job and help them grow in their job/career.

**CAP 1330 Choosing a Career in Allied Health. 2 Credits**  
A dynamic course integrating theory and clinical training covering a variety of allied health professions. Students will participate in classroom instruction and direct clinical observation of each profession at local medical centers. Students will have an opportunity to observe open-heart surgery and an optional autopsy at the Anatomy Board.

## Chemistry (CHM)

**Physical Sciences and Engineering Department**  
Chesapeake Hall, Room 100  
301-322-0420

**CHM 1010 General Chemistry I. 4 Credits**  
Sc University-parallel introductory chemistry sequence. Structure of matter, bonding, reactions, and changes of state. Prerequisite: MAT 1040 or appropriate test score. 3 class/3 lab/1 rec hours.

**CHM 1020 General Chemistry II. 3 Credits**  
Sc Continuation of university-parallel sequence. Systems in equilibrium, thermodynamics, electrochemistry, kinetics and nuclear chemistry. Prerequisite: CHM 1010.

**CHM 1030 General Chemistry II Laboratory. 2 Credits**  
Introduction to quantitative, qualitative and instrumental analysis with applications to a broad range of chemical systems. Prerequisite: CHM 1010; CHM 1020 completed or concurrent. 1 class/3 lab hours.

**CHM 1120 Essentials of Organic and Biochemistry. 4 Credits**  
Sc A one-semester survey of organic chemistry. Introduction to organic nomenclature and reactions, characteristics of biochemical compounds with biological applications and basic laboratory procedures. Prerequisite: CHM 1010. 3 class/4 lab hours.
CHM 2010 Organic Chemistry I. 4 Credits  Sc
University-parallel organic chemistry sequence. Classes of organic compounds and their reactions; stereochemistry and reaction mechanisms; basic laboratory techniques for synthesis and analysis. Prerequisite: CHM 1020. 3 class/4 lab hours.

CHM 2020 Organic Chemistry II. 3 Credits  Sc
Continuation of CHM 2010 with emphasis on reaction mechanisms, synthesis and spectroscopy of organic compounds. Prerequisite: CHM 2010.

CHM 2040 Organic Chemistry II Laboratory. 2 Credits
Experiments in organic synthesis and analysis of compounds from CHM 2020 with emphasis on microscale and instrumental techniques, including spectroscopy. Prerequisite: CHM 2020 completed or concurrent. 4 lab hours.

CHM 2050 Instrumental Analysis. 4 Credits
The use of scientific instruments in forensic testing is the focus of this course. Lectures and laboratories cover instrumentation theory, data systems, method development and qualitative and quantitative analytical techniques. Techniques discussed with laboratory activities include gas chromatography (GC), infrared spectrometry (IR), ultraviolet-visible spectrometry (UV-Vis), high-performance liquid chromatography (HPLC), and gas chromatography-mass spectrometry (GC-MS). (Credit will not be given for both FOS 2050 and CHM 2050). Prerequisites: CHM 1020 and 1030. 3 class/4 lab hours. (Offered spring only)

CHM 2890H Honors Colloquium in Chemistry. 3 Credits
This Honors Colloquium will examine special topics in the field of Chemistry and its relevance across disciplinary perspectives. The issues to be addressed in each Colloquium will vary from semester to semester. These courses are designed for students in the Honors Program, but are open to others with the approval of the Honors Coordinator or the instructor. Prerequisites: Reading proficiency and permission of the instructor or Honors Coordinator.

CHM 2910-2930 Cooperative Education. 1–3 Credits

Chinese (CHN)

Language Studies Department
Bladen Hall, Room 310
301-322-0942

CHN 1000 Chinese for Beginners. 3 Credits  H
Designed for students who are true beginners without any background knowledge of the Chinese language. This course will focus on the four skills of listening, speaking, reading, and writing. Students will learn Mandarin pronunciation, grammar, and Chinese characters. 3 class/1 lab hour or equivalent.

CHN 1010 Elementary Chinese. 3 Credits  H
A continuation of CHN 1000 which continues to focus on the four skills of listening, speaking, reading and writing. Students will learn Mandarin pronunciation, grammar, and Chinese characters. Prerequisite: CHN 1000. 3 class/1 lab hour or equivalent.

College Learning Skills (CLS)

Career Assessment and Planning Department
Bladen Hall, Room 122
301-322-0886

CLS 1030 Learning to Learn: A Problem-Solving Approach. 3 Credits
This course covers problem solving, personal learning styles, motivation, concentration, time management, test taking and vocabulary development. Students will apply the skills and strategies in content area courses. Prerequisite: Reading proficiency.

Computer Information Systems (CIS)

Computer Information Systems Department
High Technology Center, Room 129
301-322-0752

Prince George’s Community College is a member of CyberWATCH, a consortium of colleges, universities and business and government partners dedicated to increasing the quality and quantity of Information Security/Assurance professionals. CyberWATCH course numbering, which has been agreed to by member institutions, can assist students who may want to take a particular course at another community college due to work schedules, availability of courses during a particular semester, or moving to another county. The common numbering also is useful to institutions articulating with PGCC by helping them quickly determine that a course is based on a common CyberWATCH model curriculum in Information Security. Each CIS and ENT course included in this program will show their CyberWATCH common course equivalents immediately after the college’s course number and title. All CIS prerequisites must be passed with a grade of C or higher.

CIS 0990 IC3 Test Preparation. 1 CEU
Preparation for students who prefer to satisfy their computer literacy requirement by becoming Internet and Computing Core Certification (IC3) certified and who wish to take a rapid review in preparation for testing. Designed to be taken instead of enrolling in CIS 1010, or upon advice after screening on the first day of CIS 1010. Also recommended for any student, including those who have already taken CIS 1010, who wishes to prepare for taking the IC3 exams. Students overview the IC3 objectives and procedures, as well as rapidly reviewing concepts from the three areas covered in the IC3 exams: computer fundamentals, key applications, and living online. The course will reflect the latest updates on the current exams.

(Note: will not satisfy program concentration requirement in CIS-related curricula. At least part of the course will be conducted online.)

CIS 1000 Using a Personal Computer. 1 Credit
Preparation for students who lack fundamental computer skills and experience and designed to be taken prior to enrolling in
CIS 1010, or upon advice after screening on the first day of CIS 1010. Students gain familiarity and comfort with using a personal computer and are introduced to using a keyboard and a mouse to operate a personal computer, using the touch keying system. Topics include navigating the World Wide Web; using a word processor to enter text; saving, opening, and modifying files using secondary storage media.

(Note: Does not satisfy program concentration requirement in CIS-related curricula. May NOT be taken for credit if credit has previously been received for CIS 1010 or higher. May be substituted for CIS 1250.) 1 class/1 lab hour.

CIS 1010 Computer Literacy. 3 Credits
(CyberWATCH common course equivalent: CW 120.)

Computer literacy is a survey course in evolving computer technology and its relevance to individuals and society. The societal issues stressed include: privacy, security, ergonomics, accessibility, intellectual property, pervasive computing, as well as other timely topics such as new laws impacting computer use. Becoming fluent in necessary technology applications is integrated into the course and may include such topics as word processing, use of e-mail and Web browsers, spreadsheets, distance learning platforms and others.

Students possessing skills and knowledge in this area may receive credit for CIS 1010 by passing the department’s challenge exam (currently the 3 Internet and Computing Core Certification tests, known as IC3) at the college’s Assessment Center. Students who are already IC3 certified may receive credit for CIS 1010 by presenting their three certificates to the transfer evaluator in the Office of Admissions and Records.

(Note: CIS 0990, “IC3 Test Preparation,” is available as a test preparation course. Students with little or no computer experience should consider taking CIS 1000 Using a Personal Computer, to get the necessary prerequisite skills. All students take a screening test during their first class in CIS 1010. Results are used to advise students regarding which course to take.) Prerequisite: Reading proficiency. 3 class hours with open lab. (Honors version available.)

CIS 1030 Introduction to Visual Basic. 4 Credits
Introduction to computer programming using the Visual Basic language with emphasis on objects and on structure program logic and design. Topics include variables, operators, control structures, functions, arrays, strings, graphical objects and the Integrated Development Environment. (Formerly CIS 214; credit may not be received for both CIS 214 and CIS 1030.) Prerequisite: CIS 1010 completed or concurrent. 3 class/3 lab hours.

CIS 1040 Human-Computer Interface Design. 3 Credits
A general survey of the application of human factors to the design and use of information systems. The history, evolution and current state of the human–computer interface are covered. The contributions of psychology, engineering and physiology to the development of ergonomics are described. Prerequisite: CIS 1010. 2 class/2 lab hours.

CIS 1130 Introduction to C++ 4 Credits
Introduction to computer programming using the C++ language. Emphasis is placed on programming design and development, data types, control structures, functions and arrays. (Formerly CIS 111; Credit may not be received for both CIS 1130 and CIS 111.) Prerequisite: CIS 1010 completed or concurrent. 3 class/3 lab hours.

CIS 1150 Introduction to Database Management Systems. 4 Credits
Introduction to database management techniques using Microsoft Access. Includes fundamentals of database design and programming with emphasis on relational file processing. Prerequisite: CIS 1330; CIS 1030 or CIS 1130 recommended. 3 class/2 lab hours.

CIS 1200 Introduction to Java. 4 Credits
Introduction to Java programming incorporating object oriented design for both applications and applets. Methods, classes and objects are explored. The use of control structures, character strings and arrays are studied as well as a first look at creating graphical user interfaces. Prerequisite: CIS 1010 or equivalent. 3 class/3 lab hours.

CIS 1210 Computer Science I. 4 Credits
Computer science concepts studied from theoretical and practical viewpoints, including program analysis and life cycle design, formal syntactics of the Java or other object oriented language, program control structures, subprograms, algorithm design and analysis, recursion, computer architecture, number systems and data storage. Applications studied include numerical methods, creating libraries, character processing, simulating logic circuits, sorting, searching, set operations and use of matrices. Object oriented programming introduced. Structured programming and object design stressed. Java based. Prerequisites: MAT 2410 completed or concurrent; CIS 1030 or CIS 1200 or CIS 2130 recommended. 3 class/3 lab hours.

CIS 1220 Computer Science II. 4 Credits
Introduces theoretical and practical treatment of abstract data types and data structures including lists, strings, stacks, queues, search trees and hash tables. Object oriented programming methodology and Java classes are used to implement ADT. Software life cycle is studied. Formal topics include introduction to theory of computation including parsing context-free grammars, Finite State Machines, expression evaluation and notation, program analysis and verification. Prerequisites: CIS 1210; MAT 2420 completed or concurrent; CIS 1200 recommended. 3 class/3 lab hours.

CIS 1250 Operating the Keyboard. 1 Credit
Develops basic skills to operate the computer keyboard by using the “touch” system. Alphabetic, numeric and special symbols will be taught. Prerequisite: Reading proficiency. 1 class/1 lab hour.

CIS 1290 Beginning Microsoft Word. 1 Credit
An introductory course that demonstrates the proper procedures to create documents suitable for professional purposes and personal use. Procedures include creating, entering, saving, printing and correcting text. Textbook and disk required. Prerequisite: CIS 1250/OAD 150 or equivalent of touch keyboarding techniques
with speed of 25 wpm and reading proficiency. Students will demonstrate proficiency using touch keyboarding technique at first class meeting. 1 class/1 lab hour.

CIS 1330 Integrated Software Applications. 3 Credits
Provides in-depth coverage of a software suite. Includes a review of basic word processing and spreadsheets, as well as more advanced features, introduction to fundamentals of presentation and database software, followed by the production of integrated documents combining elements produced by the different suite applications. Emphasis is placed on data sharing through object linking and embedding. Prerequisite: CIS 1010 or ENT 1770, or equivalent. 2 class/2 lab hours.

CIS 1370 Introduction to Help Desk Tools and Procedures. 3 Credits
Students will learn the basic help desk concepts, procedures and tools with emphasis on the team-oriented technical support environment. Students explore the features of software used in a support environment to collect knowledge, schedule and track repairs, such as call logging and reporting. The proper use of telephone-based technology also is presented. Prerequisite: CIS 1010. 2 class/2 lab hours.

CIS 1390 Intermediate Microsoft Word. 1 Credit
Builds on the knowledge and skills developed in CIS 1290. Reinforces business letter styles and presents reports and tables. Textbook and disk required. Prerequisite: CIS 1290/OAD 129 or equivalent. 1 class/1 lab hour.

CIS 1400 Introduction to Local Area Networks. 3 Credits
An overview of local area networks and the role these systems play in complete information systems. Emphasis will be placed on LAN hardware, software, standards and protocols Prerequisite: CIS 1010 or ENT 1770, or equivalent.

CIS 1610 Software Quality Assurance. 3 Credits
Fundamental concepts of assuring and managing the quality of software using such techniques as inspection and testing, life-cycle, metrics, requirements/design/ implementation/maintenance, SQA functions and planning, product attributes, SQ models, and ISO standards. This course is part of the Quality Assurance degree program and includes topics related to ASQ certification and as CSQE. Prerequisite: CIS 1010 or equivalent.

CIS 1620 Computer Security, Security+. 3 Credits
(CyberWATCH common course equivalent: CW 160)
This introduction to security systems will give students a solid foundation of understanding in different computer security concepts, functions and applications. The course maps to Comptia Security+ exam objectives which cover general security concepts, communication security, infrastructure security, basics of cryptography and operations/organizational security. Upon completion of this course, students will be prepared to take Comptia's vendor neutral Security+ exam. Security+ certification is globally recognized as equivalent to an entry-level security specialist. The Security+ exam is accepted as one of the security certification exams by Microsoft toward its MCSA and MCSE certification. Prerequisite: CIS 1700. 2 class/2 lab hours.

CIS 1630 Securing the Network Infrastructure. 3 Credits
(CyberWATCH common course equivalent: CW 225)
Provides the skills needed to implement security in an existing network. The course covers Operating System hardening, Router Security, Firewall systems, Intrusion Detection Systems, Virus Protection, Virtual Private Networks (VPN), TCP Packet Analysis, and Disaster Recovery. Prerequisites: CIS 1620 and CIS 1700. 2 class/2 lab hours.

CIS 1660 Network Defense and Countermeasures. 3 Credits
(CyberWATCH common course equivalent: CW 235)
Focuses on the understanding of the network security architecture. The course covers network attacks and defenses, firewall systems, network design and configuration, Virtual Personal Networks (VPN) configuration, intrusion detection system design and configuration, intrusion signatures, and network security policies and configurations. Prerequisite: CIS 1630. 2 class/2 lab hours.

CIS 1700 Understanding Operating Systems. 3 Credits
(CyberWATCH common course equivalent: CW 130)
Provides basic working knowledge of computer operating system commands, functions and management using the DOS, Windows, Linux and Unix operating environments. Topics include: memory management, process management, device management, file management and operating system tools. Introduces command structures and explores operations using GUI and Command Language Interfaces. Students will demonstrate proficiency by completing various task-related laboratory assignments. Focus also is on the main topics covered in the A+ Operating Systems Technologies Examination. Prerequisites: Reading proficiency; CIS 1010 or ENT 1770 or equivalent (completed or concurrent). 2 class/2 lab hours.

CIS 1760 Introduction to the New Mainframe: z/OS Basics. 3 Credits
Provides students of information systems technology with the background, knowledge and skills necessary to begin using the basic facilities of a mainframe system running IBM System z/OS. Topics covered include: the mainframe in business today, including mainframe job roles; mainframe interfaces; Job Control Language; mainframe hardware and architecture; middleware for the mainframe; application programming on the mainframe; networking, and security topics. Note: Students without experience working from a command prompt will benefit from CIS-1700 or a similar course prior to taking this course. An exposure to programming also may be helpful. Prerequisites: CIS-1010 or equivalent. 2 class/2 lab hours.

CIS 1800 Internet and Web Technology. 3 Credits
Student will learn Internet and Web Technology concepts and terms with emphasis on Web Technology. The course is designed to teach the concepts of client side software (browsers) and server side software (IIS and Apache). Fundamentals of HTML coding and the placement of information in a Web site will be included. The student will learn to FTP a Web presentation to a live Web site. Prerequisite: CIS 1010 or equivalent, completed or concurrent. 2 class/2 lab hours.
CIS 1850 Web Site Design and Implementation. 3 Credits
An introduction to the design and implementation of World Wide Web sites. Techniques for designing Web sites containing hyperlinks and graphic images are explored using both HTML and a Web site design tool. JavaScript is introduced. Prerequisites: CIS 1800 or ART 1570. 2 class/2 lab hours.

CIS 1860 Advanced Web Development. 3 Credits
A continuation of CIS 185 that will expand the student’s knowledge of Java-Script. An introduction to CGI concepts and implementation is included using an appropriate programming language. Web site administration for clients is discussed in detail along with an introduction to Web server administration. Prerequisite: CIS 1850. 2 class/2 lab hours.

CIS 2030 Advanced Programming in Visual Basic. 4 Credits
A second course in Visual Basic, CIS 203 focuses on advanced graphical controls (built-ins, third party, and user-designed), data access using the ADO.NET technology, Web-based application, error trapping and handling, software configuration management, help files, and multilanguage applications. (Formerly CIS 215. Credit may not be received for both CIS 215 and CIS 2030). Prerequisite: CIS 1030 (formerly CIS 214). 3 class/3 lab hours.

CIS 2070 Troubleshooting the Microcomputer Environment. 3 Credits
This course focuses on support issues related to solving problems with microcomputer software. Application-specific troubleshooting procedures and proven techniques are presented to address printing problems, error messages, damaged or corrupted files, macroviruses and file security. In addition, this course deals with operating system issues that can affect application software. Network security and configuration and client concerns in Internet Explorer are examined. Prerequisite: CIS 1330 required; CIS 1370 completed or concurrent; and ENT 1840 recommended. 2 class/2 lab hours.

CIS 2080 Introduction to Oracle: SQL and PL/SQL. 4 Credits
This course offers students an extensive introduction to data server technology. The class covers the concepts of both relational and object relational databases and the powerful SQL and PL/SQL programming languages. Students are taught to create and maintain database objects and to store, retrieve, and manipulate data. In addition, students learn to create PL/SQL blocks of application code that can be shared by multiple forms, reports and data management applications. Prerequisites: CIS 1030 or CIS 1130. 3 class/2 lab hours.

CIS 2130 Advanced Programming: C++. 4 Credits
Advanced features of C++ as an object oriented language are covered including pointers and strings, classes and objects, operator overloading, inheritance, virtual functions and polymorphism, templates and exception handling. Prerequisite: CIS 1130 or equivalent. 3 class/3 lab hours.

CIS 2180 Data Modeling and Database Design. 4 Credits
Students will learn a top-down, systematic approach to database development using entity-relationship models, normalization and relational database design. They will use this approach to identify and define business information requirements and to transform the requirements into an initial database design. Prerequisite: CIS 2080 or equivalent. 3 class/2 lab hours.

CIS 2200 Advanced Programming in Java. 4 Credits
Advanced features of Java as an object oriented language are covered including graphical user interfaces, event-driven programs, inheritance, exception handling, swing components, file input and output, and multithreading and animation. Prerequisite: CIS 1200 or equivalent. 3 class/3 lab hours.

CIS 2240 Web Server Implementation and Administration. 4 Credits
Web designers and developers need to understand the reasons for the specific Web site structure and the technical support that must be provided to keep a Web site up and running. This course includes the installation of Web server (IIS and Apache) and dynamic Web site production. Prerequisites: CIS 1850 and CIS 1860. 3 class/2 lab hours.

CIS 2300 Windows 2003 (XP) Professional. 3 Credits
(CyberWATCH common course equivalent: CW 232)
Students will learn basic Windows 2003 (XP) network and operating system administration and configuration. Topics covered include installing/configuring Windows 2003 (XP) Professional operating system, troubleshooting, network protocol implementation and basic system security. This course charges an additional $32.00 per credit hour Information Technology Certification fee. Prerequisites: CIS 1400 or equivalent. 2 class/2 lab hours.

CIS 2310 Windows 2003 Server Administration. 3 Credits
(CyberWATCH common course equivalent: CW 230)
Students will learn Windows 2003 server administration and configuration. Topics covered include installing/configuring Windows 2003 server operating system, configuring network services, managing system access, troubleshooting devices, monitoring and optimizing system performance, implementation of virtual private networks (VPNs), and system security configuration. This course charges an additional $32.00 per credit hour Information Technology Certification fee. Prerequisite: CIS 1700 or CIS 2300. 2 class/2 lab hours.

CIS 2320 Network Infrastructure Implementation. 3 Credits
Students will learn to implement the components of a Windows 2003 network infrastructure. Topics covered include planning the infrastructure, implementing Windows Internet Name Service (WINS) and Domain Name System (DNS), deploying Dynamic Host Configuration Protocol (DHCP), providing Remote Access Services (RAS) and Network Address Translation (NAT). This course charges an additional $32.00 per credit hour Information Technology Certification fee. Prerequisite: CIS 2310. 2 class/2 lab hours.
CIS 2330 Directory Services Infrastructure Implementation. 3 Credits
Students will learn the fundamental skills necessary to install and administer an Active Directory infrastructure. Topics covered include configuring and administering active directory to centrally manage entities, configuring Domain Name System (DNS), using Remote Installation Services (RIS), monitoring and optimizing Active Directory performance. This course charges an additional $32.00 per credit hour Information Technology Certification fee. Prerequisite: CIS 2310. 2 class/2 lab hours.

CIS 2350 Designing Directory Services Infrastructure. 3 Credits
Students will analyze business requirements, identifying current and future networking needs to design a directory services infrastructure. Topics covered include assessing the impact of active directory on existing systems and processes, creation of a forest model and schema modification plan, defining and naming domains, designing site topology, developing the structure of organizational units. This course charges an additional $32.00 per credit hour Information Technology Certification fee. Prerequisite: CIS 2330. 2 class/2 lab hours.

CIS 2360 Designing Network Security. 3 Credits
Students will analyze business requirements, evaluating and identifying security risks and implementing security baselines. Topics covered include planning an authentication strategy and public key infrastructure, control access to resources, designing security for Windows 2003 network services, developing an IPSec data encryption scheme and management strategy, and providing secure connections for users of remote access services and VPNs. This course charges an additional $32.00 per credit hour Information Technology Certification fee. Prerequisite: CIS 2330. 2 class/2 lab hours.

CIS 2370 Designing Network Infrastructure. 3 Credits
Students will analyze business requirements including information flow, company processes and the IT structure assessing current and future network needs. Topics covered include scalability and performance, evaluating multi-protocol routing designs, creating secure name resolution services, selecting components for Internet/Intranet access, developing remote access solutions, and monitoring and managing Windows 2003 network services. Prerequisite: CIS 2320. 2 class/2 lab hours.

CIS 2390 Letter and Memo Mastery. 1 Credit
Develop skills and knowledge necessary to produce letters and memos at the advanced level that includes various styles, special features, template files and wizards and some graphics. Textbook and disk required. Prerequisites: Reading proficiency; CIS 1330 or permission of department chair. 1 class/1 lab hour.

CIS 2410 Novell Network Administration. 3 Credits
An overview of network operating systems and how the software manages the hardware resources of the computer network. Emphasis will be placed on Novell systems and students will be able to create and manage objects within the eDirectory Structure. Prerequisites: CIS 1400 or equivalent. 2 class/2 lab hours.

CIS 2420 Novell Network Installation and Management. 3 Credits
A continuation of CIS 241 with an emphasis on Novell’s ZENworks, policies and configuring applications for distribution. Optimization and management of the Novell server also will be emphasized. Students will perform a basic Novell NetWare installation. Prerequisite: CIS 2410. 2 class/2 lab hours.

CIS 2690 Information Security Capstone. 3 Credits
(CyberWATCH common course equivalent: CW 270)
This capstone course in the Information Security A.A.S. program should be taken near the end of the student’s program of study. Students will be required to analyze, research, design, and develop a fully-documented network attack strategy. Functioning in teams, students will design a strategy for attacking a fictitious network. The teams will defend their network attack strategy during class presentations. Prerequisite: CIS 1660 completed or concurrent. 2 class/2 lab hours.

CIS 2720 UNIX/Linux Operating System. 4 Credits
(CyberWATCH common course equivalent: CW 140)
An introduction to the features of the UNIX/Linux operating system, including the file system, with an emphasis on programming using a UNIX/Linux shell. The course is conducted on an IBM System zSeries mainframe computer. Prerequisite: CIS 1030 or CIS 1130, or equivalent. 3 class/3 lab hours.

CIS 2760 UNIX/Linux System Administration. 4 Credits
(CyberWATCH common course equivalent: CW 241)
An introduction to the procedures and concepts related to the functions of a UNIX/Linux system administrator. Topics include dependencies of file systems, backups and restores, management of user accounts, peripheral devices, troubleshooting, and security. The course is conducted on an IBM System zSeries mainframe computer. Prerequisite: CIS 1700. 3 class/3 lab hours.

CIS 2840 Systems Analysis. 4 Credits
A structured approach to analysis, design and development of computer information systems, including a team project and research assignment. This capstone course in the computer information systems A.A.S. and information science A.S. programs should be taken near the end of the student’s program of study. Prerequisites: CIS 2070 or CIS 2130 or CIS 2310 or CIS 2420 or CIS 2720. 3 class/3 lab hours.

CIS 2890H Honors Colloquium in Computer Information Systems. 3 Credits
This Honors colloquium will examine special topics in the field of Computer Information Systems and their relevance across disciplinary perspectives. The issues to be addressed in each colloquium will vary from semester to semester. These courses are designed for students in the Honors Program, but are open to others with the approval of the Honors coordinator or the instructor. Prerequisite: Reading proficiency and permission of instructor or Honors coordinator.

CIS 2910-2930 Cooperative Education. 1–3 Credits
Construction Management (CSM)

Construction Management Program
Marlboro Hall, Room 1095
301-341-3075

CSM 1410 Construction Math. 2 Credits
Specialized mathematics for the construction industry useful for success in core construction management courses. Includes dimensional conversions, basic computations of areas and volumes, comparison of estimations and exact calculations, and cost calculations. (May also be taken as a noncredit course, CST 337: Construction Math.)

CSM 1450 Construction Management I. 3 Credits
Construction contracting and the workings of the construction industry with an emphasis on responsibilities of middle management in a construction project. (May also be taken as a noncredit course, CST 335: Construction Management I)

CSM 1460 Construction Methods and Materials. 3 Credits
Introduction to the basic materials and techniques used in the construction of wood, steel, and concrete buildings. (Credit may not be received for both CSM 1460 and ENT 1610.) (May also be taken as a noncredit course, CST 338: Construction Methods and Materials)

CSM 1470 Construction Planning and Scheduling. 3 Credits
Comprehensive overview and analysis of the requirements and use of planning and scheduling as an effective management tool. Includes the use of Microsoft Project with special emphasis on the planning process. (May also be taken as a noncredit course, CST 354: Construction Planning and Scheduling)

CSM 1480 Construction Estimating. 3 Credits
Introduction to construction estimating, including its purpose, methods of preparing estimates, types of estimates and handling of construction trades. (May also be taken as a noncredit course, CST 383: Construction Estimating I) Prerequisite: CSM 1410.

CSM 1500 Construction Surveying. 3 Credits
A course designed for construction personnel who must implement and lay out a site development plan. Lectures and hands-on field work help the student develop an understanding and use of the builder transit/level in all phases of construction. Recommended: MAT 1120, completed or concurrent.

CSM 1510 Residential Construction Management. 3 Credits
An overview of the residential construction process, from concept through design, finance and construction, to turnover. This course is aimed at the owner/builder and is designed to explain his/her role in each step of the process. (May also be taken as a noncredit course, CST 346: Build Your Own House.)

CSM 1600 Construction Safety. 3 Credits
OSHA policies, procedures, standards and safety and health principles, including the scope and application of the 29 CFR 1926. Students successfully completing the course will receive OSHA 30-hour construction safety cards. (May also be taken as a noncredit course, CST 311: Construction Safety)

CSM 1830 Construction Print Reading. 3 Credits
Basic construction print reading and interpretation of construction drawings. Emphasis on architectural, structural, mechanical and site work aspects of working drawings for residences and light commercial construction. (May also be taken as a noncredit course, CST 345: Construction Print Reading)

CSM 1850 Construction Quality Control. 3 Credits
General overview of the contractor’s quality control (QC) as it pertains to each trade on the job. Includes documentation, support and the interaction between construction and QC. (May also be taken as a noncredit course, CST 309: Construction Quality Control)

CSM 1860 Construction Codes. 3 Credits
Overview of the current version of the International Building Code, with emphasis on commercial construction.

CSM 2310 Construction Entrepreneurship. 3 Credits
The initial considerations and decisions needed to successfully start a construction company, plus the business and regulatory requirements that must be met during the startup phase of a construction business. (May also be taken as a noncredit course, CST 389: Start Your Own Construction Company)

CSM 2410 Communication and Computers in Construction. 3 Credits
Use of computers for spreadsheets, scheduling, and general information flow as part of the construction process is the focus of this course.

CSM 2450 Construction Management II. 3 Credits
Contracting requirements of the construction project. Requirements stated in contract documents incorporate the scope of work and terms and conditions between the client and contractor. Course emphasizes the importance of economics and legal ramifications of the project documents. Prerequisite: CSM 1450. (May also be taken as a noncredit course, CST 396: Construction Management II)

CSM 2850 Leadership in Construction. 3 Credits
Principles of effective leadership as they apply to the construction industry, both in the field and in the office. Directed to all levels of responsibility from field foreman to upper management.

CSM 2910-2930 Cooperative Education. 1-3 Credits

Correctional Services (COR)
Formerly COS

Public Safety and Law Department
Bladen Hall, Room 208
301-322-0553

COR 1510 Introduction to Corrections. 3 Credits
Introduction to the field of corrections as it relates to the justice system. It focuses on the history of corrections and the forms of criminal sanctions at the federal, state and local levels. (Formerly COS 151) Prerequisite: Reading Proficiency.

COR 1530 Corrections Management. 3 Credits
A study of the administration of the corrections system to include organizational structure, function and theory related to the practice of policy management. (Formerly COS 153) Prerequisite: Reading Proficiency.

COR 2510 Community-Based Corrections. 3 Credits
A survey of the types of programs in operation and the managerial practices underlying these programs. (Formerly COS 251) Prerequisite: Reading Proficiency.

COR 2530 Probation and Parole. 3 Credits
A survey of the dimensions of probation and parole, including responsibilities, goals, techniques and impact. Prerequisite: Reading Proficiency.

Criminal Justice (CJT)

Public Safety and Law Department
Bladen Hall, Room 208
301-322-0553

CJT 1510 Introduction to Criminal Justice. 3 Credits
A survey of the history, philosophy and social development of police, courts, and corrections in a democratic society. Identification and operations of local, state, and federal agencies will be covered with criminal justice career orientation. Prerequisite: Reading proficiency.

CJT 1520 Police Operations. 3 Credits
Understanding the duties, authority, responsibilities and rights of the uniformed police officer. Emphasis is on the function of the patrol officer as it relates to criminal investigation, intelligence, vice units and traffic administration. Prerequisite: Reading proficiency.

CJT 1530 Law Enforcement and the Community (Cross-Cultural Relations). 3 Credits
A study of the relationship between police and the community with recommendations for ways of working together to reduce crime. Emphasis is placed on policing in a culturally diverse society. (Credit may not be received for both SOC 1530 and CJT 1530.) Prerequisite: Reading proficiency.

CJT 1540 Police Management. 3 Credits
A study of the administration of police to include the organizational structure, function and theory related to the practice of police management. Prerequisite: Reading proficiency.

CJT 1550 Juvenile Delinquency. 3 Credits
Examines studies of youth crime: its volume, causes and trends. The prediction, prevention, treatment and control of juvenile delinquency by social control agencies is examined relative to social policies needed to reduce its incidence. The organization and procedures of the juvenile justice system will be explored. Prerequisite: Reading proficiency.

CJT 1620 Victimology. 3 Credits
The study of the victims of crime and their impact on the administration of justice. Prerequisite: Reading Proficiency. Offered only in the fall semester.

CJT 1700 Domestic Violence. 3 Credits
The study of domestic violence and the ways in which the criminal justice system deals with this problem. Offered only in the fall semester. Prerequisite: Reading Proficiency.

CJT 2510 Criminal Law. 3 Credits
The study of substantive criminal law as applied to the local, state and federal systems. Court decisions are used to address various sources and types of criminal laws. Prerequisite: Reading proficiency. Offered fall semester only.

CJT 2530 Criminal Investigation. 3 Credits
A study of the fundamental principles and procedures employed in the investigation of crime. Emphasis is placed on the investigation of specific crimes, the identification of sources of information, and the procedures necessary for the proper handling of evidence. The course is designed to develop a working knowledge of the steps of investigation beginning with the initial security of the crime scene and concluding with the presentation of evidence and proper testimony in court. Prerequisite: Reading proficiency.

CJT 2540 Criminal Evidence and Procedure. 3 Credits
An examination of the principles and techniques of criminal procedure employed during trials to determine the admissibility of physical and testimonial evidence. An analysis of laws and court decisions relating to admissibility is emphasized. Prerequisite: Reading proficiency.

CJT 2560 Terrorism. 3 Credits
An overview of the historical aspects of terrorism, past and present. Students will learn the origins, causes and issues and how the media plays a part in today's world of terrorism. Prerequisite: Reading proficiency.

CJT 2910–2930 CJT Internship. 1–3 Credits
The internship is a practicum with measurable learning objectives designed to broaden the educational experience. Students are assigned to appropriate governmental and private criminal justice agencies.
Culinary Arts (CUL)

Nutrition, Foods and Hospitality Services Management
Department
Chesapeake Hall, Room 100
301-341-3090

CUL 1100 Introduction to Culinary Arts. 3 Credits
Introductory food production class for culinary students. Topics include the theories and methods of cooking, vocabulary, and the development of safe and sanitary kitchen practices. Production items will include vegetable and starch preparation, stocks and soups, and egg cookery. Prerequisite: HSM 1550 completed or concurrent. 2 class/2 lab hours.

CUL 1150 Food Production I. 3 Credits
A continuation of CUL 1100. Topics include stocks, soups, sauces, beef, pork, and poultry items, vegetables and starches. Utilizing recipes and techniques as presented in class, students will prepare a number of buffets. Prerequisite: CUL 1100. 1 class/4 lab hours

CUL 1300 Baking Skills. 3 Credits
An introductory course in the principles of baking, with emphasis on bakeshop ingredients, their function, measurement, and scaling. Scratch baked items to include quick breads and muffins, yeast breads, cookies, Danish pastries, and assorted pies. Prerequisite: CUL 1100. 1 class/4 lab hours

CUL 2150 Food Production II. 3 Credits
An advanced food production class. Production topics will include principles of plate presentation, entrée, starch, vegetables, seafood, veal and lamb cookery. Additional topics will include menu construction, pricing and production. Prerequisite: CUL 1150. 1 class/4 lab hours

CUL 2200 Garde Manger and Catering. 3 Credits
This course focuses on cold food preparation and presentation in buffet and catering applications, including appetizers, hors d’oeuvres, canapés, pates, sausages, terrines, and buffet salads, buffet design, layout and execution, and menu planning. Prerequisite: CUL 2150. 1 class/4 lab hours

CUL 2300 Advanced Baking and Pastry. 3 Credits
A continuation of CUL 1300. Topics include tarts, cakes, and restaurant-style desserts, production and use of sauces and plate presentations. Students will be required to create a dessert menu and demonstrate baking proficiency through production of selected menu items. Prerequisites: CUL 1100 and CUL 1300. 1 class/4 lab hours

CUL 2450 International Cuisine. 3 Credits
A continuation of CUL 2150. Production will include French, Italian, Asian, and other ethnic and regional cuisines. Discussion topics will include indigenous ingredients, flavors, cooking methods and techniques. Prerequisite: CUL 2150. 1 class/4 lab hours.

CUL 2760 Internship. 3 Credits
This course is a 600-hour paid work internship in a food production environment (Two 300-hour internships). Student will prepare a report detailing their experience. Students are required to have the internship approved by the program coordinator. Prerequisite: CUL 1150 and permission of the program coordinator.

Developmental English (DVE)

Developmental English and Reading Department
Marlboro Hall, Room 2118
301-322-0495

DVE 0010 Developmental Composition. 0 Credits (4 CEUs)
Preparation for credit-level English. This course develops basic English skills and familiarizes students with the fundamental principles of written communication. It emphasizes writing clear, effective paragraph and correcting weaknesses in sentence structure, grammar and usage. Four Continuing Education Units (CEUs) awarded for successful completion.

Developmental Learning Support (DLS)

Educational Development Division
Marlboro Hall, Room 2118
301-322-0495

DLS 0010 Fundamental Arithmetic Skills. 0 Credits (2 CEUs)
Preparation for DVM 003. Review of basic arithmetic operations on whole numbers, fractions and decimals, including number properties and applications. Two Continuing Education Units (CEUs) awarded for successful completion.

DLS 0030 Fundamental Language Skills. 0 Credits (4 CEUs)
Preparation for DVE 001. This course helps students write various types of clear, concise sentences and coherent paragraphs. It emphasizes basic sentence structure and includes practice with subjects and verbs, fragments and run-on sentences, and sequence of tenses. Four Continuing Education Units (CEUs) awarded for successful completion.
Developmental Math (DVM)

Developmental Mathematics Department
Marlboro Hall, Room 2118
301-322-0495

The Developmental Mathematics sequence prepares students for programs that require MAT 1040 as a prerequisite. All students enrolling in their first DVM course must take CAP 1030 Math Confidence Building (1 Credit) or PAS 101 Principles and Strategies of Successful Learning (3 Credits) during that same semester.

DVM 0020 Arithmetic and Algebra Review. 0 Credits (1 CEU)
This is not a regular class in the DVM sequence. This is a review course only. Includes all content of DVM 0030 and DVM 0070. The math placement exam must be taken on the last day of the course. This exam score will determine actual placement in the appropriate DVM or MAT class. One-credit-hour equivalent unit (CEU) awarded for successful completion. 1 class/1 lab hour per week.

DVM 0030 Pre-Algebra. 0 Credits (4 CEUs)
Preparation for DVM 0070 Review of basic arithmetic operations; applications including ratio and proportion, percent, geometry, measurement and statistics; signed numbers and equations. Four-credit-hour load equivalent. (CEUs) awarded for successful completion. Prerequisites: Reading proficiency or concurrent enrollment in DVR 0060; and satisfactory basic mathematics placement test score. 4 class/1 lab hour per week.

DVM 0070 Introductory Algebra. 0 Credits (4 CEUs)
Preparation for MAT 1040. Linear equations and inequalities, graphing, polynomials, algebraic fractions, radicals, quadratic equations and applications. Four-credit-hour load equivalent. Four Continuing Education Units (CEUs) awarded for successful completion. Prerequisite: Reading proficiency or concurrent enrollment in DVR 0060; and satisfactory basic mathematics placement test score or completion of DVM 0030 is required. 4 class/1 lab hour per week.

DVM 0080 Elementary and Intermediate Algebra Review. 0 Credits (1 CEU)
This is not a regular class in the DVM sequence. This is a review course only. Includes all content from DVM 0070 and MAT 1040. The Math placement exam must be taken on the last day of the course. This exam score will determine actual placement in the appropriate DVM or MAT class. One-credit-hour equivalent unit (CEU) awarded for successful completion. Prerequisite: Satisfactory placement score or successful completion of DVM 0030. 1 class/1 lab hour per week.

Developmental Reading (DVR)

Developmental English and Reading Department
Marlboro Hall, Room 2118
301-322-0495

Courses meet for 3 class hours and 2 open-lab hours per week, or equivalent.

DVR 0050 Developmental Reading. 0 Credits (4 CEUs)
This course develops basic reading skills including vocabulary, comprehension and study skills. It emphasizes using phonics and structure to analyze unfamiliar words, acquiring general vocabulary through context clues and affixes, and comprehending sentences and paragraphs through main ideas, details, inferences and fact and opinion. Four credit hour equivalent units (CEUs) awarded for successful completion. 3 class/2 lab hours.

DVR 0060 College Reading and Study Skills. 0 Credits (4 CEUs)
This course improves students’ skills in vocabulary, comprehension and studying. Application of these skills will enable a student to read his/her college textbooks more effectively and efficiently. Topics include topic, main idea, details, writing patterns, critical reading and note taking. Four-credit-hour equivalent. (CEUs) awarded for successful completion. Successful completion meets the reading proficiency required for enrollment in credit courses. 3 class/2 lab hours.

Early Childhood Education (ECE)

Early Childhood Education Program
Marlboro Hall, Room 2025
301-322-0190

All ECE prerequisites must be passed with a grade of C or higher.

ECE 1000 Basic Concepts in Early Childhood Education. 3 Credits
Required for those not meeting the reading test score prerequisite for ECE 1510. Covers basic topics in child development for early childhood educators with emphasis on improving reading, writing and presentation skills.

ECE 1010 Transition to the Credit Program in Early Childhood Education. 1 Credit
Designed to provide a positive transition for 90-hour, non-credit course completers seeking upward mobility by enrolling in the credit program. Emphasis is on theoretical foundations of the profession, major topics in child development, and skills and techniques to ensure readiness for entry into the credit A.A.S. or A.A.T. degree program. Preparation to take course equivalency tests for ECE 1510 and ECE 2570 is included. Prerequisite: 90-hour child care course in Continuing Education and permission of the department chairman.
Early Childhood Education (ECE) continues from previous page

ECE 1050 Principles and Practices in Early Childhood Education. 3 Credits
Provides a conceptual framework for understanding the role of the early childhood education professional and services in the field of educating and caring for young children, birth to age eight. Emphasis is placed on applying developmentally appropriate practices to child care and early childhood development settings. Prerequisite: ECE 1510

ECE 1510 Child Growth and Development. 3 Credits
An introduction to the growth and development of children. Emphasis is on physical, intellectual, emotional and social aspects of child development and techniques to foster optimum development in early education settings. Prerequisite: Reading proficiency or ECE 1000 with a grade of C or better.

ECE 1540 Observing and Recording Child Behavior. 3 Credits
Observing, interpreting and recording children's behavior in various settings using principles of early childhood development and education. Prerequisite: ECE 1510.

ECE 1560 Introduction to Early Childhood Special Education. 3 Credits
Introduction to the field of special education for children from birth to age eight, including characteristics of children with disabilities and related instructional techniques to apply in child care and early childhood development settings. Prerequisite: ECE 1510. (Honors version available.)

ECE 1570, ECE 1510, and ECE 1560. 2 class hours/6 field hours. A grade of C or better is required for graduation.

ECE 1580, ECE 1510, and ECE 1560. 2 class hours/6 field hours. A grade of C or better is required for graduation.

ECE 2510 Language Arts in Early Childhood Education. 3 Credits
Curriculum strategies for enhancing the language and literacy skills of children from birth to age eight in child care/early learning centers. Emphasis will be placed on the interrelationship of oral language, reading and writing and the key role of the early childhood environment in programming literacy. Students will learn to foster language skills in all domains of the curriculum for young children. Prerequisite: ECE 1510.

ECE 2570 Curriculum Development in Early Childhood Education. 3 Credits
Students will use knowledge of child development to plan developmentally appropriate curriculum and activities for young children. Students also will explore current theories, philosophies and models of curriculum development within the field of early childhood education. Prerequisite: ECE 1510 completed or concurrent.

ECE 2590 Planning for Creativity. 3 Credits
Curriculum activities and techniques to enhance creativity of young children. Prerequisite: ECE 1510. (Offered fall semester only)

ECE 2600 Guiding Behavior in Early Childhood Education. 3 Credits
Fostering positive social behavior in the early childhood center. Causes of various kinds of behavior and methods to solve behavior problems will be explored. Prerequisite: ECE 1510.

ECE 2620 Fieldwork in Early Childhood Education. 3 Credits
Supervised educational on-the-job experience in an early childhood center or primary elementary classroom. Related instruction and conferences supplement work with children. Prerequisites: ECE 2570, ECE 1510, and ECE 1560. 2 class hours/6 field hours. A grade of C or better is required for graduation.

ECE 2910–2930 Cooperative Education. 1–3 Credits

Economics (ECN)

Anthropology, Economics and Sociology Department
Marlboro Hall, Room 2054
301-322-0525

ECN 1010 Economic Development. 3 Credits
Development of American capitalism, including evolution of the capitalistic system and roles of agriculture, manufacturing, trade, transportation, communication, money and banking, government, and international trade. Prerequisite: Reading proficiency.

ECN 1030 Principles of Economics I. 3 Credits
First semester of university-parallel sequence. Introduction to economic macroanalysis, emphasizing gross national product, national income, consumption, investment, taxation, government spending and monetary and fiscal policies. Prerequisites: Reading and mathematics proficiencies or DVM 0070 completed or concurrent.
ECN 1040 Principles of Economics II. 3 Credits
Second semester of university-parallel sequence. Introduction to economic microanalysis, focusing on the role of the individual consumer and the behavior of businesses under different market conditions. Prerequisites: Reading and mathematics proficiencies or DVM 0070 completed or concurrent.

ECT 1010 Electrical Construction Technology, Year 3A. 3 Credits
Study of conductor types, conduit, electrical symbols, and blueprint reading. Basic electrical circuit calculations using voltage, current, resistance, and power. The combination of ECT 1010 and 1020 equates to ACE's 0001NJAT. Prerequisites: ECT 1030; member of the IBEW Local 26 apprenticeship program. 2 class/2 lab hours.

ECT 1010 Electrical Construction Technology, Year 3B. 3 Credits
Study of parallel and series RC, RL, and RLC circuits. Analysis of series and parallel resonance, filters, power factor, transformers, three-phase systems. The combination of ECT 1010 and 1020 equates to ACE's 0002NJAT. Prerequisites: ECT 1030; member of the IBEW Local 26 apprenticeship program. 2 class/2 lab hours.

ECT 1010 Electrical Construction Technology, Year 4A. 3 Credits
Study of multimeter and oscilloscope use and AC circuits, including series and parallel capacitive and inductive circuits. The combination of ECT 1010 and 1040 equates to ACE's 0004NJAT. Prerequisites: ECT 1020; member of the IBEW Local 26 apprenticeship program. 2 class/2 lab hours.

ECT 1010 Electrical Construction Technology, Year 4B. 3 Credits
Study of the complete electrical system, including grounding and overcurrent protection systems, three-phase transformers using WYE and DELTA connections, motor control circuits and protection. The combination of ECT 1010 and 1020 equates to ACE's 0003NJAT. Prerequisites: ECT 1040; member of the IBEW Local 26 apprenticeship program. 2 class/2 lab hours.

ECT 1010 Electrical Construction Technology, Year 5A. 3 Credits
Study of semiconductor circuits—diodes, transistors, rectifier circuits, amplifiers, operational amplifiers, and SCR's. The combination of ECT 2010 and 2040 equates to ACE's 0003NJAT. Prerequisites: ECT 2010; member of the IBEW Local 26 apprenticeship program. 2 class/2 lab hours.

ECT 1010 Electrical Construction Technology, Year 5B. 3 Credits
In both classroom and field experience, students learn basic theory and demonstration skills in HVAC, motor controls, electronics and industrial electronics. The combination of ECT 2030 and 2040 equates to ACE's 0004NJAT. Note: This course is restricted to participants of the IBEW Local 26 apprenticeship program.

ECT 2010 Electrical Construction Technology, Year 2A. 3 Credits
Study of semiconductor circuits—diodes, transistors, rectifier circuits, amplifiers, operational amplifiers, and SCRs. The combination of ECT 2010 and 1040 equates to ACE’s 0002NJAT. Prerequisites: ECT 1020; member of the IBEW Local 26 apprenticeship program. 2 class/2 lab hours.

ECT 2010 Electrical Construction Technology, Year 2B. 3 Credits
Analysis and measurement of semiconductor circuit—diodes, transistors, rectifier circuits, amplifiers, operational amplifiers, and SCRs. The combination of ECT 2010 and 1040 equates to ACE’s 0002NJAT. Prerequisites: ECT 1030; member of the IBEW Local 26 apprenticeship program. 2 class/2 lab hours.

ECT 2050 Electrical Construction Technology, Year 5A. 3 Credits
In both classroom and field experience, students learn basic theory and demonstrate mastery of HVAC. Note: This course is restricted to participants of the IBEW Local 26 apprenticeship program.

ECT 2050 Electrical Construction Technology, Year 5B. 3 Credits
In both classroom and field experience, students learn basic theory and demonstrate mastery of HVAC. Note: This course is restricted to participants of the IBEW Local 26 apprenticeship program.

ECT course enrollment is restricted to participants in the IBEW Local 26 apprenticeship program.

ECT 1020 Electrical Construction Technology, Year 1B. 3 Credits
Study of parallel and series DC circuits, superposition, Kirchoff's voltage and current laws; Thevenin and Norton equivalent circuits; three-wire, single-phase circuits with grounding. The combination of ECT 1010 and 1020 equates to ACE's 0001NJAT. Prerequisites: ECT 1010; member of the IBEW Local 26 apprenticeship program. 2 class/2 lab hours.

ECT 1020 Electrical Construction Technology, Year 2B. 3 Credits
Study of parallel and series circuits, superposition, Kirchoff's voltage and current laws; Thevenin and Norton equivalent circuits; three-wire, single-phase circuits with grounding. The combination of ECT 1010 and 1020 equates to ACE's 0001NJAT. Prerequisites: ECT 1010; member of the IBEW Local 26 apprenticeship program. 2 class/2 lab hours.

ECT 1020 Electrical Construction Technology, Year 3B. 3 Credits
Analysis of series and parallel RC, RL, and RLC circuits. Includes series and parallel resonance, filters, power factor, transformers, three-phase systems. The combination of ECT 1010 and 1020 equates to ACE's 0002NJAT. Prerequisites: ECT 1030; member of the IBEW Local 26 apprenticeship program. 2 class/2 lab hours.

ECT 1020 Electrical Construction Technology, Year 4B. 3 Credits
In both classroom and field experience, students learn basic theory and demonstrate mastery of HVAC. Motor controls, electronics and industrial electronics. Students are also introduced to basic digital logic circuits and fiber optics theory. The combination of ECT 2030 and 2040 equates to ACE's 0003NJAT. Note: This course is restricted to participants of the IBEW Local 26 apprenticeship program.

ECT 1020 Electrical Construction Technology, Year 5B. 3 Credits
In both classroom and field experience, students learn basic theory and demonstrate mastery of HVAC. Motor controls, electronics and industrial electronics. Students are also introduced to basic digital logic circuits and fiber optics theory. The combination of ECT 2030 and 2040 equates to ACE's 0003NJAT. Note: This course is restricted to participants of the IBEW Local 26 apprenticeship program.
Electrical Construction Technology (ECT) continues from previous page

ECT 2060 Electrical Construction, Year 5B. 3 Credits
In both classroom and field experience, students expand skills learned in ECT 2050 and will demonstrate mastery of national electrical codes, instrumentation and control techniques and equipment, build networking cable systems, install and inspect fire alarm systems, install security and telephone monitoring systems, use distributed power generation systems, supervise field experience in electrical construction, apply instrumentation and testing techniques, and complete all NJATC examinations (written, demonstration, and field competency) with a passing grade. The combination of ECT 2050 and 2060 equates to ACE’s 0005NJAT. Note: This course is restricted to participants of the IBEW Local 26 apprenticeship program.

Education (EDU)

Education Department
Chesapeake Hall, Room 310E
301-322-0780

EDU 2000 Foundations of Education. 3 Credits
Introduces the study of schools from historical, philosophical, political and sociological perspectives. Current issues and practices in education are explored with attention to the many interactive influences of schools and society. Students who are considering teaching as a career should take this course with EDU 2330. Prerequisite: EGL 1010 or departmental approval. (Honors version available)

EDU 2030 Introduction to Special Education. 3 Credits
Designed as an introduction to the field of special education. The course covers the education of exceptional students: historical, philosophical, educational and legal issues; current practices in assessment, diagnosis and teaching. The course is designed for teacher preparation, in-service, and recertification. Prerequisites: Open to all in-service teachers. Undergraduates seeking the Associate of Arts in Teaching must complete EDU 2000 and EDU 2330 prior to enrolling in this course. A.A.T. students should take EDU 2340 at the same time as EDU 2030.

EDU 2050 Assessment of Students. 3 Credits
An introduction to tests and measurement in an educational setting. Students will construct the knowledge and understanding needed for selecting, administering, diagnosing, evaluating, and reporting results of standardized and informal techniques of measurement. This course will review definition, concepts and current issues in measurement. Prerequisite: In-service teacher or department approval.

EDU 2100 Processes and Acquisition of Reading. 3 Credits
Intended for students seeking the Elementary or Early Childhood Associate of Arts in Teaching and for in-service teachers and career changers. Students will be able to explain the language and cognitive precursors to the reading acquisition process. Students will demonstrate a knowledge of phonemic awareness, phonics, vocabulary, comprehension, and fluency in developing readers. Prerequisites: EDU 2000 (Elementary AAT students); ECE 1050 (Early Childhood AAT students)

EDU 2110 Instruction of Reading. 3 Credits
Intended for in-service teachers and career changers. This course focuses on the teaching of reading from pre-kindergarten through 8th grade. Students will develop and use a variety of developmentally appropriate word recognition and reading comprehension strategies. Students also will examine a balanced literacy program which fosters phonemic awareness, phonics, vocabulary, comprehension, and fluency. Prerequisite: In-service elementary teacher or departmental approval.

EDU 2120 Assessment of Reading. 3 Credits
Intended for elementary in-service teachers and career changers. Students will expand their understanding of appropriate assessment practices and apply these practices to literacy assessment. Students will learn a variety of assessment tools and techniques for the elementary classroom. For each type of assessment presented, students learn administrative procedures, explore strengths and limitations of the instrument or technique, and practice developing instructional implications from results. Prerequisite: In-service elementary teacher or departmental approval.

EDU 2130 Materials for Teaching Reading. 3 Credits
Intended for elementary in-service teachers and career changers. It introduces students to a variety of materials to be used for the purposes of developing phonemic awareness, phonics, vocabulary, comprehension, and fluency. Students will learn to select and evaluate materials as well as utilize the expertise of parents and other members of the community to help fulfill goals of the reading program. Prerequisite: In-service secondary teacher or departmental approval.

EDU 2140 Teaching Reading in the Content Areas: Part I. 3 Credits
Focuses on the essentials of reading processes necessary for secondary students to become proficient readers. Participants gain an understanding of the purposes and types of reading, methods of assessing reading, strategies and skills in reading instruction, and affective dimensions of reading. Prerequisite: In-service secondary teacher or department approval.

EDU 2150 Teaching Reading in the Content Areas: Part II. 3 Credits
Expands upon Part I, focusing on types of reading, skills in reading, and instruction. The emphasis is on teaching secondary students to learn from text. Participants will formulate research questions, complete a literature review and implement and evaluate a coherent literacy plan. Participants will also implement reading and writing strategies that promote understanding of subject area content. Prerequisite: EDU 2140.

EDU 2200 Special Education Methods: Birth—12th grade. 3 Credits
Students will understand and use a variety of organization, teaching and classroom management strategies. The course will focus on effective practices in different settings with all disability groups, as well as collaboration with other involved professionals and parents. Prerequisite: In-service teacher seeking Generic Special Education Certification.
EDU 2210 Special Education Methods: Birth—6th Grade.  
3 Credits  
Students develop knowledge and skills in planning lessons for diverse learners, teaching oral language, writing, reading, mathematics and content area material to students with special needs in both early childhood and elementary settings. In addition, students will explore special topics including inclusion, transition- 
and social skills development. Prerequisite: In-service teacher seeking Generic Special Education Certification.

EDU 2220 Special Education Methods: Grade 6—Age 21.  
3 Credits  
Focuses on current practices in teaching students with special needs in grades 6 through 12. Students will review/demonstrate a variety of teaching techniques in the areas of functional skills, managing the learning environment, reading, writing, mathematics, and the content areas. Special focus is placed on transition education and services for adolescents. Prerequisite: In-service 
teacher seeking Generic Special Education Certification.

EDU 2230 Special Education Assessment Part I: Birth—12th Grade. 3 Credits  
Provides the opportunity for students to develop the knowledge and skills for selecting, administering, interpreting, diagnosing, reporting, using assessment data, monitoring and evaluating of the instructional program. Legal perspectives, technical aspects of assessment tools, accommodations, computer as a tool for assessment, and nondiscriminatory testing will be examined. Prerequisite: In-service teacher seeking Generic Special Education Certification.

EDU 2240 Special Education Assessment Part II: Birth—12th Grade. 3 Credits  
Focuses on current practices in teaching students with special needs in grades grades 6 through 12. Students will review/demonstrate a variety of teaching techniques in the areas of functional skills, managing the learning environment, reading, writing, mathematics, and the content areas. Special focus is placed on transition education and services for adolescents. Prerequisite: In-service teacher seeking Generic Special Education Certification.

EDU 2330 Field Experience for Foundations of Education. 1 Credit  
This course is required for education majors. It is an opportunity for students to observe local teachers in elementary, middle and high schools. They will become familiar with the local school system and with how teachers and schools address educational issues studied in the Foundations course. Prerequisite: EDU 2000, completed or concurrent.

EDU 2340 Field Experience for Special Education. 1 Credit  
This course is required for education majors. Students will engage in guided observations of special education practice in local public schools for a total of 15 hours. They will assist model teachers as requested. Prerequisite: EDU 2030, completed or concurrent.

EDU 2350 Field Experience for Educational Psychology. 1 Credit  
This course is required for education majors. Students will engage in guided field observations of the teaching and learning process. They will spend at least 15 clock hours in a school at the level at which they want to be certified. Students will attend a seminar at PGCC every other week. The field experience is an opportunity to apply concepts learned in PSY 2060 to processes of teaching and learning at a local school. Students also may provide assistance to classroom teachers as requested. Prerequisite: PSY 2060, completed or concurrent.

EDU 2400 Elementary Methods. 3 Credits  
This course focuses on strategies of teaching in the elementary grades and knowledge of the theory and research supporting these strategies. Opportunities for practice of planning and delivery of instruction will be provided. A goal of this course is to develop the habit of reflective practice and to foster collaborative problem solving. Prerequisite: In-service elementary teacher or department approval.

EDU 2500 Secondary Methods. 3 Credits  
This course is designed to provide secondary teachers with knowledge of theory and teaching practices, current educational goals, both nationally and locally, and trends in educational assessment and application. This knowledge will be used to plan, design and conduct effective instruction. Supplemental topics will include multiculturalism and classroom management. Prerequisite: In-service secondary teacher or department approval.

**Emergency Medical Technician/Paramedic (EMT)**

Allied Health Department  
Lanham Hall, Room 304  
301-322-0733  
(Note: All courses incorporate Statewide Protocols for EMT-Paramedic as applicable.)

EMT 1510 Prehospital Environment. 2 Credits  
Introduces the paramedic student to the roles and responsibilities central to the delivery of emergency prehospital advanced life support-level care. Includes paramedic and technical report writing, laws governing practice, psychosocial issues and ethical considerations and aspects of the prehospital EMT systems and emergency field communications. Prerequisite: EMT-B. EMT 1520, EMT 1540, EMT 1550, EMT 1570, and EMT 1590 concurrent.

EMT 1520 Medical Emergencies. 3 Credits  
Provides knowledge and skills essential to advanced life support care of patients with medical emergencies. Covers cardiovascular, respiratory, nervous system, abdominal cavity, endocrinology, environmental emergencies and allergies-anaphylaxis as a physiologic base for assessment and intervention. College laboratory, computer-assisted education will be used extensively. Prerequisite: EMT-B. Program admission, and departmental approval. EMT 1510, EMT 1540, EMT 1550, EMT 1570, EMT 1590 concurrent. 2 class/2 lab hours.
Emergency Medical Technician (EMT) continues from previous page

EMT 1540 Advanced Airway Management. 3 Credits
Provides knowledge and skills essential to advanced life support care of patients with respiratory emergencies. Advanced techniques of airway management will be covered. College laboratory, computer-assisted education and cadaver experience will be used extensively. Prerequisite: EMT-B. EMT 1510, EMT 1520, EMT 1550, EMT 1570, EMT 1590 concurrent. 2 class/2 lab hours.

EMT 1550 Paramedic Practice I. 2 Credits
Provides the paramedic student with an opportunity to integrate and apply knowledge and skills introduced in EMT 1510 and 1520. Precepted patient care experiences are facilitated in various settings: extended care facilities, hospital emergency departments, intensive care and surgical departments. Prerequisite: EMT-B. EMT 1510, EMT 1520, EMT 1540, EMT 1570 and EMT 1590 concurrent. 8 clinical hours/week.

EMT 1570 IV Therapy and Pharmacology. 3 Credits
Provides the paramedic student with the knowledge to be able to integrate pathophysiological principles of pharmacology and the assessment findings to formulate a field impression and implement a pharmacologic management plan. At the completion of the course the student will be able to safely and precisely access the venous circulation and administer medications. Prerequisite: EMT-B. EMT 1510, EMT 1520, EMT 1540, EMT 1550 and EMT 1590 concurrent. 2 class/2 lab hours.

EMT 1580 Shock and Trauma. 4 Credits
An in-depth study of trauma, victim rescue theory, and skills and pathophysiology of shock. Includes the study of fluid and electrolyte balance and acute changes in body fluid space. Assessment and treatment of various types of shock and trauma for both the adult and pediatric patient suffering head and facial, spinal, thoracic, abdominal and musculoskeletal trauma. Prerequisite: EMT 1510, EMT 1520, EMT 1530, EMT 1540, EMT 1550, EMT 1570, EMT 1590, EMT 1600, EMT 1620, EMT 2000, and EMT 2510 concurrent. 3 class/2 lab hours.

EMT 1590 Medical Math for Allied Health Professionals. 2 Credits
Provides the allied health professional with a review of mathematical principles as they relate to the field of emergency medicine. At the end of the course, the student will be able to calculate correct drug dosages and prepare medications for appropriate administration. Prerequisite: EMT-B. EMT 1510, EMT 1520, EMT 1540, EMT 1550 and EMT 1570 concurrent. 2 class hours.

EMT 1600 Cardiology and EKG Interpretation. 4 Credits
An in-depth study of the pathophysiology, assessment and treatment of cardiac emergencies including basic and advanced EKG interpretation. Extensive use of laboratory and computer-assisted instruction will be emphasized. Prerequisites: EMT 1510, EMT 1520, EMT 1540, EMT 1550, EMT 1570, and EMT 1590. EMT 1580, EMT 1620, EMT 2000, and EMT 2510 concurrent. 3 class/2 lab hours.

EMT 1620 Paramedic Practice II. 3 Credits
Supervised experience is provided in the hospital and field setting correlating with knowledge, skills and techniques presented in EMT 1550, 1570 and 1590. Emphasis is placed on patient assessment, cardiac and respiratory emergencies, shock and trauma. Prerequisites: EMT 1510, EMT 1520, EMT 1540, EMT 1550, EMT 1570, and EMT 1590. EMT 1600, EMT 2000 and EMT 2510 concurrent. 12 clinical hours/week.

EMT 2000 Preparation for EMT-I Certification. 2 Credits
Provides a comprehensive review and synthesis of the knowledge base of the Emergency Medical Technician-Intermediate. Integration and application of assessment, information-gathering skills, critical thinking and decision-making will be employed through various labs, computer-assisted and scenario-based exercises. Upon completion of the course, students will be prepared to take the National Registry EMT-I written and practical exam. Prerequisites: EMT 1510, EMT 1520, EMT 1540, EMT 1550, EMT 1570 and EMT 1590 with grades of C or higher. EMT 1580, EMT 1590, EMT 1600, EMT 1620 and EMT 2510 concurrent. 4 lab hours.

EMT 2510 Special Patient Populations and Medical Emergencies II. 3 Credits
Analysis of pediatric emergencies, environmental emergencies, substance abuse, and toxicology. Obstetric and gynecological disorders are reviewed as well as the management of the expectant mother, complications of labor, and normal/abnormal delivery. Prerequisites: EMT 1510, EMT 1520, EMT 1550, EMT 1570 and EMT 1590. EMT 1600, EMT 1620, and EMT 2000 concurrent. 2 class/2 lab hours.

EMT 2520 Medical Emergencies and Patient Assessment II. 3 Credits
Emphasizes advanced pathological concepts and principles in caring for patients experiencing medical emergencies in the prehospital environment related to respiratory, cardiac, neurological, endocrinological, allergic, gastroenterological, urological and nephrological, hematological, obstetrical and gynecological, and psychiatric and behavioral issues. Lab focuses on advanced skill mastery in caring for these patients, including the continued development of critical thinking skills, and the development and implementation of treatment plans for patients with various disease states encountered in the prehospital environment. Continued attention is given to preparation for a role of EMS team leader, patient advocate, and for entry level practice as a paramedic professional in the prehospital environment. Prerequisite: EMT-I Certification and program admission. EMT 2530 concurrent. 2 class/2 lab hours.

EMT 2530 Paramedic Practice III. 4 Credits
Supervised experience is provided correlating knowledge and skills presented in EMT 2510. Experience will be focused on the emergency department, operating room, obstetric and pediatric units and paramedic units in the region. Prerequisites: EMT-I Certification and program admission. EMT 2520 concurrent. 16 clinical hours/week.

EMT 2540 Paramedic Practice IV. 4 Credits
Practice of comprehensive patient assessment and intervention in specialty facilities on advanced life support units. Includes a final written review examination, advanced practical skills review and mock practical exam. Final cumulative program course. Prerequisites: EMT 2520 and EMT 2530. EMT 2580* and EMT 2560 concurrent. 16 clinical hours/week.
EMT 2560 Preparation for EMT—P Certification. 2 Credits
Provides student with a comprehensive review and synthesis of the knowledge base of the paramedic. Integration and application of assessment, information-gathering skills, and decision-making will be employed through computer-assisted and scenario-based exercises. Prerequisites: EMT 2520 and EMT 2530. EMT 2580* and EMT 2540 concurrent. 4 lab hours.

EMT 2580 Study of Human Systems for Paramedics. 4 Credits
This course is a co-requisite for the EMT-Paramedic Program, following the DOT EMT-Paramedic program guidelines. It utilizes a systemic approach, beginning by formulating a basic picture of the human body then moving into more anatomic detail. Lectures and labs discuss body systems, both how they function individually and together as a unit. In addition to the overall picture of each system, this course presents the gross anatomy and the microscopic anatomy of vital structures, with special emphasis on how these structures function in diseased states during medical emergencies encountered by the paramedic in the prehospital environment. Prerequisites: EMT 2530 and EMT 2520 with C or higher. EMT 2540 and EMT 2560 concurrent. 3 class/2 lab hours.

* Certificate option only. Degree option must take BIO 2050 and BIO 2060 instead.

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**Engineering (EGR)**

**Physical Sciences and Engineering Department**
**Chesapeake Hall, Room 100**
**301-322-0420**

A grade of C or higher is required for any course used to satisfy a prerequisite for any other course.

**EGR 1010 Introductory Engineering. 3 Credits**
Engineering as a career choice; the engineer’s role in society, including engineering ethics considerations. The engineering design process and its spin-off topics—oral, written, and graphical communication. Team activity and a design project. Prerequisite: MAT 2410 completed or concurrent. 2 class/3 lab hours.

**EGR 1020 Statics. 3 Credits**
Points, bodies and assemblies in static equilibrium, including trusses, frames, beams, point and distributed loading, and moments of inertia, scalar and vector analysis in two-dimensional and three-dimensional. Prerequisites: MAT 2410, EGR 1010 and PHY 1050; MAT 2420 completed or concurrent.

**EGR 1140 Computer Programming for Engineers and Scientists. 2 Credits**
This is a high-level introduction to computer tools and computer programming for the engineer and scientist. The goal is to develop within the student sufficient knowledge to perform analysis using common engineering and science programming languages. Topics will include algorithm analysis and solution, program structures, data structures, modular design, and overviews of the computer hardware, various computer tools available to solve real world problems, and object-oriented structure. A variety of languages will be introduced such as MATLAB, Fortran and C along with engineering specific languages such as Spice and VHDL. Prerequisite: MAT 1350 or higher with grade of C or better.

**EGR 2010 Dynamics. 3 Credits**
Kinematics and kinetics of particles, systems, and bodies in planar motion. Prerequisites: MAT 2420, EGR 1020 and PHY 1030.

**EGR 2020 Mechanics of Materials. 3 Credits**
Deformable bodies in axial, torsional, bending and combined loading. Statically indeterminate and temperature effect analysis; beam, column, and pressure vessel configurations. Prerequisites: MAT 2420 and EGR 1020.

**EGR 2030 Circuit Analysis. 3 Credits**
Principles of circuit analysis, including Kirchoff’s laws, node and mesh analysis, transient analysis of first and second order systems, DC and AC steady state, phasors, and Thevenin and Norton theorems. Prerequisites: MAT 2460 and PHY 1030.

**EGR 2050 Introductory Numerical Methods. 3 Credits**
Numerical methods of analysis using computer techniques, including algorithms for roots of nonlinear equations, systems of linear equations, regression and interpolation, integration and differentiation, and solving differential equations. Requires some knowledge of computer programming. Prerequisite: MAT 2420.

**EGR 2060 Thermodynamics. 3 Credits**
Principles of macroscopic thermodynamics, focusing on mass transport and energy, heat and work, the properties of pure substances and mixtures, the first and second laws, and reversible cycles. Prerequisites: MAT 2420 and PHY 2030.

**EGR 2030 Material Science for Engineers and Scientists. 3 Credits**
Introduces the foundations of the chemistry and physics of materials used in engineering applications. Develops the relationship between the atomic and molecular structure of materials and the macroscopic properties and performance of engineering material. In particular, includes through discussion of the chemical and physical properties of metals, ceramics, polymers, superconductors, and nanomaterials. Prerequisites: EGR 1010 and CHM 1020.

**EGR 2440 Digital Logic Design. 3 Credits**
Number systems and base conversions, Boolean algebra, truth tables, logic circuits, Karnaugh maps, sequential logic, programmable logic devices and characteristics of logic families. Prerequisites: EGR 1010 and EGR 2030. 3 class hours.

**EGR 2450 Electronic and Digital Circuit Laboratory. 2 Credits**
Introduction to basic circuit measurement techniques and laboratory equipment (voltmeter, oscilloscope, power supply, function generator). Design, construction and performance measurement of circuits containing passive elements, digital logic circuits, transformers, diodes and operational amplifiers. Transient and steady state response. Prerequisites: EGR 1010, EGR 2030, and EGR 2440. 1 class/3 lab hours.
### Engineering Technology (ENT)

**Engineering Technology Department**  
**High Technology Center, Room 129**  
**301-322-0751**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Prerequisites</th>
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</thead>
<tbody>
<tr>
<td>EGR 2890H</td>
<td>Honors Colloquium in Engineering. 3 Credits</td>
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<tr>
<td>ENT 1600</td>
<td>Introduction to CAD with AutoCAD. 3 Credits</td>
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<tr>
<td>ENT 1640</td>
<td>Three-Dimensional CAD with AutoCAD. 3 Credits</td>
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<tr>
<td>ENT 1710</td>
<td>Circuits and Measurement Techniques. 3 Credits</td>
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<tr>
<td>ENT 1720</td>
<td>Circuit Analysis and Design. 3 Credits</td>
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<tr>
<td>ENT 1770</td>
<td>Introduction to Computing Technology. 3 Credits</td>
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<tr>
<td>ENT 1780</td>
<td>Analog Circuits. 4 Credits</td>
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<tr>
<td>ENT 1800</td>
<td>Digital Circuits. 4 Credits</td>
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<tr>
<td>ENT 1830</td>
<td>Fiber Optics. 3 Credits</td>
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<tr>
<td>ENT 1840</td>
<td>Introduction to Personal Computer Hardware. 3 Credits</td>
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<tr>
<td>ENT 1850</td>
<td>Circuit Evaluation and Repair. 2 Credits</td>
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<tr>
<td>ENT 1860</td>
<td>Fundamentals of Quality Assurance. 3 Credits</td>
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<tr>
<td>ENT 1870</td>
<td>Network Hardware. 3 Credits</td>
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<tr>
<td>ENT 1880</td>
<td>Personal Computer Configuration and Assembly. 1 Credit</td>
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<tr>
<td>ENT 1890</td>
<td>Network Hardware. 3 Credits</td>
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<tr>
<td>ENT 1900</td>
<td>Introduction to Space Technology. 3 Credits</td>
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<tr>
<td>ENT 1920</td>
<td>Quality Management: Engineering Process. 3 Credits</td>
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<tr>
<td>ENT 1940</td>
<td>Router Technology I: Network Fundamentals. 4 Credits</td>
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</table>

**CL** = Computer Literacy Req.  
**E** = English Req.  
**H** = Humanities Req.  
**M** = Math Req.  
**Sc** = Science Req.  
**SS** = Social Science Req.
network sub-netting; basic router configuration commands. This class charges an additional $32.00 per credit hour Information Technology Certification fee. 3 class/2 lab hours.

ENT 1950 Router Technology II: Routing Protocols. 4 Credits
(CyberWATCH common course equivalent: CW 151)
Configuration of RIP EIGRP, and OSPF routing protocols; configuration of static routes. Design, configuration and troubleshooting of VLSM networks. This course charges an additional $32.00 per credit hour Information Technology Certification fee. Prerequisite: ENT 1940. 3 class/2 lab hours.

ENT 1960 Router Technology III: LAN Switching and Wireless. 4 Credits
(CyberWATCH common course equivalent: CW 250)
Design, configuration and troubleshooting of switched LANs, including virtual LANs, trunking, and spanning tree. Design, configuration and troubleshooting of wireless networks, including security and privacy components. This course charges an additional $32.00 per credit hour Information Technology Certification fee. Prerequisite: ENT 1950. 3 class/2 lab hours.

ENT 1970 Router Technology IV: Wide Area Networks. 4 Credits
(CyberWATCH common course equivalent: CW 251)
Configuring NAT, PAT and DHCP to increase usable addresses. Access lists and other security measures. Design, configuration and troubleshooting of wide area networks using PPP or frame relay. This course charges an additional $32.00 per credit hour Information Technology Certification fee. Prerequisite: ENT 1960. 3 class/2 lab hours.

ENT 2010 Configuration Management and Project Integrity. 3 Credits
Configuration Management (CM) principles and implementation, project integrity assurance and the ISO 9000 quality standard CM requirements. Hardware, software and firmware applications illustrated by a comprehensive case study. 3 class hours.

ENT 2020 Quality Improvement Techniques. 3 Credits
Six-sigma quality improvement: tools, statistical methods, process mapping, performance goals, metrics, capability analysis, "greenbelt and blackbelt" teams, and implementation. Case studies and applications to product, job and business. Prerequisite: MAT 1140. 3 class hours.

ENT 2190 Wireless LANs. 3 Credits
(CyberWATCH common course equivalent: CW 245)
Principles of wireless communications, protocols and standards used to build, configure, secure and troubleshoot WLANs. Covers basic and extended WLANs (BSS, IBSS and ESS) Preparation for CWNA certification. Prerequisite: ENT 1890 or ENT 1940 completed. ENT 2730 recommended but not required. 2 class/2 lab hours.

ENT 2200 High-Reliability Soldering and Fabrication. 2 Credits
Survey and hands-on application of NASA standards in hand soldering, cable assembly and fabrication, automated wave-soldering, surface-mount technology and fiber-optic connection. Prerequisite: ENT 1710 or permission of department chair. 1 class/2 lab hours.

ENT 2560 Computer-Aided Electronic Design. 2 Credits
Use of standard software packages such as PSpice and Orcad to draw schematics, analyze circuits and design printed circuit boards. Prerequisites: ENT 1780, ENT 1800 or ENT 274. 1 class/3 lab hours.

ENT 2660 Customizing AutoCAD. 3 Credits
Customizing and maximizing AutoCAD via macros, scripts, and slides. Students will create their own menus, icons and dialog boxes. Introduction to AutoLISP. Prerequisite: ENT 1600. 2 class/3 lab hours.

ENT 2680 CAD Portfolio Development. 3 Credits
Students, working individually or in teams, will create a set of CAD drawings using techniques learned in earlier CAD courses. Prerequisite: ENT 1600. Individual-study course equivalent to 2 class/ 3 lab hours.

ENT 2730 Electronic Communication. 4 Credits
AM, FM and SSB circuits using oscillators, modulators, audio/RF amplifiers, mixers and detectors. Prerequisites: ENT 1780; and MAT 1340 or higher, completed or concurrent. 3 class/3 lab hours.

ENT 2810 CPU Architecture. 4 Credits
Architecture and operation of the central processing unit (CPU) using 8- and 16-bit machines. Machine and assembly language programming. Prerequisites: ENT 1770, and ENT 1800 or ENT 2740. 3 class/3 lab hours.

ENT 2830 Telecommunications. 3 Credits
Operation of the US telecommunications system, including the local loop, the SS7 long distance system, and Voice over IP. Coding, compression and error-checking systems used to improve performance. Prerequisite: Computer or electronics background.

ENT 2840 Computer Repair. 4 Credits
Diagnosis and troubleshooting techniques for personal computers, with emphasis on setup, configuration conflicts, and operating system issues. Material prepares students for hardware portion of A+ certification. Prerequisite: ENT 1840. 3 class/3 lab hours.

ENT 2860 Advanced PC Configuration and Repair. 4 Credits
Advanced personal computer troubleshooting and repair. Emphasis is on software, firmware and memory-related problems, specifically BIOS, operating system and registry issues. Prerequisite: ENT 2840. 3 class/3 lab hours.

ENT 2900 Systems Analysis Project. 3 Credits
Working individually or in teams, students will use standard design and troubleshooting methodologies to complete a major project in an area of their choosing. The project will include either design, fabrication, testing of a new system, or troubleshooting and repair of an existing system, along with written reports and oral presentations. Prerequisite: ENT 1780 or ENT 1890 or ENT 2810 or ENT 2840. 3 class/3 lab hours.

ENT 2960-2980 Cooperative Education. 1–3 Credits
## English (EGL)

**English Department**  
Marlboro Hall, Room 3078  
301-322-0561

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>EGL 1000</td>
<td>Introduction to Composition</td>
<td>4 Credits</td>
<td>Preparation for EGL 1010. Grammar and punctuation, sentence construction, paragraph development and short essay writing. Prerequisite: Reading and writing proficiency. May be taken concurrently with DVR 0060. Does not fulfill English requirements for graduation or transfer. Not open to students who have completed EGL 1010. 4 class hours.</td>
</tr>
<tr>
<td>EGL 1010</td>
<td>Composition I: Expository Writing</td>
<td>3 Credits</td>
<td>University-parallel freshman English. Fundamentals of effective prose writing, including required essays and a research paper. Prerequisite: Reading proficiency and Writing proficiency, or C grade or higher in EGL 1000 or ESL 2020, or a grade of D in EGL 1000 with acceptable writing sample, or a P grade in EGL 099. (Honors version available.)</td>
</tr>
<tr>
<td>EGL 1020</td>
<td>Composition II: Writing About Literature</td>
<td>3 Credits</td>
<td>Second semester composition using literature as the subject for discussion and writing. Study various kinds of literature (e.g., drama, poetry, short story). EGL 1100, EGL 1320 or EGL 1340 also will fulfill the Composition II requirement. Prerequisite: EGL 1010 with a grade of C or higher. (Honors version available.)</td>
</tr>
<tr>
<td>EGL 1040</td>
<td>Media Writing</td>
<td>3 Credits</td>
<td>History of mass media; study and writing of news articles, editorials, columns, reviews, radio and TV scripts. Prerequisite: EGL 1010 (with a grade of C or higher, or permission of instructor).</td>
</tr>
<tr>
<td>EGL 1100</td>
<td>Composition II: Writing About Issues and Ideas</td>
<td>3 Credits</td>
<td>Second semester composition. Reading, analyzing and writing about contemporary issues, demonstrating clear reasoning and persuasive writing skills. EGL 1020, EGL 1320 or EGL 1340 also will fulfill the Composition II requirement. Prerequisite: EGL 1010 with a grade of C or higher. (Honors version available.)</td>
</tr>
<tr>
<td>EGL 1320</td>
<td>Composition II: Writing for Business</td>
<td>3 Credits</td>
<td>Second semester composition. Students develop and sharpen critical thinking and writing skills, applying them to materials from business and the professions with an emphasis on evidence-based analysis, evaluation, interpretation and persuasive presentation. EGL 1020, EGL 1100 or EGL 1340 also will fulfill the Composition II requirement. Prerequisite: EGL 1010 with a grade of C or higher.</td>
</tr>
<tr>
<td>EGL 1340</td>
<td>Composition II: Writing About Technical Topics</td>
<td>3 Credits</td>
<td>Second semester composition. Includes preparation of various types of technical business, government and scientific communications, including resumes; progress, examination, and recommendation reports; proposals; and memoranda. EGL 1020, EGL 1100 or EGL 1320 also will fulfill the Composition II requirement. Prerequisite: EGL 1010 with a grade of C or higher.</td>
</tr>
<tr>
<td>EGL 1360</td>
<td>Principles of Editing</td>
<td>3 Credits</td>
<td>Practice in editing manuscripts and evaluating publication formats. Prerequisite: EGL 1010.</td>
</tr>
<tr>
<td>EGL 2010</td>
<td>British Literature from the Anglo-Saxon Period Through the 18th Century</td>
<td>3 Credits</td>
<td>British literature to around 1800 and its historical and cultural background. Offered every other year. Prerequisite: EGL 1020 or EGL 1100 or EGL 1320 or EGL 1340.</td>
</tr>
<tr>
<td>EGL 2030</td>
<td>British Literature of the 19th and 20th Centuries</td>
<td>3 Credits</td>
<td>British literature from the Romantic period to modern times and its historical and cultural background. Offered every other year. Prerequisite: EGL 1020 or EGL 1100 or EGL 1320 or EGL 1340.</td>
</tr>
<tr>
<td>EGL 2050</td>
<td>American Literature from the Beginnings to the Late 19th Century</td>
<td>3 Credits</td>
<td>American literature from the colonial period to the Civil War and its social and intellectual backgrounds. Offered every other year. Prerequisite: EGL 1020 or EGL 1100 or EGL 1320 or EGL 1340.</td>
</tr>
<tr>
<td>EGL 2070</td>
<td>American Literature from the Late 19th Century to the Present</td>
<td>3 Credits</td>
<td>American literature from the Civil War to the present and its social and intellectual backgrounds. Prerequisite: EGL 1020 or EGL 1100 or EGL 1320 or EGL 1340.</td>
</tr>
<tr>
<td>EGL 2090</td>
<td>World Literature from Ancient Times Through the Middle Ages</td>
<td>3 Credits</td>
<td>Study of world literary masterpieces from ancient times through the medieval period. Offered every other year. Prerequisite: EGL 1020 or EGL 1100 or EGL 1320 or EGL 1340.</td>
</tr>
<tr>
<td>EGL 2110</td>
<td>World Literature from the Renaissance to the Present</td>
<td>3 Credits</td>
<td>Contemporary world literature in English from England and America and other countries such as Africa, India, France, and the Caribbean. Offered every other year. Prerequisite: EGL 1020 or EGL 1100 or EGL 1320 or EGL 1340.</td>
</tr>
<tr>
<td>EGL 2130</td>
<td>African-American Literature I</td>
<td>3 Credits</td>
<td>Study of African-American folk tradition and literature from pre-1800s to 1920. Prerequisite: EGL 1020 or EGL 1100 or EGL 1320 or EGL 1340.</td>
</tr>
<tr>
<td>EGL 2140</td>
<td>African-American Literature II</td>
<td>3 Credits</td>
<td>A study of African-American literature from the early 1900s to the present. Prerequisite: EGL 1020 or EGL 1100 or EGL 1320 or EGL 1340.</td>
</tr>
<tr>
<td>EGL 2150</td>
<td>Introduction to Creative Writing</td>
<td>3 Credits</td>
<td>Techniques of writing fiction, poetry and plays with critique of student work. Prerequisite: EGL 1010.</td>
</tr>
<tr>
<td>EGL 2160</td>
<td>Advanced Creative Writing</td>
<td>3 Credits</td>
<td>An intensive, genre-specific workshop which aims to further the philosophies, issues and possibilities of craft explored in its predecessor, EGL 2150. This course will encourage the serious creative writing student to pursue more sophisticated and complex expres-</td>
</tr>
</tbody>
</table>
EGL 2170 Major American Writers. 3 Credits
Study of major American writers, selected each semester from among: Poe and Hawthorne; Fitzgerald and Hemingway; Thoreau and Twain; Hughes and Wright; and Toni Morrison and Zora Neale Hurston. Offered every other year. Prerequisite: EGL 1020 or EGL 1100 or EGL 1320 or EGL 1340.

EGL 2210 The Shakespeare Plays. 3 Credits
Introduction to the drama of Shakespeare using text and videos. Prerequisite: EGL 1020 or EGL 1100 or EGL 1320 or EGL 1340.

EGL 2230 Children's Literature. 3 Credits
Study of various genres in children's literature with focus on analysis of the content and quality of works from nursery level through the elementary grades. Prerequisite: EGL 1020 or EGL 1100 or EGL 1320 or EGL 1340.

EGL 2250 Literature for Teenagers. 3 Credits
Analysis of the content and quality of literature written for adolescents. Offered every other year. Prerequisite: EGL 1020 or EGL 1100 or EGL 1320 or EGL 1340.

EGL 2270 Applied Grammar. 3 Credits
Analysis of grammar, syntax, the history of the English language, and conventional usage. Application of principles through editing texts, constructing teaching units, and/or writing research papers. Formerly EGL 121. Students may not receive credit for both EGL 121 and EGL 2270. Prerequisites: EGL 1010 and EGL 1020 with grades of C or better or permission of the instructor.

EGL 2320 Literature and Film. 3 Credits
A study of the various relationships between film and literature, examining such themes as self and society as well as relevant cinematic and literary techniques. Prerequisite: EGL 1020 or EGL 1100 or EGL 1320 or EGL 1340. (Honors version available.)

EGL 2330 Modern Literature. 3 Credits
Major writers, their themes and their views of the modern world. Offered every other year. Prerequisite: EGL 1020 or EGL 1100 or EGL 1320 or EGL 1340.

EGL 2370 Studies in Biblical Literature: The Old Testament. 3 Credits
Analysis of the Bible as literature, emphasizing major ideas, characters, themes and literary techniques of the Old Testament. Prerequisite: EGL 1020 or EGL 1100 or EGL 1320 or EGL 1340.

EGL 2390 Studies in Biblical Literature: The New Testament. 3 Credits
Analysis of the Bible as literature, emphasizing major ideas, characters, themes, and literary techniques of the New Testament. Prerequisite: EGL 1020 or EGL 1100 or EGL 1320 or EGL 1340.

EGL 2410 Mythology, Legend and Folklore. 3 Credits
Overview of myth, legend and folklore, tracing themes and motifs common to Western and other literatures. Prerequisite: EGL 1020 or EGL 1100 or EGL 1320 or EGL 1340.

EGL 2430 Survey of Science Fiction. 3 Credits
European and American science fiction with emphasis on history, themes, forms, and relationship to Western culture and literature. Offered every other year. Prerequisite: EGL 1020 or EGL 1100 or EGL 1320 or EGL 1340.

EGL 2440 Survey of Mystery and Detective Fiction. 3 Credits
Study of the literary genre of mystery and detective fiction, presenting an historical overview of the genre from its 19th century beginnings through the "golden age" of the early 20th century and the "hard boiled" detectives of the 1930s to contemporary writers as well as ethnic, regional, and international authors. Students will read the fiction and also view selected films, analyzing the elements of mystery, its literary roots, and its reflection of cultural contexts and issues. Offered every other year. Prerequisite: EGL 1020, EGL 1100, EGL 1320, or EGL 1340.

EGL 2500 Women in Literature. 3 Credits
Women's voices over the centuries expressed autobiographically and in short stories, plays and poems. Offered every other year. Prerequisite: EGL 1020 or EGL 1100 or EGL 1320 or EGL 1340.

EGL 2890H Honors Colloquium in English. 3 Credits
This Honors colloquium will examine special topics in the field of English and their relevance across disciplinary perspectives. The issues to be addressed in each colloquium will vary from semester to semester. These courses are designed for students in the Honors Program, but are open to others with the approval of the Honors coordinator or the instructor. Prerequisites: Reading proficiency and permission of instructor or Honors coordinator.

EGL 2910–2930 Cooperative Education. 1–3 Credits

English as a Second Language (ESL)

Language Studies Department
Bladen Hall, Room 310
301-322-0946

All ESL courses meet for 3 class hours and 1 additional lab hour per week, or equivalent.

ESL 0810 English as a Second Language: Basic Reading Skills. 0 Credits (3 CEUs)
For nonnative speakers of English whose reading ability is minimal. Develops vocabulary and basic reading comprehension. Continuing Education Units (CEUs) awarded for successful completion. Placement by exam.
ESL 0820 English as a Second Language: Elementary I. 0 Credits (3 CEUs)
For nonnative speakers whose English writing and speaking skills are minimal. Elementary grammar and English structures through writing and speaking. CEUs awarded for successful completion. Placement by exam.

ESL 1000 English as a Second Language: Elementary II. 3 Credits
For nonnative speakers whose English writing and speaking skills are limited. Practice in basic American English grammar and writing. Prerequisite: ESL 0820 with a grade of C or higher or placement by exam.

ESL 1010 English as a Second Language: Intermediate I. 3 Credits
For nonnative speakers whose writing and speaking skills are at the intermediate level. Practice in low intermediate American English grammar, sentence structure and paragraph writing. Prerequisite: ESL 1000 with a grade of C or higher or placement by exam.

ESL 1020 English as a Second Language: Intermediate II. 3 Credits
For nonnative speakers whose writing and speaking skills are at the intermediate level. Practice in higher intermediate American English grammar, sentence structure and paragraph writing. Prerequisite: ESL 1010 with a grade of C or higher or placement by exam.

ESL 1050 English as a Second Language: Intermediate Reading Skills. 3 Credits
Acquainting nonnative speakers with American culture and idiomatic American English through reading and vocabulary development. Prerequisite: ESL 0810 with a grade of C or higher or placement by exam.

ESL 1060 English as a Second Language: Advanced Reading Skills. 3 Credits
Continuation of ESL 1050. Focus on reading, word and study skills, vocabulary expansion, and summary writing. Prerequisites: ESL 1020 with a grade of C or higher and ESL 1050 with a grade of C or higher or placement by exam.

ESL 2010 English as a Second Language: Composition. 3 Credits
For nonnative speakers who have a good command of English. Focus on paragraph-length compositions and complex grammar and sentence structures. Prerequisite: ESL 1020 with a grade of C or higher or placement by exam.

ESL 2020 English as a Second Language: Advanced Composition. 3 Credits
For nonnative speakers whose writing and speaking skills are at a high level. Focus on essay writing and advanced grammar. Prerequisite: ESL 2010 with a grade of C or higher or placement by exam.
FOS 2580 Basic Accident Investigation. 3 Credits
An understanding of the latest methods of conducting traffic accident investigations. (Formerly FOS 158. Students may not receive credit for both FOS 158 and FOS 2580.) Offered spring semester only. Prerequisite: FOS 2500.

FOS 2590 Crime Scene Investigation. 3 Credits
A practical hands-on approach to evidence identification, documentation, collection and handling from the crime scene to the crime laboratory to presentation in court. A fixed lens 35 mm camera or digital camera is required by the student. (Formerly FOS 160. Students may not receive credit for both FOS 160 and FOS 2600. Prerequisites: CIS 1010 and FOS 2500. 2 class/2 lab hours.

FOS 2610 Computer Forensics II. 3 Credits
An examination of advanced concepts in computer forensic analysis and computer-related crime, including data hiding techniques, encryption, electronic password cracking and password recovery tools. Prerequisite: FOS 2600. 2 class/2 lab hours.

FOS 2910–2930 FOS Internship. 1–3 Credits
The internship is a practicum with measurable learning objectives designed to broaden the educational experience. Students are assigned to appropriate governmental and private agencies. 3-9 practicum hours.

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**French (FRN)**

Language Studies Department
Bladen Hall, Room 310
301-322-0946

All French courses meet for 3 class hours and 1 additional lab hour per week or equivalent.

FRN 1010 French for Beginners. 3 Credits
Introduction to the language (reading, writing, understanding and speaking) and to the culture of France and Francophone countries.

FRN 1020 French for Advanced Beginners. 3 Credits
Continued development of French language skills and cross-cultural understanding begun in FRN 101. Prerequisite: FRN 1010 or two years of high school French or equivalent.

FRN 2010 Intermediate French I. 3 Credits
Intermediate study of the French language and Francophone culture, building on the foundation of French for Beginners. Prerequisite: FRN 1020 or three years of high school French or equivalent.

FRN 2020 Intermediate French II. 3 Credits
Continuation of FRN 201 with emphasis on the culture of France and other Francophone countries. Prerequisite: FRN 2010 or four years of high school French or equivalent.

FRN 2040 Advanced Conversation. 3 Credits
Advanced preparation for students who wish to develop fluency and confidence in speaking French. Prerequisite: FRN 2010 or four years of high school French or equivalent.

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**Fire Science (FSC)**

Public Safety and Law Department
Bladen Hall, Room 208
301-322-0553

Fire science (FSC) courses are taught by the Maryland Fire and Rescue Institute (MFRI) at various locations within the state of Maryland, and are restricted to employees and volunteers of the Fire/EMS Department. Credits for the MFRI courses will be transferred into the college based upon the recommendation of the American Council of Education (ACE) as published in the current edition of the National Guide to Educational Credit for Training Programs.

FSC 1010 Firefighter I. 3 Credits
Provides students with the knowledge and skills to safely and effectively perform basic firefighting operations as part of a firefighting team. Restricted to employees and volunteers of the Fire/EMS Department.

FSC 1020 Emergency Medical Technician Basic. 6 Credits
Provides students with the necessary knowledge and skills to perform emergency medical care in a pre-hospital environment at the basic life support level. Restricted to employees and volunteers of the Fire/EMS Department.

FSC 1030 Hazardous Materials Operations. 1 Credit
Provides the student with the knowledge and skills to perform hazardous materials first response. Restricted to employees and volunteers of the Fire/EMS Department.

FSC 1200 Principles of Building Construction (Combustible). 1 Credit
Provides knowledge about the classification system of buildings; the importance of fire resistance for structural support elements and the risks associated with performing fire-suppression activities inside and around buildings involved in fire. Restricted to employees and volunteers of the Fire/EMS Department.

FSC 1210 Principles of Building Construction (Non-Combustible). 1 Credit
Enables students to cite key features of non-combustible or fire-resistive buildings which affect emergency operations. Fire and safety concerns that exist in non-combustible and fire-resistive structures are studied. Restricted to employees and volunteers of the Fire/EMS Department.

FSC 1300 Emergency Vehicle Operator. 2 Credits
Provides students with information on sensible and safe emergency vehicle driving procedures and collision avoidance, and will develop basic skills in the operation of fire and rescue service apparatus. Restricted to employees and volunteers of the Fire/EMS Department.

Fire Science (FSC) continues on next page.
Fire Science (FSC) continues from previous page

FSC 2010 Firefighter II. 2 Credits
Provides students with the knowledge and skills needed to become a journeyman firefighter. Restricted to employees and volunteers of the Fire/EMS Department. Prerequisite: FSC 1010.

FSC 2020 Truck Company Fireground Operations. 1 Credit
Provides the student with the fundamental principles of truck company operations and how they are integrated during fireground operations. Restricted to employees and volunteers of the Fire/EMS Department. Prerequisite: FSC 1010.

FSC 2060 Firefighter Survival and Rescue. 1 Credit
Provides students with the knowledge and skills needed to prevent death or injury by addressing concerns when operating on structural fires. Restricted to employees and volunteers of the Fire/EMS Department. Prerequisite: FSC 1010.

FSC 2910–2930 Fire Science Internships. 1–3 Credits
The internship is a practicum with measurable learning objectives designed to broaden the educational experience. Restricted to employees and volunteers of the Fire/EMS Department.

Geography (GEO)

History, Political Science and Geography Department
Marlboro Hall, Room 3078
301-322-0561

GEO 1000 Introduction to Geography as a Social Science. 3 Credits
SS
The impact of human behavior on cultural and natural landscapes from a social science perspective. Prerequisite: Reading proficiency.

GEO 1010 Physical Geography. 3 Credits
SS, Sc
Study of nature’s environment including the basic systems of the atmosphere, hydrosphere and lithosphere, and how they interact. Prerequisite: Reading proficiency.

GEO 1020 Physical Geography Laboratory. 1 Credit
SS, Sc
Laboratory work complementary to theories and principles of GEO 1010. Climate, the biosphere, and the earth’s landforms. Prerequisites: GEO 1010 completed or concurrent, and reading proficiency. 3 lab hours.

GEO 1070 Physical and Historical Geography of Maryland. 3 Credits
Historical and natural evolution of landscapes in Maryland. Field trips to Baltimore and other Maryland locations. Prerequisite: Reading proficiency.

GEO 1090 World Regional Geography. 3 Credits
Nations as components of regional environments. Politics, economics, and ecology in the developed and developing worlds. Prerequisite: Reading proficiency.

Health Education (HLE)

Health and Human Performance Department
Novak Field House, Room 104
301-322-0504

HLE 1150 Personal and Community Health. 3 Credits
Issues of individual and community health, emphasizing fitness, nutrition, emotional health, sexuality, substance abuse and social health. Fulfills PE/health degree requirement.

HLE 2000 Application of Concepts for Fitness and Wellness. 3 Credits
Includes the study and practical application of principles for optimizing wellness, including health, fitness, nutrition, weight control and stress management. Individual fitness, nutrition and wellness will be evaluated and implemented through the use of labs, self-assessment tools, weight training and cardiorespiratory activities. Formerly PED 200. Students may not receive credit for both HLE 2000 and PED 200.

HLE 2010 Health Issues in a Culturally Diverse Society. 3 Credits
Reviews the health issues and problems affecting ethnic minority groups in the United States. Emphasis will be placed on defining health problems and related issues, determining their current status and possible solutions. The American health care system will be evaluated for its ability to deal with the needs of all Americans. Prerequisite: Reading proficiency.

HLE 2130 First Aid—Responding to Emergencies/CPR FPR. 3 Credits
Studies emergency care theory and skills including all CPR skills and AED (defibrillation) instruction for the professional rescuer. Two Red Cross certifications awarded: First Aid—Responding to Emergencies and CPR for the Professional Rescuer.

HLE 2150 Introduction to Child Health. 3 Credits
Examines health, safety and nutritional needs of children between birth and eight years old and the role of the early childhood educator in promoting children’s health. Includes developing activities designed to teach children healthy living habits. Red Cross Community First Aid and Safety and CPR certificates awarded. Prerequisite: ECE 1510.

HLE 2210 Human Sexuality. 3 Credits
Comprehensive study of the biological, physiological, developmental, and social aspects of human sexuality from a multicultural perspective. Topics include male/female sexual physiology and response cycles, gender issues, contraception and abortion, conception/fertility issues, relationship sexuality, sexually transmitted infections, sexual dysfunction and treatment, and sexual harassment and coercion issues.

HLE 2250 Health Issues for Women. 3 Credits
Examines a broad range of health issues that are either unique to women or of special importance to women, including eating disorders, abuse and rape, self-esteem related to appearance, and reproductive technology.

HLE 3200 Integrated Health and Physical Education. 3 Credits
This course focuses on foundational knowledge about the inter-relationship of behavior and health. It incorporates the concepts of movement to learning and development of motor skills and the leading of a healthy lifestyle.

HLE 2890H Honors Colloquium in Health Education. 3 Credits
This Honors colloquium will examine special topics in the field of health education and their relevance across disciplinary perspectives. The issues to be addressed in each colloquium will vary from semester to semester. These courses are designed for students in the Honors Program but are open to others with the approval of the Honors Coordinator or the instructor. Prerequisites: Reading proficiency and permission of instructor/Coordinator.

### Health Information Management (HIM)

**Allied Health Department**
**Lanham Hall, Room 304**
**301-322-0733**
Formerly Health Information Technology (HIT). All course numbers remain the same. Students who have completed an HIT course may not receive credit again for that course under the HIM designator.

HIM courses are offered once per year in the fall or spring except for HIM 1530 which is offered every semester. A grade of C or higher must be maintained in all core program and required science courses. Program prerequisites require a C or higher.

**HIM 1500 Fundamentals of Health Information. 5 Credits**
Organization of health care delivery; the health information management profession; emphasis on health record content and the accrediting and regulatory standards, legal aspects of releasing health information, retention, and storage and retrieval systems. Prerequisites: Program admission, CIS 1010, BIO 2050; HIM 1530 completed or concurrent. 4 class/2 lab hours. (Offered fall only)

**HIM 1530 Medical Terminology. 4 Credits**
Usage, pronunciation, spelling and plural formation as they relate to body systems. Emphasis is on roots, prefixes, suffixes, eponyms, standard abbreviations, the use of medical terms in context and terminology related to cancer medicine, nuclear medicine, and pharmacology.

**HIM 1540 Directed Clinical Practice I. 1 Credit**
Supervised student practice in simulated laboratory and clinical practice settings; emphasis on storage and retrieval systems, MPI, incomplete documentation policies and procedures, and release of health information and the associated computer applications. Prerequisite: HIM 1500. 4 clinical hours. (Offered spring only)

**HIM 1550 Disease Processes. 4 Credits**
Basic concepts of health and disease; causes, etiology, incidence and treatment of illnesses. Prerequisites: HIM 1530 and BIO 2050/2060. (Offered spring only)

**HIM 1580 Principles and Applications of ICD-9-CM. 4 Credits**
In-depth focus on the ICD-9-CM classification system, UHDDS data collection requirements for financial reporting and statistical research. Prerequisites: HIM 1500, HIM 1530, and BIO 2050/2060; HIM 1550 completed or concurrent or permission of program director. 3 class/2 lab hours. (Offered spring only)

**HIM 1600 Principles and Applications of CPT. 2 Credits**
Orientation to the coding principles of HCPCS/CPT. Special emphasis on application in the ambulatory and acute care environments. Prerequisites: HIM 1580 and HIM 1550 or permission of program director. 2 class/1 lab hours. (Offered summer only)

**HIM 1950–1990 Special Topics in Health Information Management. 1–3 Credits**
Designed for outreach into the community and for health information practitioners and students interested in health information careers. Different courses may be available each semester. Consult the schedule of classes for details.

**HIM 2510 Health Information Statistics and Quality Improvement. 5 Credits**
Focuses on health data and vital statistics reporting, data presentation techniques, cancer programs and registries, quality assessment/improvement, utilization review and risk management. Prerequisites: MAT 1140, HIM 1580 and HIM 1600. 4 class/2 lab hours. (Offered fall only)

**HIM 2530 Health Information Management. 3 Credits**
Focuses on the management of a health information department and information technology. Prerequisites: HIM 2510 and MGT 1550. (Offered spring only)

**HIM 2550 Health Information in Alternative Care. 2 Credits**
Focus is on health information requirements in settings other than acute care. Content will include accreditation, regulations and reimbursement mechanisms as they relate to facilities such as hospice, home health, skilled and intermediate care, rehabilitation and mental health. Prerequisites: HIM 2510; HIM 2580 concurrent, or permission of program director. (Offered spring only)

**HIM 2560 Directed Clinical Practice II. 3 Credits**
Supervised student practice in simulated laboratory and clinical practice settings; emphasis on inpatient and ambulatory coding with ICD-9-CM and HCPCS/CPT coding systems using encoder and grouper software, data abstracting and data retrieval from indices. Prerequisites: HIM 1540, HIM 1550, HIM 1580 and HIM 1600; HIM 2510 and HIM 2600 concurrent or permission of program director. 12 clinical hours. (Offered fall only)

**HIM 2580 Directed Clinical Practice III. 2 Credits**
Supervised student practice in simulated laboratory and clinical practice settings; emphasis on data access, analysis and data presentation, research methodologies, cancer registry abstracting, quality assessment/improvement, utilization review functions and specialized care facilities. Prerequisites: HIM 2510 and HIM 2560; HIM 2530 and HIM 2550 concurrent. 8 clinical hours. (Offered spring only)

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

**Health Information Management (HIM) continues on next page.**
HIM 2600 Medical Reimbursement and Billing. 3 Credits
Focus is on reimbursement and payment systems in acute and ambulatory care settings. Emphasis will be placed on prospective payment systems, third-party payers, medical claims processing and regulatory compliance issues. Prerequisites: HIM 1580 and HIM 1600; or HIM 1610, or permission of program director. 3 class/1 lab hours. (Offered fall only)

### History (HST)

**History, Political Science and Geography Department**
**Marlboro Hall, Room 3078**
**301-322-0561**

**HST 1310 Ancient and Medieval History. 3 Credits**
The history of ancient Egyptian, Near Eastern, Greek and Roman civilizations and of the Middle Ages. Prerequisite: Reading proficiency. (Honors version available.)

**HST 1320 Modern History. 3 Credits**
A survey of the history of Europe and of Europe’s encounters with the rest of the world from the Renaissance to the First World War, focusing on those political, social, economic and cultural developments that shaped and defined the modern Western world. Prerequisite: Reading proficiency. (Honors version available.)

**HST 1370 The World in the Twentieth Century. 3 Credits**
A comparative survey of the major developments in Europe, Asia, Africa and the Americas during the past century that have led to the formation of the contemporary world. Prerequisite: Reading proficiency.

**HST 1410 History of the United States I. 3 Credits**
American history from the colonial period through the Civil War. Prerequisite: Reading proficiency. (Honors version available.)

**HST 1430 History of the United States II. 3 Credits**
American history from the Civil War to the present. Prerequisite: Reading proficiency. (Honors version available.)

**HST 2100 History of Women in America. 3 Credits**
An introduction to the study of American women from colonial times to the present. Prerequisite: Reading proficiency.

**HST 2110 History of Russia and the Soviet Union. 3 Credits**
Tsarist Russia from 1825, the Revolution of 1917, the Soviet regime and the former Soviet republics from 1991 to the present. Prerequisite: Reading proficiency.

**HST 2160 The Modern Middle East. 3 Credits**
A survey of Middle Eastern history from the late 18th century to the present with emphasis on the 20th century. The areas covered include present day Iraq, Iran, Syria, Jordan, Lebanon, Israel, Turkey, Egypt and the Arabian peninsula. Prerequisite: Reading proficiency.

**HST 2230 History of Latin America and the Caribbean. 3 Credits**
Latin American history from independence to the present, with an overview of the colonial period. Prerequisite: Reading proficiency.

**HST 2310 History of American Foreign Policy. 3 Credits**
Foreign policy of the U.S. from 1775 to the present. America as a world power in the 20th century. Prerequisite: Reading proficiency.

**HST 2330 History of the American Civil War. 3 Credits**
The American Civil War and its origins, emphasizing the major military campaigns and the impact of the war on American society and culture. Prerequisite: Reading proficiency.

**HST 2350 History of Maryland. 3 Credits**
The political, economic, social and cultural history of Maryland from the colonial era to the present. Prerequisite: Reading proficiency.

**HST 2360 History of Nazi Germany. 3 Credits**
Hitler’s ideology, the rise of the National Socialist movement, the Nazi regime, World War II and the Holocaust. Prerequisite: Reading proficiency.

**HST 2380 History of Prince George’s County. 3 Credits**
The socio-cultural and political history of the county from its inception in the 1600s to the present. Emphasis from the Civil War forward. Prerequisite: Reading proficiency.

**HST 2450 African-American History. 3 Credits**
History of African-Americans from their arrival in the New World to the present. Prerequisite: Reading proficiency. (Honors version available.)

**HST 2470 African History. 3 Credits**
Survey of African history from early cultures through European colonialism to modern African nationhood. Prerequisite: Reading proficiency.

**HST 2890H Honors Colloquium in History. 3 Credits**
This Honors colloquium will examine special topics in the field of history and their relevance across disciplinary perspectives. The issues to be addressed in each colloquium will vary from semester to semester. These courses are designed for students in the Honors Program but are open to others with the approval of the Honors Coordinator or the instructor. Prerequisites: Reading proficiency and permission of instructor/coordinator.

**HST 2910–2930 Cooperative Education. 1–3 Credits**
Unpaid, supervised experience at historic sites in the state of Maryland. Provides an opportunity to assist in the creation of a project, bibliography, or exhibit that expresses major themes in American history. Prerequisite: HST 141 or HST 143 or HST 245.
**Honors (HON)**

**Honors Program**  
Marlboro Hall, Room 1087  
301-322-0433

Honors colloquia are interdisciplinary seminars which focus on varying subjects from semester to semester. These courses are designed for students in the Honors Program, but are open to others with the approval of the Honors Program coordinator or the instructor. Honors versions of standard courses are also offered. These colloquia are offered in most academic departments with the course number 2890: e.g. EGL 2890, POS 2890.

**Horticulture (HRT)**

**Biological Sciences Department**  
Chesapeake Hall, Room 100  
301-322-0420

HRT 1010 Principles of Ornamental Horticulture. 4 Credits  
Sc  
Origins of horticulture and the classification, structure, growth, and development of horticultural plants. Practical applications of horticultural principles and overview of the industry. 3 class/3 lab hours.

HRT 1030 Principles of Landscape Contracting and Design. 3 Credits  
Organizational, financial and managerial aspects of landscape contracting, including facilities, marketing, purchasing and quality control. 2 class/2 lab hours.

HRT 1050 Principles of Greenhouse Management. 3 Credits  
Principles and practices of greenhouse operation and management, including considerations of environmental requirements, plant response and economic factors. 2 class/2 lab hours.

HRT 1080 Introduction to Turfgrass Management. 3 Credits  
Identification and maintenance requirements of turfgrass species. Topics include growth and development, environmental and cultural practices (including fertilization), disease control and pesticide use. 2 class/2 lab hours.

HRT 1100 Promoting Professionalism in Ornamental Horticulture. 2 Credits  
Techniques for effective communication and positive professional relationships with business clientele.

HRT 1120 Identification of Tropical and Specialty Plants. 2 Credits  
Tropical and specialty plants used in interior plantscaping: identification, care and utilization. 1 class/2 lab hours.

HRT 1140 Annuals and Perennials. 2 Credits  
Culture, maintenance and identification of annual, biennial and perennial herbaceous plants of the mid-Atlantic region and their use in landscaping. 1 class/2 lab hours.

HRT 1160 Woody Ornamental Plants I. 3 Credits  
Identification, landscape use and maintenance of trees, shrubs, vines and ground covers commonly found in the mid-Atlantic region. Focus on evergreens and spring flowering trees. 2 class/2 lab hours.

HRT 1170 Woody Ornamental Plants II. 3 Credits  
(See description for HRT 1160.) Focus on deciduous trees. 2 class/2 lab hours.

HRT 1200 Plant Diseases and Pests. 3 Credits  
Insect pests and diseases of ornamental plants, including causes, diagnosis, and control procedures. 2 class/2 lab hours.

HRT 1210 Installation of Interior Plantings. 2 Credits  
Interior landscaping in malls, building lobbies and offices, including site evaluation, soils, drainage, mulches, lighting, and installation. 1 class/2 lab hours.

HRT 1230 Interior Plantscape Maintenance. 2 Credits  
Indoor plant care and maintenance, including pest control and environmental requirements. 1 class/2 lab hours.

HRT 1250 Landscape Installation. 2 Credits  
Materials, methods and construction elements of landscaping from site preparation to installation. Laboratory includes a class project. 1 class/2 lab hours.

HRT 1270 Landscape Maintenance. 2 Credits  
Horticulturally sound landscape management methods and practices, including pruning, weed control, bed care and quality control. 1 class/2 lab hours.

HRT 1290 Nursery and Garden Center Management. 2 Credits  
Principles and techniques of nursery/garden center operation. 1 class/2 lab hours.

HRT 1300 Basic Pesticide Use and Safety. 3 Credits  
Fundamentals of basic pesticide use and safety as it relates to the production and maintenance of ornamental horticulture crops. This represents one of two courses required by the Maryland Department of Agriculture (MDA) and the District of Columbia for individuals applying to take the Commercial Pesticide Applicator or Consultant Exam.

HRT 2910-2930 Cooperative Education. 1–3 Credits
HSM 1510 Introduction to the Hospitality Industry. 3 Credits
Overview of hotel, food service and travel/tourism management. Special projects, readings, guest lectures and field trips are included.

HSM 1520 Convention Management and Service. 3 Credits
Defines the scope and segmentation of the convention and group business market, describes marketing and sales strategies to attract markets with specific needs, and explains techniques to meet those needs as part of meeting and convention service.

HSM 1550 Food Service Manager Training and Certification in Sanitation. 1 Credit
Provides an overview of the principles of food microbiology, important food-borne diseases, standards that are enforced by food service regulatory agencies, and applied measures for the prevention of food-borne diseases and other microbiological problems. It also describes the Hazard Analysis Critical Control Point (HACCP) system, and includes ServSafe certification. Note: Culinary Arts students only must take CUL 1100 concurrently.

HSM 1560 Catering and Banquet Planning. 3 Credits
Catering and banquet planning, including menu planning, purchasing, preparation, service details, sanitation and management. 2 class/3 lab hours. (Offered fall only)

HSM 1620 Hotel and Resort Operations: Housekeeping Management. 3 Credits
Presents a systematic approach to front office procedures by detailing the flow of business through a hotel, from the reservations process to check-out and settlement. The course also examines the various elements of effective front office management, paying particular attention to the planning and evaluation of front office operations and to human resource management. Front office procedures and management are placed within the context of the overall operation of a hotel. Prerequisite: reading proficiency.

HSM 1630 Food Service Operations. 3 Credits
A study of the principles required for successful food service management. Includes hands-on food preparation, quality control and management techniques. Prerequisite: Reading proficiency.

HSM 1700 Pastry Making. 1 Credit
Demonstration of tortes, tarts and puff pastry. 1 class/2 lab hours for 5 weeks.

HSM 1710 Simplified Gourmet Cooking. 1 Credit
Regional American and classical European entrees are presented with time-saving techniques. 1 class/2 lab hours for 5 weeks.

HSM 1730 Northern Italian Cuisine. 1 Credit
Seafood, veal and poultry with specialty pastas and sauces will be prepared in the classical northern Italian tradition. 1 class/2 lab hours for 5 weeks.

HSM 1740 Bed and Breakfasts. 1 Credit
Introduction to bed and breakfast operations. Topics include concept development, capital requirements, operations and procedures. An overnight stay at a local inn included. One lecture session and field experience.

HSM 1750 Wines and Spirits—Mixology and Service. 1 Credit
Overview of wines, mixology, bar management and service techniques. Successful completion of course requirements earns Training in Alcohol Management Certification. (Minimum age 21.) 1 class/2 lab hours for 5 weeks.

HSM 1760 International Cuisines. 1 Credit
Dishes from Greek and Middle Eastern cuisines. Entrees, desserts and breads will be featured. 1 class/2 lab hours for 5 weeks.

HSM 1770 Chef’s Tour of Four Countries. 1 Credit
Become a world traveler as Chef Ernie teaches the tastes and techniques of French, North African, Spanish and Southern Italian cooking. 1 class/2 lab hours.

HSM 1780 Introduction to Chinese Cooking. 1 Credit
Experience the various types of cooking methods and delightful spices in a taste-travel through the four provinces of China. 1 class/2 lab hours.

HSM 1790 Authentic Indian Cooking. 1 Credit
Become an expert on the tastes and techniques of Indian cooking in this course offering authentic Indian cuisine. 1 class/2 lab hours.

HSM 1800 Professional Cake Decorating. 1 Credit
Learn professional techniques to transform cakes and pastries into works of art. The course includes basic flowers and borders, string work, figure piping and techniques for creating special occasion and seasonal cakes. 1 class/2 lab hours for 5 weeks.

HSM 1820 Advanced Professional Cake Decorating. 1 Credit
An intensive course covering the design, construction and decoration of various types of wedding cakes. 1 class/2 lab hours for 5 weeks.

HSM 1830 Hors d’oeuvres and Appetizers. 1 Credit
Catering and home entertaining take on new excitement. Learn from the experts how to create visually spectacular taste sensations. 1 class/2 lab hours for 5 weeks.

HSM 1840 Classy Southern Cooking. 1 Credit
Old-time southern favorites are updated for modern palates. Sensational spices and unusual condiments are combined with a contemporary flair. 1 class/2 lab hours for 5 weeks.

HSM 1850 Fish and Shellfish Preparation. 1 Credit
This course will identify a large assortment of fish and shellfish as well as how to properly purchase and store them, prepare them for cooking, and cook them by a variety of dry heat and moist heat methods. Seasonal and regional dishes will be highlighted when available.
HSM 1860 Catering and Event Planning. 1 Credit
A short course introducing the many facets of catering and event planning. Emphasis is placed on menu development, costing, purchasing and preparation. Also introduces organizational skills including service details, sanitation and legal responsibilities.

HSM 1870 Chef Selection, Series I. 1 Credit
Designed to introduce culinary students to a series of different culinary topics. It provides the student with the basic knowledge of the foods, food styles and methods used to prepare food. Sanitation, nutrition and food costing will be introduced. Includes preparation and techniques, recipe development, tools and equipment requirements, and presentation skills. This course includes appetizers, salads, pasta, and desserts.

HSM 1880 Chef Selection, Series II. 1 Credit
Designed to introduce culinary students to a series of different culinary topics. It provides the student with the basic knowledge of the foods, food styles and methods used to prepare food. Sanitation, nutrition and food costing will be introduced. Includes preparation and techniques, recipe development, tools and equipment requirements, and presentation skills. This course includes entrees, sauces, and soups.

HSM 1890 Chef Selection, Series III. 1 Credit
Designed to introduce culinary students to a series of different culinary topics. It provides the student with the basic knowledge of the foods, food styles and methods used to prepare food. Sanitation, nutrition and food costing will be introduced. Includes preparation and techniques, recipe development, tools and equipment requirements, and presentation skills. This course includes vegetables, potatoes, fish and shellfish.

HSM 2020 Food and Beverage Purchasing and Cost Control. 3 Credits
Covers the principles and procedures involved in an effective food and beverage control system, including standards determination, the operating budget, cost-volume-profit analysis, income and cost control, menu pricing, theft prevention, labor cost control, and computer applications

HSM 2040 Bar and Beverage Management. 3 Credits
Provides students with the practical knowledge needed to manage a bar or beverage operation. The course presents principles and theories to support and reinforce the practical aspects.

HSM 2050 Human Resources Management and Training for Hospitality and Tourism. 3 Credits
Provides a thorough look at training by addressing how to assess and analyze the training needs of new and established operations; look upon training and development as an investment; use training tools and techniques; train with technology; measure and evaluate training; and use different training techniques when training employees, supervisors, and managers.

HSM 2070 Supervision in the Hospitality Industry. 3 Credits
Provides students with the principles of supervision as they apply specifically to the hospitality industry.

HSM 2100 Managing Service in Food & Beverage Operations. 3 Credits
Provides students with practical skills and knowledge for effective management of food service operations. It presents basic service principles while emphasizing the importance of meeting and, whenever possible, exceeding the expectations of guests.

HSM 2110 Hospitality Computer Applications. 3 Credits
Provides an overview of the information needs of lodging properties and food service establishments; addresses essential aspects of computer systems, such as hardware, software, and generic applications; focuses on computer-based property management systems for both front office and back office functions; examines features of computerized restaurant management systems; describes hotel sales computer applications, revenue management strategies, and accounting applications; addresses the selection and implementation of computer systems; focuses on managing information systems; and examines the impact of the Internet and private intranets on the hospitality industry. Students will receive training on MICROS and OPERA restaurant and hotel property management systems.

HSM 2530 Hospitality Sales and Marketing. 3 Credits
Marketing principles for the hospitality industry. Marketing planning, property feasibility study, sales team functions, advertising and public relations.

HSM 2550 Understanding Hospitality Law. 3 Credits
Provides an awareness of the rights and responsibilities that the law grants to or imposes upon a hotelkeeper, and illustrates the possible consequences of failure to satisfy legal obligations.

HSM 2630 Hotel and Resort Operations: Front Office Management. 3 Credits
Functions of housekeeping, security, engineering and maintenance operations in property management and their coordination. Prerequisite: HSM 1620.

HSM 2640 Security and Loss Prevention Management. 3 Credits
Explains the issues surrounding the need for individualized security programs, examines a wide variety of security and safety equipment and procedures, discusses guest protection and internal security for asset protection, explores risk management and loss prevention issues, and outlines OSHA regulations that apply to lodging properties.

HSM 2760 Hospitality Seminar. 3 Credits
This capstone course offers comprehensive coverage of topics taught in hospitality services management and an array of realistic operational and managerial situations and cases students are bound to find on being hired by hospitality companies. Through case study investigation, group discussion, and internship and practical learning experiences students will engage in critical thinking and problem solving to shift from scholastic mode into supervisory and managerial roles in the hospitality industry.

HSM 2910-2930 Cooperative Education. 1–3 Credits

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

History, Political Science and Geography Department
Marlboro Hall, Room 3078
301-322-0561

HUM 1980 Artistic and Cultural Experiences. 1 Credit
Students earn college credit by independently attending plays, concerts, lectures, films, dance performances and art exhibits. One orientation session required. Course may be repeated for a maximum of 2 credit hours (Honors version available.)

Management (MGT)

Business Management Department
Bladen Hall, Room 210
301-322-0080

MGT 1010 Introduction to Business. 3 Credits
Basic characteristics of the business enterprise, its organization and role in a free society. Prerequisite: Reading proficiency. (Honors version available)

MGT 1420 Organizational Development. 3 Credits
The rapidly changing business environment forces managers and entrepreneurs to adapt or exit the organization/market. Even if a manager possesses strong strategic management skills, without the ability to manage change and exert the leadership necessary to implement change, the organization will fail. This course is designed to provide an understanding of the forces behind organizational development (OD), the managerial tools used to implement OD, and the managerial skills that will enable the manager to effectively introduce change into the organization. Prerequisite: MGT 1010 or equivalent.

MGT 1500 Developing a Professional Image. 1 Credit
Techniques for developing a professional image. Attire, nuances of nonverbal communication, and office etiquette.

MGT 1550 Elements of Supervision. 3 Credits
The supervisory function of the first-line supervisor. Emphasis on decision making and problem solving using case studies and role playing. Prerequisite: Reading proficiency.

MGT 1570 Small Business Management. 3 Credits
The basics of establishing and managing a small business. Developing a business plan, financing, managing employees and marketing. Prerequisite: Reading proficiency.

MGT 1600 Principles of Management. 3 Credits
The business organization, the functions of management and the role of the manager in the decision-making process. Prerequisite: Reading proficiency.

MGT 1620 Financial Planning and Investments. 3 Credits
Financial planning concepts, their application and the risk factor in the management of finances. Prerequisite: Reading proficiency.

MGT 1650 Customer Service. 3 Credits
Examines the dynamics of exceptional customer service. Develops skills necessary in dealing with customers effectively, using creative techniques to improve communication skills to achieve customer satisfaction. Prerequisite: Reading proficiency.

MGT 1710 The Business Plan. 3 Credits
The mission and purpose of a business, the strategic planning process and the impact of business climate forecasts on the business plan. Prerequisite: Reading proficiency. (Offered fall only)

MGT 1800 Microcomputer Applications for the Business Manager. 3 Credits
Introduction to computer business applications: word processing, spreadsheets, databases, graphics and communications. Prerequisite: Reading proficiency.

MGT 1900 Introduction to Public Administration. 3 Credits
An overview of public administration and its principles, evolution and current issues. Examine the role of government and nonprofit organizations in society.

MGT 1960 Managing in the Public Sector. 3 Credits
Introduction to the public sector. Application of management principles to federal, state and local governments. Examine the role of management in government, public responsibility and trends in the public management.

MGT 1990 Special Topics: Money and Banking I. 3 Credits
Provides an in-depth study of the Federal Reserve banking system, financial institutions, and the nature and effectiveness of the Federal Reserve’s use of monetary policy tools. This course is the first of two that prepare students to make a presentation before officials at the Federal Reserve Bank in Baltimore. (Also offered as ECN 1990. Students may not receive credit for both ECN 1990 and MGT 1990.) Prerequisite: ECN 1030 with B or higher and math proficiency.

MGT 2400 Strategic Management. 3 Credits
The increasing complexity of the global market requires managers to possess strong conceptual, strategic and tactical skills. This course provides an introduction to the strategic management process: strategy formation, strategy implementation, and strategy evaluation. Application of strategic management concepts to case studies and projects will be used to reinforce students’ mastery of the strategic management process. Prerequisite: MGT 1010 or equivalent.

MGT 2500 Introduction to Federal Contracting. 3 Credits
Fundamental concepts and principles of the federal procurement system and use of the Federal Acquisition Regulation (FAR). Topics include the background of federal contracting, careers in contracting, types of contracting, competition, federal acquisition process, small purchase procedures, bids and proposals, and the award/protest process. Prerequisite: Reading proficiency.

MGT 2510 Introduction to Source Selection. 3 Credits
Experiencing the source selection process, developing a source selection plan, proposal preparation and evaluation. Content of course includes best and final offer (BAFO), contract format, pro-
posal design, request for proposals (RFP), invitation for bid (IFB),
types of source selection, cooperative purchasing, performance
base contracting, best value procurement and open solicitations.
Prerequisite: Reading proficiency.

MGT 2520 Principles of Negotiations. 3 Credits
Negotiation skills, strategies and tactics to effectively prepare,
conduct and document a successful negotiated contract using the
negotiation process. Prerequisite: Reading proficiency.

MGT 2530 Procurement Law. 3 Credits
The fundamental rules, regulations, policies and laws pertaining
to procurement, changes in the law, remedies for bidders, procure-
ment integrity and ethics. Prerequisite: Reading proficiency.

MGT 2540 Contract Administration. 3 Credits
Management of the contract from beginning to the end to comply
with the guidelines of the government rules and standards of the
contract. Role of the contract officer and the agreement to com-
plete the terms of the contract. Prerequisite: Reading proficiency.

MGT 2550 Cost and Price Analysis. 3 Credits
Application of fundamental concepts and evaluation of contract
price and cost principles. Prerequisites: Reading and math profi-
ciences.

MGT 2580 Compensation and Benefits Management. 3 Credits
Fundamental concepts of compensation management, theory
of organizational reward systems and methods of compensating
employees. Topics include compensation objectives, employee
benefits options, internal and pay structures, incentive programs,
performance appraisals, union and government roles in compen-
sation, and international pay systems. Prerequisite: Reading proficiency.

MGT 2590 Employee Training and Development. 3 Credits
Introduction to organizational training and development through
the assessment of training needs in the workplace. Topics include
designing and implementing training and development programs;
methods of evaluating the effectiveness of these programs; and use
of media and technology. Prerequisite: Reading proficiency.

MGT 2610 Human Resource Management. 3 Credits
Principles and practices of human resource management in the
business organization. Prerequisite: Reading proficiency.

MGT 2630 International Management. 3 Credits
This course provides future managers with the basic skills and
knowledge necessary for transition into the world of international
business. Prerequisite: Reading proficiency.

MGT 2650 Purchasing, Contracting and Materials Management.
3 Credits
Procurement and materials management, including specifica-
tions, source selection, pricing, contracting and inventory control.
Prerequisite: Reading proficiency.

MGT 2660 Conflict Management. 3 Credits
Powerful techniques for dealing effectively and confidently with
difficult situations. Building and strengthening more cooper-
ative and productive working relationships. Prerequisite: Reading proficiency.

MGT 2680 Entrepreneurship. 3 Credits
Coverage of the basic characteristics of entrepreneurship and the
free enterprise system. The course is designed to acquaint students
with the many diverse areas of entrepreneurship, from beginning
to end, including but not limited to: identifying a viable product
or service, target markets, financing, and ethics. It is designed to
provide further understanding of the vital role of business owners-
ship in a free society.

MGT 2700 Stress Management in the Workplace. 3 Credits
Designed to provide a comprehensive approach to stress manage-
ment. Through a combination of lectures, experiential learning
and self assessment, students will have an opportunity to develop
their own strategy for stress management. Prerequisite: Reading proficiency.

MGT 2720 Managing Workplace Diversity. 3 Credits
This course examines diversity in the workplace and the resulting
challenges to corporate culture in developing an understanding
of diversity. Prerequisite: Reading proficiency; MGT 1600 recom-
manded.

MGT 2750 Leadership Development. 3 Credits
Development of practical, effective workplace leadership skills
through study, observation and application. Integrates readings
from humanities, experiential exercises, films and contemporary
readings on leadership. (Credit may not be received for both SPH
2750 and MGT 2750.) Prerequisites: Reading and oral proficiency.
(Honors version available.)

MGT 2860 Cyber Law. 3 Credits
Examines current and emerging cyber law issues that are critical
to business, government, and individuals. Students will examine
jurisdiction; protection of intellectual property; contracts and
licensing agreements; sales tax; raising equity capital online; pri-
vacy; obscenity in cyberspace; defamation; internet and informa-
tion security; computer crime; and ethics. The goal is to address
these issues in a practical, business-oriented manner and to
advance sophistication in the field. As this is a dynamic discipline,
subject areas and course materials may vary, as needed, with future
developments in the field. Prerequisite: reading proficiency. BUS
1220 recommended.

MGT 2880 Disaster Recovery and Risk Management. 3 Credits
Provides individuals and organizations with tools to prepare for
and recover from both natural and man-made disasters. Students
will gain an understanding of risk and crisis management, the need
for business continuity and information assurance planning, as
well as addressing the leadership, human, organizational and public
policy components of disasters. The final project will be a disaster
recovery management plan. Prerequisite: reading proficiency.
Management (MGT) continues from previous page

MGT 2890H Honors Colloquium in Management. 3 Credits
This Honors colloquium will examine special topics in the field of management and their relevance across disciplinary perspectives. The issues to be addressed in each colloquium will vary from semester to semester. These courses are designed for students in the Honors Program, but are open to others with the approval of the Honors coordinator and the instructor. Prerequisites: Reading proficiency and permission of instructor or Honors coordinator.

MGT 2960 Emotional Intelligence in the Workplace. 3 Credits
Superior performance requires both intellectual and emotional intelligence. This course provides a fundamental understanding of how emotional intelligence (EI) impacts communication, leadership, and decision-making styles as well as how to better utilize EI in managing cross-functional teams and overall workforce productivity. Prerequisite: MGT 1010 or equivalent.

MGT 2910–2930 Cooperative Education. 1–3 Credits

MGT 2990 Special Topics: Money and Banking II. 1 Credit
Uses the concepts learned in MGT 1990 to develop a presentation on monetary policy that a team of students will deliver to Federal Reserve Officials at the Federal Reserve Bank in Baltimore. (Also offered as ECN 2990. Students may not receive credit for both ECN 2990 and MGT 2990.) Prerequisite: MGT 1990.

Marketing (MKG)

Business Management Department
Bladen Hall, Room 210
301-322-0080

MKG 2510 Introduction to Marketing. 3 Credits
Principles and techniques of marketing goods and services, including advertising, sales promotion, retailing, and wholesaling. Prerequisite: Reading proficiency.

MKG 2630 International Marketing. 3 Credits
An understanding of the principles of marketing within the context of the international market. Prerequisite: Reading proficiency.

MKG 2710 Salesmanship. 3 Credits
Ideas and techniques used in selling and their relationship to specific products and services. Development and maintenance of a sales organization and its personnel. Prerequisite: Reading proficiency.

MKG 2730 Retail Business Management. 3 Credits
Overview of retail business, including types of businesses, their organization, retail buying, selling, advertising and merchandising. Prerequisite: Reading proficiency.

MKG 2770 Advertising. 3 Credits
Overview of the advertising world, including use of media, research and development of ideas, writing copy and producing radio and television commercials. Prerequisite: Reading proficiency.

MKG 2910–2930 Cooperative Education. 1–3 Credits

Mathematics (MAT)

Mathematics Department
Marlboro Hall, Room 3046
301-322-0421

A grade of C or higher is required for any course used to satisfy a prerequisite for any other math course. All mathematics courses require extensive use of a computer and/or a graphing calculator. The Mathematics Sequences chart on page 129 is an overview of the sequences of courses offered by the Mathematics Department. Course descriptions should be checked for specific prerequisites. In addition, all math courses have a prerequisite of reading proficiency.

MAT 1030 Survey of Mathematics. 3 Credits
An introduction to the various branches of mathematics within the historical framework of their origin, including number systems, arithmetic, logic, algebra, geometry, probability, statistics and computers. Offered only by independent study or portfolio assessment. Elementary algebra required. Prerequisite: Math placement score or DVM 0070 or DVM 0080 completed. Does not satisfy general education mathematics requirement.

MAT 1040 Intermediate Algebra. 4 Credits
Continuing development and applications of algebraic, graphing, calculator and problem-solving skills, with emphasis on linear and non-linear expressions, functions, equations, and inequalities. ("Non-linear" includes absolute value, polynomial, rational, radical, exponential and logarithmic.) Other topics include real and complex numbers, exponents and radicals. Prerequisites: Math placement score or DVM 0070 completed, or equivalent. Reading placement score or DVR 0060 completed or concurrent, or equivalent, and CAP 1030 or PAS 1010 completed or concurrent. Does not satisfy general education mathematics requirement. Student must have graphing calculator.

MAT 1050 Elements of Mathematics. 4 Credits
M Designed for students preparing to teach at the preschool and elementary level. Overview of mathematical systems, including sets, natural numbers, integers, rational and irrational numbers, algorithms and computational methods. Prerequisite: Math placement score or MAT 1040 with grade of C or better. 3 class/2 lab hours.

MAT 1060 Elements of Geometry and Logic. 4 Credits
M Designed for students in elementary education. Review and analysis of geometrical principles, logic and the application of computer methods to these topics. Prerequisite: MAT 1050 with grade of C or better. 3 class/2 lab hours.

MAT 1120 Finite Mathematics. 3 Credits
M General overview of college-level mathematics with emphasis on applications to various fields. Use of functions, probability, statistics, graphing and computer techniques in problem-solving. Prerequisite: Math placement score or MAT 1040 with grade of C or better.

MAT 1130 Mathematics for the Liberal Arts. 3 Credits
M Survey of modern mathematics and applications, historical perspective, and calculator/computer applications with emphasis on the liberal arts. Topics include: sets, probability and statistics, systems of numeration, modern algebraic structures and modern geometries. Prerequisite: Math placement score or MAT 1040 with grade of C or better.
MAT 1140 Introduction to Statistics. 3 Credits  
Basic statistical concepts and their applications in a variety of fields. (Credit may not be received for both MAT 1140 and MAT 1160.) Prerequisite: Math placement score or MAT 1040 with grade of C or better. (Honors version available.)

MAT 1160 Elements of Probability and Statistics. 4 Credits  
Basic concepts of probability and statistics with a variety of applications. Designed for students in elementary education; students in other disciplines may tailor assignments to their interest. Credit may not be received for both MAT 1140 and MAT 1160 nor for both MAT 1160 and MAT 1190. Prerequisite: MAT 1050 with grade of C or better.

MAT 1190 Probability. 3 Credits  
Probability and probability distributions. May be used as math elective for nontechnical majors. Intermediate algebra required. (Credit may not be received for both MAT 1190 and MAT 1160.) Prerequisite: Math placement score or MAT 1040 with grade of C or better.

MAT 1340 Trigonometry with Applications to Technology.  
3 Credits  
Introduction to problem solving with right-triangle trigonometry and review of geometrical concepts. Emphasis on problem-oriented application of trigonometric functions and relationships. Intermediate algebra required. Prerequisite: Math placement score or MAT 1040 with grade of C or better. 3 class/1 lab hours.

MAT 1350 College Algebra. 3 Credits  
Algebraic operations, functions, graphing, theory of equations, exponential and logarithmic functions, systems of equations and inequalities, matrices, sequences, summation, induction, binomial theorem, and applications. Prerequisite: Mathematics placement score, or MAT 1040 with grade of C or better or MAT 1340 with grade of C or better.

MAT 1360 Trigonometry and Analytic Geometry. 4 Credits  
Trigonometric functions; analytic trigonometry; applications of trigonometry in right triangles, oblique triangles, vectors, complex numbers, polar coordinates and parametric equations; conic sections; and analytic geometry in three-dimensions. Preparation for calculus. Prerequisite: Math placement score or MAT 1350 with grade of C or better. 4 class/1 recitation hour.
Mathematics (MAT) continues from previous page

MAT 1370 Precalculus. 5 Credits M
Polynomial functions and theory of equations; exponential and logarithmic functions; systems of equations, inequalities, and matrices; sequences, summation, induction, and binomial theorem; trigonometric functions; analytic trigonometry; applications of trigonometry in right triangles, oblique triangles, vectors, complex numbers, polar coordinates, and parametric equations; conic sections; analytic geometry in 3-dimensions; and applications. Alternative to MAT 1350-1360 for qualified students. Prerequisites: Grade of A or B in MAT 1040 in addition to completion of high school level geometry and trigonometry, or qualified for MAT 2410 on the basis of SAT or college placement test. 5 class/1 recitation hour.

MAT 2160 Applied Calculus I. 3 Credits M
Introductory calculus with applications in business, social sciences and other fields. Prerequisite: Math placement score or MAT 1350 with grade of C or better. (Honors version available.)

MAT 2170 Applied Calculus II. 3 Credits M
Continuation of MAT 2160 for students needing a two-semester applied calculus sequence. Trigonometric functions, integration techniques, Taylor polynomials, series, and introduction to differential equations and statistical methods. Prerequisite: MAT 2160 with grade of C or better or MAT 2410 with grade of C or better.

MAT 2210 Statistics. 3 Credits M
Introduction to statistical concepts and applications, including probability, random variables, sampling, hypothesis testing, regression, and ANOVA. A statistical computer software package will be used. Prerequisites: MAT 1350 with grade of C or better. 3 class/1 recitation hour.

MAT 2410 Calculus I for Science and Engineering. 4 Credits M
This is the first course in a 3-semester sequence of university level calculus for science, engineering and mathematics majors. This course is an introduction to single variable calculus; study of limits, continuity, differentiation and its applications, definite and indefinite integrals, and the Fundamental Theorem of Calculus. Prerequisite: Mathematics placement score or MAT 1360 with grade of C or better or MAT 1370 with a grade of C or better.

MAT 2420 Calculus II for Science and Engineering. 4 Credits M
This is the second course in a 3-semester sequence of university level calculus for science, engineering, and mathematics majors. This course includes the study of integration techniques for single variable functions, applications of integration, improper integrals, and infinite series including Taylor series and their applications. Prerequisite: MAT 2410 with grade of C or better.

MAT 2430 Calculus III for Science and Engineering. 4 Credits M
This is the third course in a 3-semester sequence of university level calculus for science, engineering, and mathematics majors. This course includes the study of analytic geometry in space, vector-valued functions with applications, differentiation and integration of multi-variable functions with applications, integration in vector fields including line and surface integrals, and Green’s, Gauss’s and Stokes’ theorems. Prerequisite: MAT 2420 with grade of C or better.

MAT 2450 Linear Algebra. 4 Credits M
Concepts and applications of linear algebra, including vector spaces, theory of linear equations, matrices, determinants, linear transformations, basis and dimension, and eigenvalues and eigenvectors. Computer/calculator use will be extensive. Prerequisite: MAT 2410 with grade of C or better.

MAT 2460 Differential Equations. 4 Credits M
Linear and nonlinear first order equations, linear higher order equations, Cauchy-Euler equations, Laplace transforms, infinite series solutions and systems of equations using MATLAB. Prerequisite: MAT 2420 with grade of C or better.

MAT 2500 Mathematics of Discrete Structures. 3 Credits M
For computer science majors. Sets, statements, algorithms, logic and proofs, relations, functions, induction, graphs, combinatorics, probability, matrix algebra. Prerequisite: MAT 2160 or MAT 2410 with grades of C or better. 3 class/1 recitation hour.

MAT 2910–2930 Cooperative Education. 1–3 Credits

Multi-Disciplinary English/History (MLD)

History, Political Science and Geography Department
Marlboro Hall, Room 3078
301-322-0561

MLD 1410 Multi-Disciplinary EGL 1010/HST 1410. 6 Credits E, SS
A dual, interdisciplinary course applying the techniques of expository writing to the content of American history from the colonial period through the Civil War. Students will earn credit for both EGL 1010 and HST 1410. Prerequisites: Reading and writing proficiency, or C or higher in EGL 1000 or in ESL 2020.

MLD 1430: Multi-Disciplinary EGL 1020/HST 1430. 6 Credits E, SS
A dual, interdisciplinary course using literature and literary analysis to augment the study of American history from the Civil War through the present. The course incorporates university-level study of and writing about American literature by genre (e.g., fiction, poetry, drama), including essays, a research paper, online/project and a writing-lab component. Students will earn credit for both EGL 1020 and HST 1430. Prerequisites: Reading and writing proficiency, or EGL 1010 with a C or better. 6 lecture hours.

Multi-Disciplinary Health Education (MHE)

Allied Health Department
Lanham Hall, Room 304
301-322-0733

MHE 1980 Continuous Quality Improvement (CQI). 1 Credit
Cross-disciplinary course outlining the link between improvement in outcomes and reduced cost. A must for all interested in learning accepted techniques to reduce inconsistency and to strive for quality and measurable outcomes in health care delivery. Professional continuing education units (CEUs) pending.

MHE 2000 Introduction to Medical Terms for Health Professionals. 1 Credit
This course introduces basic medical terminology to students preparing to enter a health care profession. Students will learn word elements, build on and properly use medical language, thus enhancing their communication skills in the didactic and clinical settings.

(Note: This is a self-directed course using CD-ROM and e-mail communication.)

MHE 2900 Dysrhythmia Interpretation and ACLS Preparation. 2 Credits
Designed for second-year students in health technology programs or licensed health care professionals. Review of electrical conductivity of the heart and interpretation of atrial and ventricular dysrhythmias. Emphasis on preparation for the Advanced Cardiac Life Support Course using approved treatment algorithms of the American Heart Association. Computer practice simulations will be provided. Professional CEUs pending. Prerequisite: NUR 2510 or NUM 1560 or RAD 2410 or RST 1740 with minimum grade of C; or licensed health care professional.

MHE 2920 Advanced Cardiac Life Support: Provider Course. 1 Credit
Interdisciplinary two-day (15 hour) intensive course based on the latest consensus recommendations of the American Heart Association. The ACLS Provider Course implements case-based teaching using critical assessment and treatment action for 10 core cases of cardiovascular and cardiopulmonary emergencies. Lecture and laboratory learning.

Music (MUS)

Art and Music Department
Marlboro Hall, Room 1068
301-322-0955

MUS 1000 Fundamentals of Music Theory. 3 Credits
Preparation for MUS 1150 for those lacking a strong background. Basic principles of music theory. Prerequisite: Placement exam or MUS 1000. 2 class/4 lab hours.

MUS 1010 Music Appreciation. 3 Credits
Appraisal of the different styles of music from the Middle Ages to the present time. Not open to music majors. Prerequisite: Reading proficiency.

MUS 1030 Concert Choir. 1 Credit
Mixed chorus performing music selected from the Renaissance to the present. Required for voice majors. May be repeated for up to 4 credits. 3 lab hours.

MUS 1050 Survey of Music Literature. 3 Credits
Survey of musical repertoire. Prerequisites: Reading proficiency and MUS 115 or permission of instructor.

MUS 1110 Instrumental Ensemble. 1 Credit
Group performance for instrumentalists. Required for students taking applied instrumental lessons. May be repeated for up to 4 credits. 3 lab hours.

MUS 1150 Theory I. 3 Credits
Principles of music theory. Primary triads and inversion, cadence, form, keyboard, solfege, dictation. Prerequisite: Placement exam or MUS 1000. 2 class/4 lab hours.

MUS 1160 Theory II. 3 Credits
Continuation of MUS 1150. Secondary triads, nonharmonic tones, dominant and supertonic seventh chords and inversions, keyboard, solfege, dictation. Prerequisite: MUS 1150. 2 class/4 lab hours.

MUS 1210 Class Piano I. 1 Credit
Group piano instruction for beginners; music reading, scales, chords, repertory. Practice facilities available. Required of non-piano music majors. 2 lab hours.

MUS 1220 Class Piano II. 1 Credit
Group instruction for advanced beginners. Practice facilities available. Prerequisite: MUS 1210 or referral. 2 lab hours.

MUS 1230 Class Voice I. 1 Credit
Training the singing voice, applying vocal principles to the preparation of songs. Required of non-voice music majors. 2 lab hours.

MUS 1240 Class Voice II. 1 Credit
English, Italian, German, and French pronunciation in song literature, stage presence and recital planning. 2 lab hours.
Music (MUS) continues from previous page

MUS 1250 Sight Singing. 1 Credit
Sight singing through use of the basic symbols of notation plus melodic/harmonic and rhythmic reading. Practice using standard music scores. 2 lab hours.

MUS 1290–1420 Applied Music (Private Instruction).* 2 Credits
MUS 1290–1300 Voice
MUS 1310–1320 Woodwind
MUS 1330–1340 Brass
MUS 1350–1360 Strings, including Jazz, Classical and Bass Guitar
MUS 1370–1380 Percussion
MUS 1390–1400 Piano
MUS 1410–1420 Organ
Grade of C or better required in the first course in order to enroll in the second course in the sequence.

*Special Fee: $250.00 for private instruction, one hour per week per semester. Private lessons may be taken as a major emphasis toward a music degree, as a supplementary subject in the music program, or for personal enrichment. Students enrolling for credit must audition and are required to perform in two seminars, attend eight seminars, enroll in an ensemble and take a jury exam.

MUS 1500 Introduction to Music Technology. 3 Credits
Covers various contemporary and historical technologies used in the composition, notation, performance, recording, and distribution of music. Special attention will be given to recent digital technologies. Through lectures, discussions, audio-visual presentations, written assignments, class projects, and experimentation, students will explore the influence of technology upon music and musical culture. Prerequisite: Reading proficiency.

MUS 1510 Digital Notation. 3 Credits
Covers the technologies utilized in creating and publishing printed music. Students produce printed vocal scores that include notation and lyrics and instrumental scores that accommodate transposing instruments. Through score analysis, practical exercises, and assigned projects, students will gain proficiency with state-of-the-art music publishing techniques. Prerequisite: reading proficiency.

MUS 1600 MIDI Sequencing I. 3 Credits
Introductory Musical Instrument Digital Interface protocol (MIDI), and its applications. Topics include General MIDI components; recording and data entry; file editing; and synchronization. 2 class/2 lab hours

MUS 2150 Theory III. 3 Credits
Continuation of MUS 1160. Modulation to closely related keys, all seventh chords, altered chords, analysis, keyboard, solfege, dictation. Prerequisite: MUS 1160. 6 lab hours.

MUS 2160 Theory IV. 3 Credits
Continuation of MUS 2150. Augmented-sixth chords, foreign modulation, and extended chords, musical analysis and composition. Prerequisite: MUS 2150. 6 lab hours.

MUS 2210 Class Piano III. 1 Credit
Emphasis on sight reading, musicianship, transposition, harmonization, improvisation and keyboard fluency. Prerequisite: MUS 1220 or permission of instructor. 2 lab hours.

MUS 2220 Class Piano IV. 1 Credit
Ensemble playing, duets, two-piano, sight reading, harmonizing melodies and basic accompanying. Prerequisite: MUS 2210 or permission of instructor. 2 lab hours.

MUS 2290–2420 Advanced Applied Music (Private Instruction).* 2 Credits
NOTE: Enrollment in the first course in each two-course sequence requires a C or better in the 100-level courses offered in the same medium. Participation in the second semester of these two-course sequences requires a C or better in the first semester course. (For example, students must have earned a C or better in MUS 1290 and 1300 in order to enroll in MUS 2290. They must then earn a C or better in MUS 2290, to qualify for enrollment in MUS 2300.

MUS 2390–2400 Piano
MUS 2350–2360 Strings, including Jazz, Classical and Bass Guitar
MUS 2370–2380 Percussion
MUS 2390–2400 Piano
MUS 2410–2420 Organ

* Special Fee: $250.00 for private instruction, one hour per week per semester.

MUS 2480 Conducting. 2 Credits
Fundamental aspects of manual technique, score reading, rehearsal techniques. Prerequisite: MUS 1150 or equivalent.

MUS 2890H Honors Colloquium in Music. 3 Credits
This Honors colloquium will examine special topics in the field of music and their relevance across disciplinary perspectives. The issues to be addressed in each colloquium will vary from semester to semester. These courses are designed for students in the Honors Program, but are open to others with the approval of the Honors coordinator or the instructor. Prerequisites: Reading proficiency and permission of instructor or Honors coordinator.

MUS 2910–2930 Cooperative Education. 1–3 Credits

Nuclear Medicine Technology (NUM)

Allied Health Department
Lanham Hall, Room 304
301-322-0733

NUM courses are offered once per year in the fall, spring or summer. Prerequisites require a grade of C or higher.

NUM 1550 Introduction to Nuclear Medicine Technology I. 4 Credits
Introduction to nuclear medicine. Topics include radiation physics, radiation detection and instrumentation and clinical applications of radionuclides. Prerequisites: Admission to the program, BIO 2050/2060; MAT 1120/1140; CHM 1010 or PSC 1150; CIS 1010; and PHY 1500, all with a grade of C or higher. 12 class hours for 5 weeks. (Offered spring only)
NUM 1560 Introduction to Nuclear Medicine Technology II. 4 Credits
Continuation of NUM 1550. Orientation to clinical nuclear medicine, medical terminology, professional ethics and conduct, patient care and radiation safety. Prerequisite: NUM 1550. 6 class hours for 10 weeks. (Offered summer only)

NUM 2510 Nuclear Medicine Techniques I. 3 Credits
In-depth coverage of clinical procedures, instrumentation, diagnostic computer systems and advanced imaging techniques, including tomography. Prerequisites: NUM 1560; NUM 2530 concurrent. (Offered fall only)

NUM 2520 Nuclear Medicine Techniques II. 3 Credits
Continuation of NUM 2510. Clinical nuclear medicine, department records and administration, radiation safety, and radiation biology. Prerequisites: NUM 2510 and NUM 2530; NUM 2540 concurrent. (Offered spring only)

NUM 2530 Clinical Nuclear Medicine Technology I. 7 Credits
Directed practice in an affiliated hospital; emphasizes routine diagnostic and therapeutic procedures. Daily image critiques by a licensed/certified technologist. On-site lectures by board-certified physicians supplement the clinical experience. Prerequisite: NUM 1560. 21 clinical hours. (Offered fall only)

NUM 2540 Clinical Nuclear Medicine Technology II. 9 Credits
Continuation of the directed practice in an affiliated hospital. Students will develop their independent clinical techniques. On-site lectures by board-certified physicians supplement the clinical experience. Prerequisite: NUM 2530. 27 clinical hours. (Offered spring only)

NUM 2550 Radiopharmacy and Radiation Chemistry. 2 Credits
Basic skills essential to the operation of a radiopharmacy. Production of radionuclides, how radiopharmaceuticals become FDA approved, quality control, adverse reactions, mechanisms of localization, methods of labeling, commercial kits, transportation of radiopharmaceuticals, DOT requirements, NRC requirements and inspections, radionuclide therapy, and radiation safety. Prerequisite: NUM 1560. 2 class/1 lab hour. (Offered fall only)

NUM 2600 Clinical Nuclear Medicine Technology III. 4 Credits
Continued practice in an affiliated hospital. The student will develop independent clinical techniques and create a clinical procedures manual. Prerequisites: NUM 2520 and NUM 2540. 36 clinical hours for 5 weeks. (Offered summer only)

NUR 1000 Introduction to Practical Nursing (PN). 3 Credits
This is an introductory course with a focus on preparing the student for the rigorous study required for clinical nursing programs. The patient-needs framework and nursing process concepts form the basis of the curriculum. Microbiology concepts related to nursing practices will be mastered by the students. Nursing history, dosage calculations, ethical and legal concepts, critical thinking and test-taking skills are content areas for this course. The student will be introduced to the socialization process of practical nurses. Upon satisfactory completion of this course and other prerequisites the student is eligible to petition for admission into the Practical Nursing Program. Prerequisites: EGL 1010, BIO 2050, placement for college level algebra, officially enrolled as an LPN petitioner, BIO 2060 and PSY 1010 concurrent. 3 class hours. (Offered spring only)

NUR 1010 Introduction to Nursing (RN). 2 Credits
This is an introductory course which focuses on preparing the student for the rigorous study required for the clinical nursing courses. The patient-needs framework of the curriculum and nursing process will be discussed. Ethical and legal issues, nursing history, and discussion of the health care system will be emphasized. Students are introduced to effective methods of stress management, test-taking skills and critical thinking concepts. Cultural sensitivity and dosage calculations are among other concepts explored. Prerequisites: EGL 1010, BIO 2050, MAT 1120 or higher, BIO 2060 and PSY 1010 concurrent. Upon successful completion of NUR 101 the student may petition for admission to the nursing program (RN). 2 class hours.

NUR 1020 Foundations of Nursing Practice. 7 Credits
This course introduces students to concepts about the individual, environment, health, nursing and the learning process. The acquired knowledge enables students to effectively meet patient needs across the lifespan. Introduction of nursing theory and practice that supports a safe, effective care environment, physiological and psychological integrity, as well as health promotion are emphasized. Guided practice in various health care settings is correlated with classroom and campus lab experiences. Prerequisites: NUR 1000 or NUR 1010, PSY 1010, BIO 2060, BIO 2010 completed or concurrent, admission into the nursing program (LPN or RN). 15 weeks/3.5 class/10 clinical/2 lab hours.

NUR 1030 Reproductive Health. 3 Credits
This course presents a holistic approach to the care of the childbearing family. Emphasis is on principles and application of theory when using the nursing process in care of patients during all phases of the childbearing cycle. Disorders and diseases affecting the female and male reproductive tract are included. Clinical settings include mother-baby units, labor and delivery, neonatal intensive care, health clinics, and postpartum home visits. Prerequisites: NUR 1020, PSY 2070 completed or concurrent. 15 weeks/1.5 class/4 clinical (12 weeks)/1.5 lab hours.
NUR 2010 Physiological Integrity II: Nursing the Client with Multidimensional System Involvement. 5 Credits
This course is designed to assist students in the theoretical and practical application of the nursing process to meet the healthcare needs of clients with complex, chronic disorders with multidimensional system involvement and rehabilitation needs. Physiologic and psychosocial adaptation, prevention and early detection, and self-care will be emphasized, with a focus on outcome management and synthesis of information. Pharmacological concepts will be integrated throughout the course content. Clinical experience will be provided in a variety of supervised healthcare settings. Prerequisites: NUR 1030 and NUR 1040. 2.5 class/8 clinical/1.5 lab hours.

NUR 2030 Physiological and Psychosocial Integrity. 6 Credits
Nursing care for clients and families experiencing serious threats to physiologic and psychosocial integrity is studied in depth. Students synthesize and integrate knowledge, skills, and abilities to evaluate and modify the plan of care; to independently plan, implement, and evaluate the delivery of safe, effective care; to facilitate optimal physiological and psychosocial functioning; to assist client/family coping and adaptation; to maximize health outcomes. Clinical experiences will be provided in a variety of specialized healthcare settings in acute hospitals and community agencies. This is a culminating experience course for the RN program. Prerequisites: NUR 2010 and NUR 2020. 3 class/10 clinical/1.5 lab hours.

NUR 2040 Management of Care and Professional Issues. 3 Credits
The focus of this course will be on providing integrated, cost-effective care to clients through coordination, supervision, and collaboration with other members of the healthcare team. Students will analyze, synthesize, and evaluate care for groups of patients in a variety of healthcare settings. Professional practice issues will be applied to healthcare situations and NCLEX-RN readiness, the role of the nurse, and transition into the workforce. This is a culminating experience course for the RN program. Prerequisites: NUR 2010 and NUR 2020. 2 class/4 clinical hours. (60 clinical hours will be concentrated over five to six weeks)

NUR 2890H Honors Colloquium in Nursing. 3 Credits
This Honors colloquium will examine special topics in the field of nursing and their relevance across disciplinary perspectives. The issues to be addressed in each colloquium will vary from semester to semester. These courses are designed for students in the Honors Program, but are open to others with the approval of the Honors Coordinator or the instructor. Prerequisites: Reading proficiency and permission of instructor or Honors Coordinator.

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Nutrition (NTR)

Nutrition, Foods and Hospitality Management Department
Chesapeake Hall, Room 100
301-341-3090

NTR 1010 Introductory Nutrition. 3 Credits
Sc Addresses basic information about essential nutrients and their functions in the body as well as known and hypothesized relationships between long-term diets and development of chronic diseases. The course addresses current issues in nutrition and food safety research. Course content includes current issues in weight management, interactions between nutritional status and physi-
### Paralegal (PAR)

<table>
<thead>
<tr>
<th>Course Description</th>
<th>Credits</th>
<th>Notes</th>
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<tbody>
<tr>
<td><strong>NTR 1100 Introduction to Food Science.</strong> 3 Credits</td>
<td>Sc</td>
<td>Introduction to basic chemical, physical and microbiological aspects of food and the ways in which these sciences are integrated into the food industry. Course will examine technical and practical aspects involved in harvest, storage, manufacture, preservation, packaging, distribution and marketing of food products. Current controversies in food science will be explored. (Formerly BIO 116. Students cannot receive credit for both NTR 1100 and BIO 116). Prerequisite: Reading proficiency.</td>
</tr>
<tr>
<td><strong>NTR 1200 Nutrition for Infants and Young Children.</strong> 3 Credits</td>
<td></td>
<td>Addresses basic information about essential nutrients and their functions in the body with a special emphasis on the needs of the infant and young child through age 8. The course also addresses topics relevant to current nutrition and food safety research. Students develop knowledge and skills particularly appropriate for early childhood educators and program administrators, including the role of nutrition in cognitive development, behavior, weight control and long-term health. The course also addresses regulatory issues and resources for continuing professional development. This course is open to and appropriate for non-early childhood education majors as a science elective. Prerequisite: Reading proficiency.</td>
</tr>
<tr>
<td><strong>PAR 1510 Introduction to Law for the Paralegal.</strong> 3 Credits</td>
<td></td>
<td>An overview of the law, the court system and the role of the paralegal in preparing cases for trial and appeal. Prerequisite: Reading proficiency.</td>
</tr>
<tr>
<td><strong>PAR 1550 Techniques of Legal Research.</strong> 3 Credits</td>
<td></td>
<td>Develops legal research skills. Students utilize a law library for preparing legal research assignments. Prerequisites: Reading proficiency and EGL 1000.</td>
</tr>
<tr>
<td><strong>PAR 1570 Contracts.</strong> 3 Credits</td>
<td></td>
<td>Survey of laws governing the formation and breach of contracts, including defenses, statutes and remedies. Offered fall semester only. Prerequisite: Reading proficiency.</td>
</tr>
<tr>
<td><strong>PAR 1580 Employment Law.</strong> 3 Credits</td>
<td></td>
<td>This course examines the rights and duties of employers and employees and the role of the paralegal as part of the team representing each. Topics include the rights and duties of all parties when hiring, promoting, transferring, and terminating employees; privacy and discrimination issues; hour and wage laws; the role of government and labor unions; and injury-on-the-job issues. Offered fall semester only. Prerequisite: Reading proficiency. Offered fall semester only.</td>
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<tr>
<td><strong>PAR 1590 Domestic Relations.</strong> 3 Credits</td>
<td></td>
<td>Prenuptial and separation agreements and the laws affecting separation, divorce, alimony, child support, custody and visitation. Prerequisite: Reading Proficiency. Offered spring semester only.</td>
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<tr>
<td><strong>PAR 1600 Civil Litigation.</strong> 3 Credits</td>
<td></td>
<td>Survey of the rules regulating civil suits with practical exercises in interviewing clients and witnesses, analyzing documents, and drafting pleadings. Prerequisite: Reading proficiency.</td>
</tr>
<tr>
<td><strong>PAR 1610 Legal Ethics for Paralegals.</strong> 3 Credits</td>
<td></td>
<td>Designed to address the subject of ethical considerations which apply to both lawyers and paralegals when dealing with clients, the courts, and other parties to disputes. Prerequisite: Reading proficiency.</td>
</tr>
<tr>
<td><strong>PAR 2150 Legal Writing and Documents.</strong> 3 Credits</td>
<td></td>
<td>Style and techniques of legal writing. Practice in drawing pleadings, agreements, contracts, deeds, mortgages, wills, trial briefs and memoranda. Prerequisites: PAR 1550.</td>
</tr>
<tr>
<td><strong>PAR 2510 Legal Writing and Documents.</strong> 3 Credits</td>
<td></td>
<td>Style and techniques of legal writing. Practice in drafting pleadings, agreements, contracts, deeds, mortgages, wills, trial briefs and memoranda. Prerequisites: PAR 1550.</td>
</tr>
<tr>
<td><strong>PAR 2570 Drafting Wills and Probating Estates in Maryland.</strong> 3 Credits</td>
<td></td>
<td>Organization and jurisdiction of the orphans’ court and the procedures required in drafting wills and administering estates. Prerequisite: Reading proficiency. Offered spring semester only.</td>
</tr>
<tr>
<td><strong>PAR 2580 Ethics and Business Law for Paralegals.</strong> 3 Credits</td>
<td></td>
<td>Designed to address the subject of ethical considerations which apply to both lawyers and paralegals when dealing with clients, the courts, and other parties to disputes. Prerequisite: Reading proficiency.</td>
</tr>
<tr>
<td><strong>PAR 2590 Real Estate Transaction.</strong> 3 Credits</td>
<td></td>
<td>The paralegal’s role in the sale and titling of residential property. Not designed to meet Maryland real estate licensure requirements. Prerequisite: Reading proficiency. Offered fall semester only.</td>
</tr>
<tr>
<td><strong>PAR 2570 Drafting Wills and Probating Estates in Maryland.</strong> 3 Credits</td>
<td></td>
<td>Organization and jurisdiction of the orphans’ court and the procedures required in drafting wills and administering estates. Prerequisite: Reading proficiency. Offered spring semester only.</td>
</tr>
<tr>
<td><strong>PAR 2910–2930 PAR Internship.</strong> 1–3 Credits</td>
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<td>The internship is a practicum with measurable learning objectives designed to broaden the educational experience. Students are assigned to appropriate governmental and private agencies. 3–9 practicum hours.</td>
</tr>
</tbody>
</table>

### Planning for Academic Success (PAS)

<table>
<thead>
<tr>
<th>Course Description</th>
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</tr>
</thead>
<tbody>
<tr>
<td><strong>PAS 1010 Principles and Strategies of Successful Learning.</strong> 3 Credits</td>
<td></td>
<td>An introduction to knowledge and strategies designed to promote success in the college environment. The course focuses on developing 1) interpersonal and self-management skills and attitudes and 2) critical thinking and study skills needed to achieve academic success. Students will acquire a working/practical knowledge of the college’s resources, services, procedures, and requirements. Self-assessments serve as tools to identify values and goals for individual life planning and academic achievement. Co-requisite: DVR 0060 or EGL 1000.</td>
</tr>
</tbody>
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**Chapter 7—Course Descriptions**
**Philosophy (PHL)**

**Philosophy Department**  
Bladen Hall, Room 310  
301-322-0946

PHL courses require a satisfactory reading score on the placement test, or satisfactory completion of appropriate DVR coursework.

**PHL 1010 Introduction to Philosophy: The Art of Questioning. 3 Credits**  
H  
Asking and answering the basic and meaningful questions of life and clarifying one's thinking in relation to self, others, laws, nature, and God. Prerequisite: Reading proficiency. (Honors version available)

**PHL 1090 Introduction to Logic. 3 Credits**  
H  
The elements of logic; how to translate ordinary language into logical form and craft valid arguments. Prerequisite: Reading proficiency.

**PHL 1100 Critical Reasoning: Logic in the English Language. 3 Credits**  
H  
This course is a critical reasoning/informal logic course designed to teach students to evaluate logical arguments in daily life and conversation. Students will learn to recognize arguments, the difference between deductive and inductive reasoning, and to recognize and identify informal fallacies. A large part of the course will be devoted to the logic of induction, including the role it plays in probability theory, statistical methods of reasoning, and marking off the difference between science and superstition. Students will also learn the role of inductive logic and analogy in legal and moral reasoning, as well as in discovering causal connections. Prerequisite: Reading proficiency.

**PHL 1150 Law and Values. 3 Credits**  
Analysis of today's social, political and economic issues from the viewpoint of representative philosophers from Plato to the moderns. Prerequisite: Reading proficiency.

**PHL 1170 Eastern Philosophy. 3 Credits**  
Eastern philosophical and religious thoughts and their influence on relationships between East and West. Prerequisite: Reading proficiency.

**PHL 1190 Philosophic Ideas in Imaginative Literature. 3 Credits**  
Philosophic ideas in creative writings from Shakespeare to Sartre and from Job to Tolstoy. Prerequisite: Reading proficiency.

**PHL 1270 Thinking About Religion. 3 Credits**  
Philosophical foundations of religious thought and the response of humanity to religious claims. Prerequisite: Reading proficiency.

**PHL 1330 Ethics. 3 Credits**  
H  
Involves personal decisions each individual makes daily. The course will identify the various ethical/moral theories that affect those decisions. It will involve current issues and concerns to strengthen a student's own ethical deliberations and clarify how such deliberations may be applied to the student's designated career interests. Prerequisite: Reading proficiency. (Honors version available)

**PHL 1350 Biomedical Ethics. 3 Credits**  
An examination and application of the ethical principles involved in biomedical decisions such as stem-cell research, termination of treatment, genetic manipulation, and informed consent. Prerequisite: Reading proficiency.

**PHL 1370 Philosophy and Feminism. 3 Credits**  
A philosophical exploration of the feminist perspective, its foundation and its ramifications. Prerequisite: Reading proficiency.

**PHL 1400 Introduction to Business Ethics. 3 Credits**  
Examination of ethical issues of the business world, including health on the job, consumerism, ecology and advertising. Prerequisite: Reading proficiency.

**PHL 2220 Metaphysics. 3 Credits**  
Exploration of the basic criteria for determining what is real; the sensible versus the supersensible; the tangible versus the nonphysical; the concrete versus the abstract. Prerequisite: Reading proficiency.

**PHL 2890H Honors Colloquium in Philosophy. 3 Credits**  
This Honors colloquium will examine special topics in the field of philosophy and their relevance across disciplinary perspectives. The issues to be addressed in each colloquium will vary from semester to semester. These courses are designed for students in the Honors Program but are open to others with the approval of the Honors coordinator or the instructor. Prerequisites: Reading proficiency and permission of instructor or honors coordinator.

**Physical Education (PED)**

**Health and Human Performance Department**  
Novak Field House, Room 104  
301-322-0504

**PED 1000 Lifetime Fitness and Leisure Activities. 1 Credit**  
Develops basic skill level in selected activities. These courses are 1 credit and can be used in combination with PED 1030 to transfer to other institutions. These courses meet for half a semester or are late starting. Activities include aerobic workout, basketball, baseball, swimming, weight training, and combination activities. 1 class/2 lab hours.

**PED 1030 Lifetime Fitness and Leisure Activities. 2 Credits**  
Develops athletic abilities from beginner through intermediate levels; explores how to experience wellness and stay active throughout one's life. Class also includes lectures and textbook information to help students stay healthier through the understanding of total wellness.

**Weight Training:**  
**Circuit Weight Training:** a series of strength and aerobic exercises using various weight machines and stationary cycles.

**Weight Training and Conditioning:** weight training programs designed for the individual student.

**Weight Training and Water Workout:** a combination of weight training and water exercise.
Sports:
Baseball, Basketball, Bowling, Golf, Karate, Racquetball,
and Tennis. Courses are designed to introduce beginner and
intermediate students to the skills, theories, fundamentals,
strategies, etiquette, and safety considerations of these activi-
ties.

Aerobic Base:
Step Aerobics for beginning and intermediate students.
Activities include other aerobic activities, muscle toning,
use of hand weights and nutritional information. Cardio
Kickboxing, Aerobic Dance and Cardio Fitness are classes
with an emphasis on cardiorespiratory endurance.

Swimming:
Beginner, intermediate and advanced swimming classes are
offered. Courses include instruction on strokes, skills and
water safety. Water exercise classes include water workout,
aquatics, and a combination class that includes weight train-
ing and water workout. Classes are taught in shallow water as
well as deep water. Ability to swim is not necessary, buoyancy
belts are provided for individuals on request.

Social Dance:
Ballroom I: Basic skills associated with leading and following
are introduced. Dances include Foxtrot, Waltz, Swing, Cha
Cha and Merengue.

Ballroom II: More advanced figures in dances than level I.
Dances include the Tango, Rhumba, Polka, Mambo and Disco.

Country Western: Basic steps are introduced for the Texas
two-step, Country Waltz, Shuffle, and Cha Cha. Various line
and circle dances are also introduced.

Hand Dancing: Basic steps are introduced, turns, start, release
and not release turns, wraps, swings, along with history and
etiquette.

Other classes available:
Bowling, Walking and Hiking.

PED 1110 Introduction to Physical Education. 2 Credits
Physical education as a profession, including its history, opportu-
nities, and education requirements. Includes field trips and other
experiences. (Offered fall only)

PED 1130 Rhythmic Activities. 2 Credits
This course is for elementary teachers, physical education teachers
and recreation leaders. It includes rhythmic skills for all age levels,
including folk and square dancing.

PED 1510 Motor Development and the Exceptional Child I.
3 Credits
Working with physically, mentally, emotionally and/or socially
handicapped children to promote therapeutic motor development.
For early childhood, special, and elementary education transfer
students. 2 class/2 lab hours.

PED 1520 Motor Development and the Exceptional Child II.
3 Credits
Motor development and its relationship to the exceptional child.
Refining practical motor development skills by working with chil-
dren with disabilities. For early childhood, special, and elemen-
tary education transfer students. Prerequisite: PED 151. 2 class/
2 lab hours.

PED 1530-1810 Skills Laboratories. 1 Credit Each
Basic skills and techniques in sport and physical activities for phys-
ical education majors. Recommended for youth league coaches. 3
lab hours.

PED 1570 Swimming
PED 1650 Baseball
PED 1670 Basketball
PED 1730 Tennis
PED 1790 Golf
PED 1810 Weight Training/Physical Fitness

PED 2910–2930 Cooperative Education. 1–3 Credits

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Physical Science (PSC)

Physical Sciences and Engineering Department
Chesapeake Hall, Room 100
301-322-0420

PSC 1010 Introduction to Astronomy. 3 Credits Sc
For nonscience majors. Introduction to the extraterrestrial
environment, including astronomical concepts and theories.
Prerequisite: Reading proficiency. (Honors version available)

PSC 1020 Introduction to Astronomy Laboratory. 1 Credit Sc
Laboratory experience in astronomy, including astronomical
observations and techniques for studying spectra, planetary char-
acteristics, stars, and galaxies. Prerequisites: PSC 1010 completed
or concurrent, and reading proficiency. 2 lab hours.

PSC 1050 Introduction to Physical Geology. 3 Credits Sc
Processes and forces involved in the evolution of the Earth, mor-
phology and composition, and evaluation of geologic hazards.
Prerequisite: Reading proficiency.

PSC 1060 Physical Geology Laboratory. 1 Credit Sc
Rock and mineral identification and analysis and interpreta-
tion of geologic and topographic maps and aerial photographs.
Prerequisites: PSC 1050 completed or concurrent, and reading proficiency. 2 lab hours.

PSC 1070 Oceanography. 3 Credits Sc
Examination of the physical, chemical, geological and biological
aspects of the Earth's oceans. Prerequisite: Reading proficiency.

PSC 1150 Fundamentals of Chemistry and Physics. 4 Credits Sc
Chemistry and physics concepts essential for health technology
with emphasis on human systems. (Formerly PSC 151. Credit may
not be earned for both PSC 1150 and PSC 1510.) Prerequisites:
MAT 1040 and reading proficiency. 3 class/2 lab hours.

PSC 1200 Exploring Chemistry and Physics Concepts. 4 Credits Sc
Hands-on activity-based course is for students who plan to teach
preschool through grade 8. Content is based on topics recommended
by National Science Education Content Standards and the K–8 Science
Outcomes document of Prince George's County Public Schools.
Emphasis is on building process skills and content understanding using
a constructivist-based teaching methodology. Prerequisite: Reading
proficiency. 3 class/2 lab hours.

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Chapter 7—Course Descriptions (continued on next page)
PSC 1210 Exploring Earth and Space Science Concepts. 4 Credits
Hands-on activity-based course covering topics in earth and space sciences for students who plan to teach preschool through grade 8. Content is based on topics recommended by National Science Education Content Standards and the K–8 Science Outcomes document of Prince George’s County Public Schools. Emphasis is on building process skills and content understanding using a constructivist-based teaching methodology. Prerequisite: Reading proficiency. 3 class/2 lab hours.

PSC 2890H Honors Colloquium in Physical Sciences. 3 Credits
This Honors colloquium will examine special topics in the field of physical science and their relevance across disciplinary perspectives. The issues to be addressed in each colloquium will vary from semester to semester. These courses are designed for students in the Honors Program but are open to others with the approval of the honors coordinator or the instructor. Prerequisites: Reading proficiency and permission of the instructor or honors coordinator.

PSC 2910–2930 Cooperative Education. 1–3 Credits

Physics (PHY)

PHY 1010 Introductory Physics I. 4 Credits
Fundamental concepts and basic laws of mechanics, heat, and thermodynamics using a noncalculus approach. Not recommended for science/engineering majors. Prerequisite: MAT 1040 or appropriate test score. 3 class/1 rec/2 lab hours.

PHY 1020 Introductory Physics II. 4 Credits
Fundamental concepts of vibration and sound, electricity and magnetism, optics and modern physics. Prerequisite: PHY 1010. 3 class/1 rec/2 lab hours.

PHY 1030 General Physics I. 3 Credits
First semester of three-semester sequence (PHY 1030/2030/2040) for science/engineering transfer students. Calculus-based study of classical mechanics, including laws of motion, force, energy, momentum, and gravitation. Prerequisites: MAT 2410; MAT 2420 completed or concurrent. 3 class/1 rec hours.

PHY 1560 Technical Physics for Radiography. 3 Credits
Basic principles of health physics and radiation, including biological effects and protection measures. For radiography students only. Prerequisite: RAD 1560. (Offered fall only)

PHY 1570 Technical Physics for Engineering Technology. 4 Credits
Concepts of energy and waves applied to sound, light, electricity and magnetism. For transfer to Engineering Technology program only. Prerequisite: MAT 1340 completed or concurrent. 3 class/3 lab hours.

PHY 2030 General Physics II. 4 Credits
Calculus-based survey of kinetic theory, thermodynamics, electricity and magnetism, and electromagnetic phenomena. For science/engineering transfers. Prerequisites: PHY 1030 and MAT 2420. 3 class/1 rec/3 lab hours.

PHY 2040 General Physics III. 4 Credits
Calculus-based survey of simple harmonic motion, mechanical and electromagnetic waves, optics, relativity and modern physics. For science/engineering transfers. Prerequisite: PHY 2030. 3 class/1 rec/3 lab hours.

PHY 2890H Honors Colloquium in Physics. 3 Credits
This Honors colloquium will examine special topics in the field of physics and their relevance across disciplinary perspectives. The issues to be addressed in each colloquium will vary from semester to semester. These courses are designed for students in the Honors Program but are open to others with the approval of the Honors coordinator or the instructor. Prerequisites: Reading proficiency and permission of instructor or honors coordinator.

PSC 2910–2930 Cooperative Education. 1–3 Credits

Political Science (POS)

POS 1000 Introduction to Politics. 3 Credits
Introduction to terms, concepts and theories of political science and their application to law, politics and government. Prerequisite: Reading proficiency.

POS 1010 American National Government. 3 Credits
A study of the Constitution and the American political system, including how power and authority are acquired and applied. Emphasis will be placed on the Congress, the Presidency and the Supreme Court, as well as on voting dynamics, political parties, interest groups, public opinion and the media. Prerequisite: Reading proficiency. (Honors version available.)

POS 1020 State and Local Government. 3 Credits
Function, role and responsibilities of state and local governments with emphasis on Maryland and Prince George's County. Prerequisite: Reading proficiency.

POS 2010 Political Ideologies. 3 Credits
Survey of prominent political ideologies influencing 20th century history and politics: nationalism, socialism, communism, fascism and democracy. Prerequisite: Reading proficiency.

POS 2070 Introduction to International Politics. 3 Credits
Analysis of major factors influencing world politics and the conduct of foreign policy. Prerequisite: Reading proficiency.
POS 2150 Introduction to Comparative Politics and Government.  
3 Credits  
This course is an introduction to the comparative study of how different polities approach problems of government and governing. Focus will be placed on comparing and contrasting three models of government, democracies, communist regimes and developing nations. Prerequisite: Reading proficiency.

POS 2890H Honors Colloquium in Political Science. 3 Credits  
Team-taught by political science and psychology professors, this colloquium will examine the phenomenon of leadership by focusing primarily on the scholarship and analysis of several modern approaches. Leadership theories of Harvard psychologist Howard Gardner provide the framework for comparing leaders in a variety of fields. And political scientist James McGregor Burns's psychopolitical paradigm of transforming leadership will be used to examine such leaders as Queen Elizabeth I, Gandhi, Franklin and Eleanor Roosevelt, Martin Luther King, and Mikhail Gorbachev, all major contributors to political, military, scientific, and cultural aspects of our society. Prerequisites: Minimum score of 95 of the college's placement exam, 3.00 cumulative GPA, and permission of the instructors or the Honors Program coordinator.

POS 2910-2930 Cooperative Education. 1–3 Credits

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**Psychology (PSY)**

**Psychology Department**  
Marlboro Hall, Room 2054  
301-322-0525

PSY 1010 General Psychology. 3 Credits  
University-parallel introductory course which surveys the field of psychology, including the study of behavior, cognitive processes, the concepts of memory, perception and sensation, consciousness, personality development, psychological disorders, psychotherapy, and social behavior. Prerequisite: Reading proficiency. (Honors version available)

PSY 1150 Death and Dying. 3 Credits  
Historical and current concepts of death and dying, including implications of euthanasia and suicide. Prerequisite: Reading proficiency.

PSY 2010 Personality and Adjustment. 3 Credits  
Theories of personality and personality development, personal adjustment and mental health. Prerequisite: PSY 1010. (Honors version available)

PSY 2030 Child Psychology. 3 Credits  
Physical, cognitive, social, emotional, and moral development of the child from conception until adolescence. Prerequisite: PSY 1010.

PSY 2040 Adolescent Psychology. 3 Credits  
Physical, cognitive, social, emotional and moral development of the adolescent, including discussion of different phases of adolescence. Prerequisite: PSY 1010.

PSY 2060 Educational Psychology. 3 Credits  
Focus on the processes and theories of learning, individual differences, measurement, motivation, emotions, and problem solving, as well as thinking and communication in educational settings. Prerequisite: PSY 1010. A.A.T. students should take this course with EDU 2350.

PSY 2070 Human Growth and Development. 3 Credits  
Life-span psychology covers the physical, cognitive, social, emotional, and moral development of the individual from conception until death. Prerequisite: PSY 1010. (Honors version available)

PSY 2080 Abnormal Psychology. 3 Credits  
Focus on human behaviors and mental experiences that are unusual, unreasonable, and distinct from cultural norms. Appropriate psychotherapeutic interventions as well as changing views of mental disorders are considered. Prerequisite: PSY 1010. (Honors version available)

PSY 2090 The Psychology of Aging. 3 Credits  
The biological, psychological, historical and cultural aspects of aging are presented in a multidisciplinary approach. Diversities in the aging experience are discussed. Prerequisite: PSY 1010.

PSY 2100 Psychology of Women. 3 Credits  
An introductory course focusing on developmental, ecological, psychological and gender issues relevant to women. Prerequisite: PSY 1010.

PSY 2110 Psychology and African-Americans. 3 Credits  
Examines the psychology of African-Americans from Afrocentric, historical, behavioral, developmental and humanistic perspectives. Prerequisite: PSY 1010.

PSY 2120 Drugs and Behavior. 3 Credits  
Overview of the use of psychotropic drugs, including abused drugs as well as those used to treat mental disorders. Topics include legal and scientific issues relating to psychopharmacology, as well as its historical context. Treatment, law enforcement, and educational perspectives are also considered. Prerequisite: PSY 1010.

PSY 2130 Forensic Psychology. 3 Credits  
Introduces concepts that unite psychology and the law, and reviews statutes governing competency, insanity and involuntary commitment. Students will become acquainted with forensic assessment techniques, including the interview process, specialized training, and the collection of collateral information. Also considered are the assessments of competency to stand trial, criminal responsibility, and dangerousness. Pre-sentencing and child custody evaluations are discussed as well. Prerequisite: PSY 1010.

PSY 2190 Social Psychology. 3 Credits  
Covers predominant theories and research strategies, focusing on social cognition, including beliefs, judgments, behaviors and attitudes; social influence, including conformity, persuasion, and group influence; and social relations, including the theories and research on aggression, prejudice, attraction and intimacy, altruism, conflict, and peacemaking. Prerequisite: PSY 101.
The course content within the Radiography Program is divided into the following modules:

- **Module I: Radiation Protection**
- **Module II: Equipment Operation and Quality Control**
- **Module III: Image Production and Evaluation**
- **Module IV: Radiographic Procedures**
- **Module V: Patient Care and Education**
- **Module VI: Clinical Radiography**

Each course encompasses a combination of modules designed to develop and expand the didactic and clinical knowledge base of radiography.

**RAD 1410 Radiographic Procedures I. 3 Credits**

Introduction to standard terminology and general and patient considerations from routine radiographic positioning and projections. Responsibilities of the radiographer for radiation protection of patients, personnel and the public are discussed. Emphasis is on radiographic procedures of the upper extremity and shoulder girdle, lower extremity, thorax and abdomen; incorporating related pathology and consideration of mobile, surgical, pediatric and geriatric patients. Prerequisites: Program admission; EGL 1010, MAT 1120, BIO 2050, BIO 2060, and MHE 2000. RAD 1500, RAD 1510 and RAD 1530 concurrent. 2 lecture/3 lab hours (Offered fall only)

**RAD 1420 Radiographic Procedures II. 3 Credits**

Emphasis is on radiographic procedures of the bony thorax, vertebral column, pelvis, and gastrointestinal system; incorporating related pathology and consideration of mobile, surgical, pediatric and geriatric patients. Image intensified fluoroscopic equipment and use of contrast media is included in course content. Special focus on surgical radiography. This course expands upon course content of RAD 1410, to include application of radiation protection, equipment operation and quality control, image production and evaluation, and patient care and education. Prerequisites: RAD 1410, RAD 1500, RAD 1510 and RAD 1530. RAD 1540 and RAD 1580 concurrent. 2 lecture/3 lab hours. (Offered spring only)

**RAD 1430 Radiation Biology and Protection. 3 Credits**

Interactions of radiation with matter and biological effects associated with the use of ionizing radiation are presented. Focus is on radiation safety of patients and personnel based on the ALARA concept NCRP recommendations and NRC and COMAR regulations. Health implications to present and future generations, radiosensitivity, and manifestation and treatment of radiation sickness are discussed. Prerequisites: RAD 1500. RAD 2410 and RAD 2530 concurrent. (Offered fall semester only)

**RAD 1500 Image Production and Imaging Equipment I. 3 Credits**

Introduction to radiographic imaging systems to include the X-ray tube, operating console and high-voltage generator. X-ray production, interactions of x-radiation with matter and radiographic image formation are explored. Controlling and influencing factors of radiographic image quality are studied in depth. This course prepares students for proper use of radiographic equipment to produce and evaluate diagnostic radiographic images in the clinical setting. Prerequisites: MAT 1120, EGL 1010, BIO 2050, BIO 2060 and MHE 2000. RAD 1410, RAD 1510 and RAD 1530 concurrent. (Offered fall only)

**RAD 1510 Patient Care and Education I. 2 Credits**

Introduction to principles of patient care as preparation for interactions in the clinical education setting. Focus on responsibilities to patients, peers and the profession to include professional, medicolegal and ethical issues. Infection control, aseptic technique, vital signs, medical emergencies and pharmacology are included. Consideration of human diversity and cultural implications associated with health care. Includes medical terminology. Prerequisites: MAT 1120, EGL 1010, BIO 2050, BIO 2060 and MHE 2000. RAD 1420, RAD 1540 concurrent. 4 lecture hours/8 weeks. (Offered fall only)
RAD 1530 Clinical Radiography I. 2 Credits
First course in the clinical education component of the program. Supervised, competency-based clinical education with emphasis on application of comprehensive didactic knowledge in clinical practice. Emphasis on radiographic procedures of the upper extremity and shoulder girdle, lower extremity, thorax and abdomen. Prerequisites: MAT 1120, EGL 1010, BIO 2050, BIO 2060 and MHE 2000. RAD 1410, RAD 1500, RAD 1510 concurrent. 2 days/8 hours/8 weeks. (Offered fall only)

RAD 1540 Clinical Radiography II. 4 Credits
Second course in the clinical education component of the program. Expands upon knowledge and skills from previous clinical education courses. Supervised, competency-based clinical education with emphasis on application of comprehensive didactic knowledge and demonstration of proficiency in clinical practice. Emphasis on radiographic procedures of the bony thorax, pelvis, vertebral column and gastrointestinal system. Prerequisites: RAD 1410, RAD 1500, RAD 1510, RAD 1530. RAD 1420 and RAD 1580 concurrent. 2 days/8 hours. (Offered spring only)

RAD 1550 Clinical Radiography III. 4 Credits
Third course in the clinical education component of the program. Expands upon knowledge and skills from previous clinical education courses. Supervised, competency-based clinical education with emphasis on application of comprehensive didactic knowledge and demonstration of proficiency in clinical practice. Emphasis on radiographic procedures covered during RAD 1410 and RAD 1420. Prerequisite: RAD 1420, RAD 1540 and RAD 1580. 4 days/8 hours. (Offered summer only)

RAD 1580 Image Production and Imaging Equipment II. 3 Credits
Continuation of RAD 1500, exploring radiographic imaging systems in greater depth to include digital radiography. Quality control of radiographic equipment and analysis of common equipment malfunctions are expanded upon. Image acquisition and processing with both film/screen and digital radiography systems are included. Prerequisites: RAD 1410, RAD 1500, RAD 1510, and RAD 1530. RAD 1420 and RAD 1540 concurrent. (Offered fall only)

RAD 2000 Computed Tomography Practicum. 1 Credit
Introductory clinical education course for computed tomography. Provides students with a basic understanding of computed tomography equipment and procedures. Provides students with a more complete understanding of correlative anatomy and diagnosis/treatment of disease. Prerequisites: RAD 2410, RAD 2530 and PHY 1430. RAD 2420, RAD 2430 and RAD 2570 and RAD 2540 concurrent. 4 hours/week. (Offered spring only)

RAD 2410 Radiographic Procedures III. 3 Credits
Emphasis on radiographic procedures of the cranium and special contrast procedures. Includes consideration of mobile, surgical, pediatric and geriatric patients, incorporating related pathology. Expanded study of pediatric, trauma and mobile and surgical radiography from previous semesters. This course expands upon course content of RAD 1420, to include application of radiation protection, equipment operation and quality control, image production/evaluation, and patient care and education. Prerequisites: RAD 1550; RAD 2530 and RAD 1430 concurrent. 2 lecture/3 lab hours. (Offered fall only)

RAD 2420 Radiographic Procedures IV. 2 Credits
The culmination of studies in radiographic procedures to include introduction of additional imaging modalities. This course expands upon course content of RAD 2410, to include application of radiation protection, equipment operation and quality control, image production and evaluation, and patient care and education. Emphasis is placed on knowledge application and retention for lifelong learning and professional development. Prerequisites: RAD 2410, RAD 2530 and RAD 1430. RAD 2000, RAD 2430, RAD 2540 and RAD 2570 concurrent. (Offered spring only)

RAD 2430 Patient Care and Education II. 2 Credits
Expands upon course content of RAD 1510, providing students with a greater understanding of administrative and financial considerations associated with radiographic procedures, and medico-legals and ethical issues. Includes basic EKG and dysrhythmia interpretation, oxygen therapy, venipuncture, and contrast media administration, pharmacology and assessment of the emergent patient. Focus on skills related to resume writing and obtaining an entry level position in the field of radiography. Prerequisites: RAD 2410, RAD 2530 and RAD 1430. RAD 2420, RAD 2540, RAD 2000 and RAD 2570 concurrent. (Offered spring only)

RAD 2530 Clinical Radiography IV. 4 Credits
Fourth course in the clinical education component of the program. Expands upon the knowledge and skills from previous clinical education courses. Supervised, competency-based clinical education with emphasis on application of comprehensive didactic knowledge and demonstration of proficiency in clinical practice. Emphasis on cranial and pediatric radiography. Re-enforcement of application of radiation protection, equipment operation and quality control, image production and evaluation, patient care and education. Prerequisites: RAD 1550. RAD 2410 and RAD 1430 concurrent. 2 days/8 hours.

RAD 2540 Clinical Radiography V. 4 Credits
Final course in the clinical education component of the program. Expands upon knowledge and skills from previous clinical education courses. Supervised, competency-based clinical education with emphasis on application of comprehensive didactic knowledge and demonstration of proficiency in clinical practice with emphasis on application of comprehensive didactic knowledge in clinical practice. This course serves as the culminating experience for the program, ensuring that graduates are prepared for entry-level positions in the field of radiography. Prerequisites: RAD 2410, RAD 2530 and RAD 1430. RAD 2420, RAD 2530, RAD 2000 and RAD 2570 concurrent. 2 days/.8 hours.

RAD 2570 Preparation for ARRT Certification. 1 Credit
Review and discussion of all material covered during the course of the program in preparation for the ARRT certifying exam in Radiography. Didactic review of patient care and education, equipment operation and quality control, radiographic procedures, image production and evaluation, radiation protection and clinical radiography. Critical thinking and problem solving skills are challenged. Prerequisite: RAD 2410, RAD 2530 and RAD 1430. RAD 2000, RAD 2420, RAD 2430, and RAD 2540 concurrent. (Offered spring only)

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Radiography (RAD) continues from previous page

RAD 2960 Principles and Practice of Computed Tomography, Part I. 3 Credits
Board preparatory course providing students with knowledge in cross-sectional anatomy, patient care, imaging protocols, and physics and instrumentation as they prepare for the ARRT certification exam in CT. Prerequisite: ARRT certification in radiography or radiation therapy, or ARRT or NMTCB certification in Nuclear Medicine. (Fall and spring)

RAD 2970 Principles and Practice of Computed Tomography, Part II. 2 Credits
Designed for those students who want to transfer their didactic knowledge to the clinical setting. Students will work under the supervision of registered CT technologists and board-certified radiologists as they perform CT examinations. Provides a base for completing competency requirements for the ARRT examination. Students must meet supporting-category requirement of registration in appropriate discipline as determined by the ARRT: Maryland State license, as applicable. Prerequisite: RAD 2960.

RAD 2980 Principles and Practice of Magnetic Resonance Imaging, Part I. 3 Credits
Board preparatory course providing students with knowledge in cross-sectional anatomy, patient care and safety, imaging protocols, and physics and instrumentation as they prepare for the ARRT certification exam in MRI. Prerequisite: ARRT certification in radiography or radiation therapy, ARRT or NMTCB certification in Nuclear medicine, or ARRT or ARDMG certification in Sonography. (Fall and spring)

RAD 2990 Principles and Practice of Magnetic Resonance Imaging, Part II. 2 Credits
Designed for those students who want to transfer their didactic knowledge to the clinical setting. Students will work under the supervision of registered MR technologists and board-certified radiologists as they perform MR examinations. Provides a base for completing competency requirements for the ARRT examination. Students must meet supporting-category requirement of registration in appropriate discipline as determined by the ARRT; Maryland state license, as applicable. Prerequisite: RAD 2980.

Real Estate (RLS)

Business Management Department
Bladen Hall, Room 210
301-322-0080

All real estate courses are offered in both credit and noncredit modes. Noncredit CEUs in RES 329 may be converted to academic credit through examination. RES 368 and RES 369 can be converted to RLS 1030. Consult program coordinator for details.

RLS 1030 Real Estate Principles and Practices for Salespersons. 4 Credits
Satisfies the 60-hour educational requirement for real estate salesperson licensure. Introduces concepts of property type, various interests in real estate and how they are held, property description, agency, real estate mathematics, property valuation, finance, settlement computations, contract law, real estate finance, transfer of title and taxation. It also presents details of Maryland real estate license law and relevant sections of real property and other statutes that affect the delivery of real estate brokerage services dealing with agency, property disclosure, Fair Housing, real estate ethics, and environmental concerns. Prerequisite: Reading proficiency.

RLS 2030 Real Estate Finance and Investment. 3 Credits
Decision-making analysis for real estate investment based on both the characteristics of the investment property and the availability and cost of funds appropriate for the project. Cash-flow forecasting, arranging financing, creative financing, tax implications and timing of disposal of property. Uses spreadsheets and financial calculators. Prerequisites: Reading and arithmetic proficiency.

RPM 1010 Introduction to Residential Property Management. 3 Credits
This course is designed to prepare students to manage multi-family properties. The management of rental property (apartments) is emphasized, but common interest realty associations (CIRA) and other residential property (manufactured and senior housing, single family homes) are also covered. Course topics include: forms and goals of ownership, leasing, human resource management, property operations, resident policies, marketing, budgeting and planning, legal and risk management, and government regulations. Prepares students for entry-level positions as leasing consultants or assistant property managers, as well as for further professional training and certification. Prerequisites: Reading, English and mathematics proficiency.

RPM 1020 Maintenance for Residential Property Management. 3 Credits
Designed to prepare students to develop and implement maintenance systems for residential properties. Course topics include: the property manager’s role in maintenance; conducting inspections; developing and scheduling maintenance programs; budgeting for maintenance; staffing and contracting; energy management; customer service; government codes and regulations; and, safety and security. Prerequisite: RPM 1010.

RPM 2910–2930 Cooperative Education. 1–3 Credits

Residential Property Management (RPM)
RST courses are offered once per year in the fall, spring, or summer sessions (SS) I or II. A grade of C or better must be maintained in all prerequisites, program courses, and required science courses.

RST 1530 Principles and Practice of Respiratory Therapy I. 3 Credits
Orientation to basic principles of respiratory care to include medical terminology, history, professional organizations, and credentialing system. Fundamentals of patient care will be introduced in didactic, laboratory and clinical arenas. Prerequisites: Admission to RST program and completion of BIO 2050, BIO 2060, PSC 1150 and MAT 1120; RST 1570 concurrent. 2 class/3 clinical hours. (Offered fall only)

RST 1570 Principles of Cardiopulmonary Physiology. 4 Credits
Anatomy and physiology of the cardiopulmonary system with emphasis on developing very precise and in-depth understanding of oxygen and carbon dioxide transport mechanisms, chemical control of breathing and acid-base interpretation. Prerequisites: BIO 2050, BIO 2060, MAT 1120, and PSC 1150; RST 1530 concurrent. (Offered fall only)

RST 1600 Principles of Ventilatory Diseases. 3 Credits
Fundamental concepts of pulmonary pathophysiology and related cardiopulmonary disorders with application of diagnosis, treatment and patient management. Computer-assisted instruction utilized throughout the course. Prerequisites: RST 1530 and RST 1570; RST 1630 concurrent. (Offered spring only)

RST 1630 Principles and Practice of Respiratory Therapy II. 5 Credits
Assessment, application and troubleshooting of fundamental respiratory therapy equipment as it applies to patient care. Coordinated didactic, laboratory and clinical components to enhance effective cognitive and psychomotor skills. Prerequisites: RST 1530 and RST 1570; RST 1600 concurrent. 2 class/2 lab/10 clinical hours. (Offered spring only)

RST 1730 Clinical Practice in Respiratory Therapy III. 3 Credits
Continued clinical practicum covering general respiratory care procedures and pulmonary function technology. Prerequisites: RST 1600 and RST 1630. 27 clinical hours for 5 weeks. (Offered summer only)

RST 1740 Ventilators and Introduction to Critical Care. 3 Credits
Concepts of mechanical ventilators and modes of ventilation with application to clinical practice. Prerequisite: RST 1730. 27 lab hours for 5 weeks. (Offered summer only)

RST 2490 Neonatal Respiratory Care. 2 Credits
Designed to prepare students with theoretical understanding of fetal cardiopulmonary development, disease states specific to neonatal patients as well as implementation of physical assessment and adaptation of respiratory care modalities to meet the needs of this unique group of critically ill patients. Preparation for student entry into the neonatal critical care clinical rotation. Open to second-year respiratory therapy students, credentialed respiratory care practitioners and nurses interested in neonatal intensive care. Prerequisites: RST 1740; RST 2500 and RST 2530 concurrent. (Offered fall only)

RST 2500 Pharmacology for Respiratory Therapy. 3 Credits
Concepts of pharmacology of analgesics, cardiovascular drugs, anesthetics, and all drugs utilized in the practice of respiratory therapy. Includes EKG interpretation and ACLS preparation. Prerequisites: RST 1740; RST 2490 and RST 2530 concurrent. (Offered fall only)

RST 2530 Clinical Practice in Critical Care I. 5 Credits
Specialized clinical rotations in adult critical care with application of mechanical ventilation, hemodynamics and management of the patient in the critical care setting. Prerequisites: RST 1740; RST 2490 and RST 2500 concurrent. 15 clinical hours. (Offered spring only)

RST 2620 Trends in Respiratory Therapy. 2 Credits
Advanced principles of respiratory therapy with emphasis on critical care concepts. Computer-assisted instruction with clinical simulations enhance student learning and preparation for NBRC Board Examinations. Prerequisites: RST 2500 and RST 2530; RST 2630 concurrent. (Offered spring only)

RST 2630 Clinical Practice in Critical Care II. 5 Credits
Specialized clinical rotations in adult and neonatal critical care. Additional practice will be provided through home care and research facilities. Prerequisites: RST 2500 and RST 2530; RST 2620 concurrent. 15 clinical hours. (Offered spring only)

Service Learning (SLN)

Service Learning Office
Bladen Hall, Room 210
301-322-0713

The Service Learning Program encourages the development of civic responsibility through students’ participation in service projects within the community which support their academic objectives. Service Learning at Prince George’s Community College is an academic component that can be integrated within the coursework of most disciplines and also is available as a separate independent credit course.

SLN 2010 Service Learning. 1 Credit
An independent volunteer experience of a minimum of 50 hours with a community organization that meets academic objectives within the student’s educational discipline. May be repeated for a combined total of 6 SLN credits.
SOC 1010 Introduction to Sociology. 3 Credits
Survey of sociological concepts and their application to socialization, social organizations and social change. Prerequisite: Reading proficiency. (Honors version available.)

SOC 1020 Marriage and Family. 3 Credits
Survey of modern marriage and family issues and related sociological trends in America. Prerequisite: SOC 1010, PSY 1010, or ANT 1030.

SOC 1030 Sociology of Food. 3 Credits
Provides content-specific sociology course that would interest students in nursing, biological sciences and food and hospitality. The growing ethnic diversity in the United States is implicated in the diet and health trends. The course will provide insights into the correlation between culture, lifestyles, food preparation and consumption, and health. Prerequisites: Reading and writing proficiencies.

SOC 1150 Sociology of Death and Dying. 3 Credits
Survey course offering a broad overview of death and dying across cultures. Topics include the historical evolution of care and treatment of the dying and the dead; attitudes toward death; the understanding of and care for terminally ill patients; funeral rituals; burial, mourning and grief practices; grief counseling; suicide and euthanasia. Prerequisites: Reading and writing proficiencies.

SOC 2010 Social Problems. 3 Credits
Review of problems facing American society and their sociological implications, including theories of social deviance and social disorganization. Prerequisite: SOC 1010, PSY 1010, or POS 1010. (Honors version available)

SOC 2030 Criminology. 3 Credits
Social and psychological concepts of criminal behavior and the chronic offender. Prerequisite: ANT 1010, SOC 1010 or PSY 1010.

SOC 2040 Introduction to Social Work. 3 Credits
Presentation of the ethics, value, knowledge, and policy base, principles and purposes of the profession, including an examination of methods of practice. Traditional and innovative social work settings are discussed. Socio-historical development of Social Work and its influence on contemporary practice are reviewed. Prerequisite: SOC 1010 or PSY 1010 or POS 1010 or ANT 1010 with grade of C or better.

SOC 2090 The Sociology of Minorities. 3 Credits
Outlines the establishment, maintenance, and breakdown of dominance processes between ethnic, racial and religious groups with emphasis on cross-cultural and cross-national patterns. Prerequisite: ANT 1030 or POS 1010 or SOC 1010 or PSY 1010.

SOC 2400 Introduction to Public Health and Health Care Policy. 3 Credits
An interdisciplinary course taught by leaders in the field focusing on the many areas contributing to public health and health policy. The intent is to heighten awareness of learners as both citizens and voters in understanding the importance of public health and health care policy development in the United States. Site visits to local and state health departments and government agencies will be included. Prerequisites: Reading proficiency and EGL 1010.

SOC 2890H Honors Colloquium in Sociology. 3 Credits
This Honors colloquium will examine special topics in the field of sociology and their relevance across disciplinary perspectives. The issues to be addressed in each colloquium will vary from semester to semester. These courses are designed for students in the Honors Program, but are open to others with the approval of the Honors coordinator or the instructor. Prerequisites: Reading proficiency and permission of instructor or Honors coordinator.

SOC 2910–2930 Cooperative Education. 1–3 Credits

Spanish (SPN)

Language Studies Department
Bladen Hall, Room 310
301-322-0946

SPN courses meet for 3 class hours and 1 additional lab hour per week, or equivalent.

SPN 1010 Spanish for Beginners. 3 Credits
H
Introduction to the language—reading, writing, understanding and speaking—and to the culture of Spain and the Hispanic countries.

SPN 1020 Spanish for Advanced Beginners. 3 Credits
H
Continued development of Spanish language skills and cross-cultural understanding begun in SPN 101. Prerequisite: SPN 1010 or two years of high school Spanish or equivalent.

SPN 2010 Intermediate Spanish I. 3 Credits
H
Intermediate study of the Spanish language and culture building on the foundation of Spanish for Beginners. Prerequisite: SPN 1020 or three years of high school Spanish or equivalent.

SPN 2020 Intermediate Spanish II. 3 Credits  
Continuation of SPN 2010 with emphasis on the history and culture of Spain and Latin America. Prerequisite: SPN 2010 or four years of high school Spanish or equivalent. Native Spanish speakers welcome with permission of the department.

SPN 2040 Advanced Conversation. 3 Credits  
Advanced preparation for students who wish to develop fluency and confidence in speaking Spanish. Prerequisite: SPN 2010 or four years of high school Spanish or equivalent. Native Spanish speakers welcome with permission of the department.

SPN 2910–2930 Cooperative Education. 1–3 Credits

Speech Communication (SPH)

市场的专业

Communication and Theatre Department  
Queen Anne Fine Arts Building, Room 113  
301-322-0926

SPH 0950 Oral U.S. English for the Non-native Speaker.  0 Credits (3 CEUs)  
U.S. English speaking skills for non-native speakers with limited English language skills. Continuing Education Units (CEUs) awarded for successful completion. Prerequisites: ESL 0810 and ESL 1000 with a grade of C or higher or placement by exam. 3 class/1 recitation hour.

SPH 1000 Oral U.S. Communication Skills for the Non-native Speaker. 3 Credits  
Oral communication skills, emphasizing the ability to send clearly spoken messages and to listen accurately in U.S. English. Prerequisites: SPH 0950, ESL 1020 and ESL 1050 with a grade of C or higher or placement by exam. 3 class/1 recitation hour.

SPH 1010 Introduction to Speech Communication. 3 Credits  
Oral communication theory and practice focusing on interpersonal, small group and public speaking skills. Prerequisites: Reading and oral proficiencies or SPH 1000 and ESL 1060 with a grade of C or higher. (Honors version available)

SPH 1030H Honors Argumentation and Debate. 3 Credits  
Principles, preparation and practice of oral argumentation and debate. Prerequisite: Enrolled in Honors Program or permission of department.

SPH 1050 Group Communication and Leadership. 3 Credits  
Fundamentals of small group communication, including structuring of groups and extensive practice in group discussion and meeting management. Prerequisites: Reading and oral proficiencies or SPH 1000 and ESL 1060 with a grade of C or higher.

SPH 1070 Voice and Diction. 3 Credits  
Development of vocal skills and articulation through the use of the International Phonetic Alphabet. Prerequisites: Reading and oral proficiencies or SPH 1000 and ESL 1060 with a grade of C or higher.

SPH 1090 Interpersonal Communication. 3 Credits  
Development of oral communication skills to enhance human interaction, including nonverbal and verbal language usage, listening, conflict management and multicultural communication. Prerequisites: Reading and oral proficiencies or SPH 1000 and ESL 1060 with a grade of C or higher. (Honors version available.)

SPH 1110 Public Speaking. 3 Credits  
Development of public speaking skills. Prerequisites: Reading and oral proficiencies or SPH 1000 and ESL 1060 with a grade of C or higher.

SPH 1130 Interviewing. 3 Credits  
Principles and procedures of interviewing, focusing on different types of interviews, their structures and the roles of the interviewer and interviewee. Prerequisites: Reading and oral proficiencies or SPH 1000 and ESL 1060 with a grade of C or higher.

SPH 1170 Oral Interpretation of Literature. 3 Credits  
Theory and practice of performing prose, poetry and drama. Relationships of the oral interpreter to the work and the audience. Prerequisites: Reading and oral proficiencies or SPH 1000 and ESL 1060 with a grade of C or higher.

SPH 1210 Public Relations Techniques. 3 Credits  
Public relations message design and dissemination. Prerequisites: Reading and oral proficiencies or SPH 1000 and ESL 1060 with a grade of C or higher. 2 class/2 lab hours.

SPH 1230 Intercultural Communication. 3 Credits  
Exploring communication differences and similarities when living and working with people of differing ethnicity, race, sex, age and/or nationality. Prerequisites: Reading and oral proficiencies or SPH 1000 and ESL 1060 with a grade of C or higher.

SPH 2180 Reader’s Theatre. 3 Credits  
Group performance of literature using prepared and original scripts. Prerequisite: SPH 1170 or THE 2010 or permission of department.

SPH 2210 Applied Speech Communication and Theatre. 3 Credits  
Group and individualized instruction in speech, mass media, and theatre. Prerequisite: Permission of department. 2 class/2 lab hours.

SPH 2270 Leadership Development. 3 Credits  
Development of practical, effective workplace leadership skills through study, observation, and application. Integrates readings from the humanities, experiential exercises, films, and contemporary readings on leadership. (Credit may not be received for both MGT 2750 and SPH 2750.) Prerequisites: Reading and oral proficiencies or SPH 1000 and ESL 1060 with a grade of C or higher.

SPH 2890H Honors Colloquium in Speech. 3 Credits  
This Honors colloquium will examine special topics in the field of speech and their relevance across disciplinary perspectives. The issues to be addressed in each colloquium will vary from semester to semester. These courses are designed for students in the Honors Program, but are open to others with the approval of the Honors coordinator or the instructor. Prerequisites: Reading proficiency and permission of instructor or Honors coordinator.

SPH 2910–2930 Cooperative Education. 1–3 Credits

CL=Computer Literacy Req.  
E=English Req.  
H=Humanities Req.  
M=Math Req.  
Sc=Science Req.  
SS=Social Science Req.
Television, Radio and Film (TRF)

Communication and Theatre Department
Queen Anne Fine Arts Building, Room 113
301-322-0926

TRF 1310 Introduction to Mass Communication. 3 Credits
Mass media systems: their history, regulation, aesthetics and contemporary impact. Prerequisites: Reading and oral proficiencies or SPH 1000 and ESL 1060 with a grade of C or higher.

TRF 1330 Television Production I. 3 Credits
Techniques of studio production and basic field techniques with practice in student productions. Prerequisites: Reading and oral proficiencies or SPH 1000 and ESL 1060 with a grade of C or higher. 2 class/2 lab hours.

TRF 1410 Introduction to Radio. 3 Credits
Radio as a mass medium: origins and techniques of programming, scriptwriting, announcing, studio production and station operation. Prerequisites: Reading and oral proficiencies or SPH 1000 and ESL 1060 with a grade of C or higher. 2 class/2 lab hours.

TRF 2040 Introduction to Broadcast News. 3 Credits
Provides training in electronic news gathering, interviewing, story developing, reporting, editing, and producing news for radio and television. Prerequisites: Reading and oral proficiencies or SPH 1000 and ESL 1060 with a grade of C or higher. 2 class/2 lab hours.

TRF 2310 Introduction to Film. 3 Credits
Historical, artistic and sociological trends of the cinema, supplemented by film viewing and analysis. Credit may not be received for both EGL 2310 and TRF 2310. Prerequisites: Reading and oral proficiencies or SPH 1000 and ESL 1060 with a grade of C or higher.

TRF 2330 Television Production II. 3 Credits
Television production emphasizing field production and editing. Prerequisites: TRF 1330 and permission of department. 3 class/2 lab hours.

TRF 2910–2930 Cooperative Education. 1–3 Credits

Theatre (THE)

Communication and Theatre Department
Queen Anne Fine Arts Building, Room 113
301-322-0926

THE 1010 Introduction to the Theatre. 3 Credits
Appreciating the director, the actor, the playwright and the people behind the scenes in today’s theatre. Prerequisites: Reading and oral proficiencies or SPH 1000 and ESL 1060 with a grade of C or higher. (Honors version available.)

THE 1030 Introduction to Stage Technology. 1 Credit
Overview of stage technology as a profession, including its history, architecture, jargon, opportunities, educational and practical requirements. Includes field work. Prerequisites: Reading and oral proficiencies, or SPH 1000 and ESL 1060 (grades of C or higher), or permission of the department.

THE 1040 Staging/Grips. 4 Credits
Introduction to the job of a stage carpenter, emphasizing familiarity with the stage space and its equipment, routine of loading a show into the theatre and running a show. Prerequisite: THE 1030 concurrent or completed, or permission of the department. 2 class/4 lab hours.

THE 1050 Play Production. 3 Credits
Basic elements involved in the production of plays in a community or nonprofessional setting. Prerequisites: Reading and oral proficiencies or SPH 1000 and ESL 1060 with a grade of C or higher.

THE 1060 Theatrical Rigging. 4 Credits
Introduction to the job of a stage flyman/rigger, including familiarity with flying and rigging equipment, routine of hanging a show and running a show on the flyrail. Prerequisite: THE 1030 concurrent or completed, or permission of the department. 2 class/4 lab hours.

THE 1080 Lighting for the Stage. 4 Credits
Introduction to the job of a stage electrician, emphasizing familiarity with lighting equipment, electrical basics and running show electrics. Prerequisite: THE 1030 concurrent or completed, or permission of the department. 2 class/4 lab hours.

THE 1090 Fundamentals of Movement. 3 Credits
An examination of various styles of movement for acting, including mime, dance, and stage combat. Prerequisite: Reading and oral proficiencies or SPH 1000 and ESL 1060 with a grade of C or higher.

THE 1100 Concert and Stage Sound Reinforcement. 4 Credits
Introduction to the job of a stage sound person, familiarity with stage and concert sound equipment, loading in show sound, setting up show sound and running show sound. Prerequisite: THE 1030 concurrent or completed, or permission of the department. 2 class/4 lab hours.

THE 1110 Introduction to Stage Makeup. 2 Credits
Theory and application of stage makeup, covering the creation of types, characters, race and historical periods. Prerequisites: Reading and oral proficiencies or SPH 1000 and ESL 1060 with a grade of C or higher.

THE 1130 Fundamentals of Theatrical Design. 3 Credits
An examination of the aspects of theatrical design from concept to presentation. Prerequisite: THE 1010 with grade of C or better.

THE 1150 Technical Theatre. 3 Credits
Principles and production of scenery and lighting for the theatre. Prerequisites: Reading and oral proficiencies or SPH 1000 and ESL 1060 with a grade of C or higher.
THE 2010 Principles of Acting I. 3 Credits
The experience of acting, involving imagination, body movement, voice techniques, stage awareness and characterization. Prerequisites: Reading and oral proficiencies or SPH 1000 and ESL 1060 with a grade of C or higher.

THE 2020 Principles of Acting II. 3 Credits

THE 2030 Fundamentals of Script Analysis. 3 Credits
Detailed study of the play by analyzing structure, genre, theme, style, character and language. The course also will include an examination of the actor's role in script analysis and the roles of the director, playwright, dramaturge, and audience in the play. Prerequisite: THE 1010 with grade of C or higher.

THE 2040 Theatrical Audiovisual/Multimedia for Special Events. 3 Credits
Introduction to audiovisual equipment, routines of setting up special events, and routines of working in convention and hotel venues. Prerequisite: THE 1060, THE 1080 and THE 1100 with a grade of C or higher or permission of the department. 2 class/2 lab hours.

THE 2050 Fundamentals of Theatre History I. 3 Credits
A study of the development of the theatre from its earliest beginnings to the 17th century. The course will examine archeological evidence, physical structures and how they were used in theatre, and the development of the playwright and play. Prerequisite: THE 1010 with grade of C or higher.

THE 2060 Theatre Computer Automation and Control. 3 Credits
Introduction to automated lighting equipment and control, familiarity with stage automation and motion control systems, assembling and using the systems. Prerequisite: THE 2040 with a grade of C or higher or permission of the department. 2 class/2 lab hours.

THE 2080 Stage Scenery Construction. 4 Credits
Emphasizes familiarity with scene shop equipment and tools, materials, hardware, joinery, layout, and construction of scenery. Prerequisite: THE 1040 with a grade of C or higher or permission of the department. 2 class/4 lab hours.

THE 2100 Concert and Stage Special Effects. 3 Credits
Introduction to stage special effects, electrical and mechanical machinery, firearms, and pyrotechnics. Prerequisite: THE 2060 with a grade of C or higher or permission of the department. 2 class/2 lab hours.

THE 2120 Film and Studio Mechanics. 3 Credits
Introduction to film/video production, production organization and job areas and production techniques unique to film. Prerequisites: THE 1060 and THE 2080 with a grade of C or higher or permission of the department. 2 class/2 lab hours.

THE 2890H Honors Colloquium in Theatre. 3 Credits
This Honors colloquium will examine special topics in the field of theatre and their relevance across disciplinary perspectives. The issues to be addressed in each colloquium will vary from semester to semester. These courses are designed for students in the Honors Program, but are open to others with the approval of the Honors coordinator or the instructor. Prerequisites: Reading proficiency and permission of instructor or Honors coordinator.

THE 2910–2930 Cooperative Education. 1–3 Credits

Women’s Studies (WMS)

Philosophy Department
Bladen Hall, Room 310
301-322-0946

WMS 1010 Introduction to Women’s Studies. 3 Credits
An interdisciplinary approach featuring recent scholarship on women, gender and feminist theory that critically examines assumptions about gender. The readings and assignments reflect women’s experiences with race, class and gender, and provide information about women's psychology, biology, roles, experiences, contributions and history. Prerequisite: Reading proficiency.

Work-Based Learning (WBL)

Center for Work-Based Learning
Marlboro, Room 2092
301-322-0135

WBL 2010 Preparation for Work-Based Learning. 1 Credit
Prepares students for participation in various work-based learning experiences, including internships, cooperative education, and professional employment. Students will learn the skills and knowledge needed to obtain positions related to their academic disciplines, including resume preparation, communication and interviewing skills, job researching, evaluating job offers, workplace professionalism, and on-the-job performance. Prerequisite: Reading proficiency.
Many students who attend Prince George’s Community College do so in order to prepare for transfer to a four-year college or university. Community college alumni routinely transfer to colleges in Maryland, the Washington metropolitan area, and throughout the United States. From the beginning of their enrollment here, students need to select a program of study which is designed to facilitate transfer. They also should see an academic advisor periodically to evaluate future course selection plans and to determine current transfer criteria at the four-year college or university being considered. Those who plan for this goal and seek professional advice, both early and consistently, may ensure maximum success in the transfer process.

After consulting with an academic advisor, students who intend to transfer to a public college or university within the state of Maryland may use a computerized system known as ARTSYS, developed by the University of Maryland, to determine which of our courses are best suited to their intended four-year major. Students who intend to transfer out of state may still use our curriculum planning guides, available online and from Advising and Transfer Services, to chart the ideal selection of courses.

The department, located in Bladen Hall, Room 124, offers more focused, one-on-one assistance with transfer course planning and selection, especially for those who need help determining which college or university would be best in terms of their intended major and their financial requirements. Call 301-322-0151 for more information about Advising and Transfer Services.

Articulation Agreements

To increase transfer opportunities and baccalaureate degree options for students, Prince George’s Community College has formed articulation agreements with many public and private four-year colleges and universities throughout the metropolitan area, including Maryland state universities. Articulation agreements maximize the number of credits students will be able to transfer from PGCC by specifying required curricula and policy that will facilitate the student’s transition from one institution to another.

Articulation agreements are maintained with the institutions listed below for students completing their studies at Prince George’s Community College.

### Articulation Agreements

<table>
<thead>
<tr>
<th>Transfer Institution</th>
<th>Transfer Focus</th>
</tr>
</thead>
<tbody>
<tr>
<td>American University</td>
<td>Bachelor’s Degree in Business</td>
</tr>
<tr>
<td></td>
<td>Bachelor’s Degree Programs (open to Prince George’s Community College Honors Program graduates)</td>
</tr>
<tr>
<td>Argosy University</td>
<td>Bachelor’s Degree Programs (open to PGCC A.A., A.S. and A.A.S. graduates)</td>
</tr>
<tr>
<td>The Art Institute of Washington</td>
<td>Bachelor’s Degree in Fine Arts</td>
</tr>
<tr>
<td>Baltimore International College</td>
<td>Bachelor’s Degree in Business Management</td>
</tr>
<tr>
<td></td>
<td>Bachelor’s Degree in General Management</td>
</tr>
<tr>
<td>Bowie State University</td>
<td>Bachelor’s Degree in Technology</td>
</tr>
<tr>
<td>Capitol College</td>
<td>Bachelor of Science Degree in Information Assurance</td>
</tr>
<tr>
<td>Catholic University</td>
<td>Bachelor’s Degree Programs (open to PGCC Honors Academy graduates)</td>
</tr>
<tr>
<td>Catholic University—Metropolitan College</td>
<td>Bachelor’s Degree Programs (open to PGCC Business Management A.A.S. and General Studies A.A. graduates)</td>
</tr>
<tr>
<td>College of Notre Dame of Maryland</td>
<td>Bachelor’s Degree in Business Administration</td>
</tr>
<tr>
<td>Excelsior College</td>
<td>This online college accepts up to 90 credits from PGCC graduates.</td>
</tr>
</tbody>
</table>

Articulation Agreements *continued on next page*
## Articulation Agreements

<table>
<thead>
<tr>
<th>Transfer Institution</th>
<th>Transfer Focus</th>
</tr>
</thead>
<tbody>
<tr>
<td>Georgetown University</td>
<td>Bachelor of Arts Degree in Liberal Studies</td>
</tr>
<tr>
<td>Goucher College</td>
<td>Bachelor’s Degree Programs <em>(open to PGCC Honors Academy graduates)</em></td>
</tr>
<tr>
<td>Howard University</td>
<td>Bachelor’s Degree in Communications Program</td>
</tr>
<tr>
<td></td>
<td>Bachelor’s Degree Programs <em>(open to all PGCC graduates)</em></td>
</tr>
<tr>
<td></td>
<td>Bachelor’s Degree Programs <em>(open to PGCC Honors Academy graduates)</em></td>
</tr>
<tr>
<td>Johns Hopkins University/School of Continuing Studies</td>
<td>Bachelor’s Degree in Business and Management <em>(open to PGCC part-time students and program graduates)</em></td>
</tr>
<tr>
<td>Salisbury University</td>
<td>Bachelor’s Degree in Fine Arts</td>
</tr>
<tr>
<td>St. Mary’s College of Maryland</td>
<td>Bachelor’s Degree Programs <em>(open to PGCC Honors Academy graduates)</em></td>
</tr>
<tr>
<td></td>
<td>Bachelor’s Degree Programs <em>(open to PGCC Honors Program graduates)</em></td>
</tr>
<tr>
<td>Stevenson University (Formerly Villa Julie College)</td>
<td>Bachelor’s Degree in Nursing</td>
</tr>
<tr>
<td>Strayer University</td>
<td>Bachelor’s Degree Programs <em>(open to all PGCC graduates)</em></td>
</tr>
<tr>
<td>Towson University</td>
<td>Bachelor’s Degrees in Elementary and Special Education and Maryland Teaching Certification <em>(open to PGCC A.A.T. graduates)</em></td>
</tr>
<tr>
<td>University of Baltimore</td>
<td>Bachelor’s Degree in Applied Information Technology</td>
</tr>
<tr>
<td></td>
<td>Bachelor’s Degree in Forensic Studies</td>
</tr>
<tr>
<td>University of Maryland Baltimore County (UMBC)</td>
<td>Bachelor’s Degrees in Teacher Education Program and Maryland Teaching Certification <em>(open to PGCC A.A.T. graduates)</em></td>
</tr>
<tr>
<td>University of Maryland College Park (UMCP)</td>
<td>Bachelor’s Degree Programs <em>(open to qualified PGCC program graduates)</em></td>
</tr>
<tr>
<td></td>
<td>Hillman Entrepreneurs Scholarship Program: Competitive admission for aspiring entrepreneurs in any area of study. Funded by the David H. and Suzanne D. Hillman Family Foundation, Inc.</td>
</tr>
<tr>
<td></td>
<td>Maryland Transfer Advantage Program (MTAP): PGCC students admitted to MTAP receive a 25 percent tuition discount on three courses at UMCP and guaranteed admission to UMCP when they graduate from PGCC.</td>
</tr>
<tr>
<td>University of Maryland University College (UMUC)</td>
<td>Bachelor’s Degree Programs <em>(open to qualified PGCC program graduates)</em></td>
</tr>
<tr>
<td></td>
<td>General transfer agreements are in the following areas: Accounting, Business Administration, Business Management, Communication/Writing, Computer Information Systems, Criminal Justice, English, Forensic Science, Paralegal Studies, Psychology and Sociology.</td>
</tr>
<tr>
<td>Washington Bible College</td>
<td>A reciprocal agreement in which PGCC and Washington Bible College accept each other’s credits as appropriate for specific majors.</td>
</tr>
<tr>
<td>Washington College</td>
<td>Bachelor’s Degree Programs <em>(open to PGCC Honors Academy graduates)</em></td>
</tr>
</tbody>
</table>
Chapter 9—Academic Information

Student Course Loads
Students are classified as full-time (12 or more credit hours in a semester), half-time (6 to 11 credits in a semester), or part-time (fewer than 6 credit hours in a semester). Developmental courses count their CEUs as the equivalent of credit hours when determining a student’s full-time, half-time or part-time status. Audited courses do not count in this determination nor do classes from which a student has withdrawn. Students may not register for more than 18 credits without advisor approval.

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

The following grades earned at the college are used in the calculation of the GPA:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Grade Meaning</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent; well above average</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>Good; above average</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>Average</td>
<td>2</td>
</tr>
<tr>
<td>D</td>
<td>Minimum passing; below average</td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td>Failure</td>
<td>0</td>
</tr>
<tr>
<td>P*</td>
<td>Failure as a result of academic dishonesty</td>
<td>0</td>
</tr>
</tbody>
</table>

The following grade designations are not used in the calculation of the grade-point average:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Grade Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>H</td>
<td>Audit (not for credit; see below)</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete (see below)</td>
</tr>
<tr>
<td>P</td>
<td>Passing (see below)</td>
</tr>
<tr>
<td>Q</td>
<td>Withdrawn for nonattendance (see below)</td>
</tr>
<tr>
<td>TP</td>
<td>Toward Passing (see below)</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawal (see below)</td>
</tr>
<tr>
<td>N</td>
<td>No grade submitted at the time grades were being processed.</td>
</tr>
</tbody>
</table>

H (Audit) signifies that a course was not taken for credit. The tuition and fee charges for auditing a course are the same as for taking the course for credit, but auditing students are not evaluated and do not receive a grade.

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

P (Passing) signifies a passing grade in a nongraded course.

Q (Withdrawn for Nonattendance) is assigned by the instructor to a student who either never attended the class or who ceased attendance during the first 20 percent of the course. The Q grade is treated as a withdrawal, dated at the end of the third week of the term, or the equivalent. Once assigned, the Q will not be replaced with a W at a later time.

TP is a deferred grade used to signify that the student is progressing (Toward Passing) but unable to achieve the necessary level of proficiency prior to the end of the semester. A student receiving the TP grade must reregister for the course in a subsequent semester.

W indicates that the student voluntarily withdrew from the course prior to the 12th week of classes or the equivalent.

Grade Reports
Students may view their grades online as soon as a semester has ended and grades have been processed. Grade reports also are mailed to students promptly upon completion of the semester. Students should make certain that their address on file is correct. Grades sent to invalid addresses are not forwarded. They are returned to the college.

In the event that a grade appears to be incorrect, the student should contact the departmental office for the course in question. Students have until the end of the next spring or fall semester in which to contest a grade. It then becomes final. No grades will be released to students who have an outstanding debt with the college until the Student Accounting Office certifies that the debt has been paid in full.

Transcripts and Enrollment Verifications
Official copies of transcripts may be obtained upon written request from the Admissions and Records Office, Bladen Hall, Room 126. “While you wait” service is available between 5 p.m. and 7 p.m., Monday through Thursday for up to three transcript copies per evening. Otherwise, transcripts are sent within 7 days of receipt of the request. Transcripts may be requested in one of three ways: in person or by mail, at a cost of $6.00 per copy, or via the Internet (www.pgcc.edu) at a cost of $8.00 per copy. No transcript will be issued for students with an outstanding debt to the college. Students may print unofficial copies of their own transcripts through Owl Link, the college’s new Web system. Go to www.pgcc.edu for more information.

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

No enrollment verifications will be issued for a given semester until courses have begun and the refund period for the courses has passed.
The college reserves the right to withhold transcripts or enrollment verifications for any student or former student who has an outstanding debt to the college, including but not limited to tuition, fees, returned check fees, parking fines and library charges.

Repeated Courses
Students may repeat any course in which a grade lower than A was received and may be required to do so if a grade of D or F was earned. When a course is repeated, the original grade remains on the student’s permanent record but is marked with the notation R, signifying that the course has been repeated. The new grade is entered for the appropriate semester of work and, unless a grade of W or Q was earned, the new grade becomes the one used in the calculation of the student’s grade-point average for that course.

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

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

Changes of Program/Not Applicable Courses
Students must designate a program of study or curriculum at the time they apply for admission to the college. The choice of a program of study is an important one since it dictates what degree requirements a student must meet so long as they are enrolled in that curriculum. Students who realize that another curriculum is more appropriate to their goals should change the curriculum rather than continue in one no longer relevant. Students may change a program of study by completing a curriculum change form, available from the Office of Advising and Transfer Services, Bladen Hall, Room 124.

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

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

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

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

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

Faculty are required to administratively withdraw any student who fails to attend or participate in a class during the first 20 percent of its meeting dates. This withdrawal is recorded as a Q grade and is effective as of the end of the third week of the course or the equivalent 20 percent date for accelerated courses. It is treated the same as a student-initiated withdrawal in terms of its impact on the GPA.

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

Withdrawal from Classes
Students may withdraw from a class up until the published withdrawal deadline. This may be done online provided the student remains enrolled in at least one class. Online withdrawal from a class will result in immediate notification to the instructor of the student’s withdrawal. A student who wishes to drop all classes for a given semester must do so in person.

To withdraw from all classes for any cause during the semester, students must do the following:
- Visit the advising office at the most convenient college site to meet with an advisor and complete a semester withdrawal form.
- Sign the form and return it to the Admissions and Records Office on the Largo campus or to the administrative office at any other extension site. Be sure to retain one copy of the form until you have received your end-of-semester grade report.

*For financial aid eligibility, however, each W or Q grade counts as one course attempt.
The last day to withdraw from a full-semester class is shown in the schedule of classes each semester and is normally at the end of the 12th week of the semester. Students enrolled in classes that end earlier than the traditional length courses should ask the instructor for the withdrawal deadline. No student may withdraw after a course has ended or after a Q grade has been submitted by the instructor. The official withdrawal date is the date the Admissions and Records Office receives the proper, signed withdrawal form.

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

**Academic Standing**

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

**Minimum Standards for Good Standing**

1. Standards for students who have attempted 20 credit hours/credit hour equivalents or less, including one or more developmental education courses:

<table>
<thead>
<tr>
<th>Courses Attempted</th>
<th>Completion Standard</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 or more</td>
<td>50 percent passing</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Credits Attempted</th>
<th>Minimum GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>6–20</td>
<td>1.00</td>
</tr>
<tr>
<td>21–30</td>
<td>1.50</td>
</tr>
<tr>
<td>31–40</td>
<td>1.75</td>
</tr>
<tr>
<td>41 or more</td>
<td>2.00</td>
</tr>
</tbody>
</table>

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

- **Academic Warning**: A student who, at any point after six credits (or two courses) are attempted, falls below the prescribed minimum standards for good academic standing is placed on academic warning. Students on academic warning may not register for more than 13 credit hours during any semester in this status. A student on academic warning must improve his/her cumulative GPA every period enrolled. A student on academic warning who fails to reach the prescribed minimum standard even though his or her cumulative GPA has improved, remains on academic warning.

- **Academic Restriction**: Academic restriction results when a student on academic warning fails to improve his/her cumulative GPA. Students on academic restriction, with the approval of an academic advisor, may not register for more than two courses. One of these must be selected from CAP 1020, Achieving College Success; CAP 1100, Introduction to College Life; CAP 1310, Career Assessment and Planning; or DVR 0060, College Reading and Study Skills. The second course must be one that was previously attempted but not satisfactorily completed (grades of F, D, Q or TP) or one that an academic advisor has prescribed that would provide appropriate preparation for courses unsuccessfully attempted. Students who achieve at least a 2.00 semester grade-point average (or P grades, when applicable) during the current enrollment period, return to academic warning status or, if applicable, to good standing. Those who fail to meet this requirement are dismissed. A student can be on academic restriction only once.

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

**Appeals of Academic Standing**

Students who are placed on academic restriction or academic dismissal may appeal their academic standing to the Academic Appeals Committee whose decision is final. Appeals to this committee must be in writing and forwarded to the program director of admissions and records no later than two weeks prior to the start of the semester in which re-enrollment is sought.

**Academic Complaints**

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

**Student ID Cards**

The college expects that students will be able to provide proper identification upon request and as a requirement prior to the use of college facilities. Such identification must include a properly validated college ID card and one other form of photo identification—a current driver’s license, a Maryland Motor Vehicle Identification Card, a military ID card or a current passport/work authorization card/permanent resident card.

All credit students must carry their validated PGCC photo ID card. New students may obtain an ID card at the Library three weeks after classes begin each semester. A paid tuition receipt and another photo ID card or a current passport/work authorization card/permanent resident card must be presented before obtaining a new ID card.

Returning students who received their photo ID cards previously should go to the Admissions and Records Office in Bladen Hall or to the Library to have their ID cards validated for the current semester. Returning students who did not receive an ID card in a past semester should follow the procedures for new credit students. Validation stickers also are available at University Town Center, Laurel College Center and the Andrews AFB degree centers.
Your photo ID will allow you access to various college departments and services, including but not limited to the Library, computer labs, testing center, natatorium, campus special events and as identification at the college’s bookstore. Students who lose their ID card must pay a $10 reissue fee.

**Student Code of Conduct**

The Prince George’s Community College Code of Conduct, adopted by the board of trustees, defines the rights and responsibilities of students, employees and visitors and establishes a system of procedures for dealing with individuals charged with violations of the code and other rules and regulations of the college.

**Academic Integrity**

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

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

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

A charge of cheating or plagiarism may result in failing the assignment and/or failing the course in addition to other disciplinary sanctions. Failing a course due to a violation of the Code of Academic Integrity will be recorded as such on the permanent academic transcript with a grade of F*. See page 153 for more information.

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

**Disruption of Class**

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

**Falsification of Records**

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

**Graduation Requirements**

Students who wish to graduate from Prince George’s Community College, either in an associate’s degree program or a certificate program, must successfully complete a prescribed group of courses called a curriculum, which differs for each program of study. Within any one curriculum, courses fall into one of three categories—program concentration courses, general education courses, and elective courses. Program concentration courses are those required in order to specialize in the field the curriculum represents (i.e., management, criminal justice, art, etc.). General education courses are those required in order to fulfill college and state requirements for documentable learning in broad academic categories, such as science, mathematics or the humanities. Elective courses may be chosen by the student and allow the tailoring of a curriculum to the student’s career or transfer objectives. Some curricula have few or no electives. Certificate programs consist primarily of program concentration courses but also may have a few general education or elective courses listed. Students should follow requirements for the curriculum in which they plan to graduate exactly as it appears in the catalog in effect either the semester of initial enrollment or the one in effect the semester of graduation.

Additionally, PAS 1010, Principles and Strategies of Successful Learning, is required for students when they take DVR 0060 College Reading and Study Skills. For more information about PAS 1010, see Chapter 2, Registering for Classes, and Chapter 7, Course Descriptions.

**Requirements for the Associate of Arts, Associate of Science, Associate of Applied Science and Associate of Arts in Teaching Degrees**

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

- A minimum of 60 credit hours in academic courses; at least 15 credit hours of this total must be earned at Prince George’s Community College. No more than 30 hours may be earned through nontraditional learning modes, and of those no more than 15 may be earned through portfolio assessment and/or challenge exams.
- Completion of the degree requirements of the specific curriculum in which the degree is to be awarded, including the general education requirements, as described in the college catalog issued for the academic year in which study in that curriculum began, or which was in effect during the academic year of the most recent readmission to the college. Students in Health Sciences curricula must complete the program concentration requirements in place at the time of enrollment in the first course in the concentration.
- An overall grade-point average (GPA) of at least 2.00 for all courses taken at this college.
- The filing of a formal application for graduation prior to the deadline published in the academic calendar. The Admissions and Records Office checks for completion of all degree requirements and verifies degree eligibility.
Graduating students also must take a brief standardized test designed to evaluate the college's general education program during their final semester. Information on this test will be provided at the time the application for graduation is filed.

**Graduation with Honors**
The college recognizes high academic achievement by awarding the following Honors designations to associate's degree recipients based on overall grade-point average. These standards are:
- With Honor .......... GPA from 3.50 to 3.69
- With High Honor ... GPA from 3.70 to 3.94
- With Highest Honor GPA of 3.95 or higher

**Requirements for Additional Associate’s Degrees**
Students may earn additional associate’s degrees at Prince George’s Community College either by concurrent completion of the requirements of the several degrees or by subsequent study after the first degree is received. The requirements for earning additional degrees are as follows:
- Complete all requirements of each program of study including general education requirements.
- Earn a minimum of 15 credit hours at the college in addition to those required for the initial degree for each additional degree.
- Maintain a minimum grade-point average of 2.00 for all courses completed in addition to the initial degree.

**Certificate Requirements**
The overall requirements for the award of a certificate of program completion are as follows:
- Complete the course and credit requirements of the certificate program of study as specified in the college catalog in effect for the academic year in which study toward the certificate began or in effect for the academic year of the most recent readmission to the college.
- Earn at least 15 credit hours at this college, which are applicable to the certificate, except where special permission is granted by the vice president for instruction.
- In cases where a certificate program requires fewer than 15 credits, half of the required credits must have been earned at this college.
- Maintain an overall grade-point average of at least 2.00 for all courses taken at the college.
- File a formal application for graduation at the time of the final semester’s registration.

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

**Records Policy (FERPA)**
**Notification of Rights under FERPA for Postsecondary Institutions**
The Family Educational Rights and Privacy Act (FERPA) affords the following student rights with respect to education records:

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

2. The right to request the amendment of education records believed to be inaccurate or misleading.
   The student must write the college official responsible for the record, clearly identify the part of the record in question, and specify why it is inaccurate or misleading.
   If the college decides not to amend the record as requested, the college will send notice of the decision and advise the student of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided at that time.

3. The right to consent to disclosures of nondirectory, personally identifiable information contained in education records, except to the extent that FERPA authorizes disclosure without consent.
   One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the college in an administrative, supervisory, academic, research or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the college has contracted (such as an attorney, auditor, or collection agent); a person serving on the board of trustees.
   A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
   Directory information is information which may be released to a third party without written consent of the student. Directory information includes, but is not limited to, name, address, telephone number, e-mail address, dates of attendance, degrees earned, and previous colleges attended. While the college does not routinely release such information to everyone who inquires, it may legally do so if the third party demonstrates a legitimate need to know such information. Students may refuse to permit such disclosure without written consent by notifying the director of admissions and records in writing of their wish to be excluded from such a release of information.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the college to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:
   Family Policy Compliance Office
   U.S. Department of Education
   400 Maryland Avenue, SW
   Washington, DC 20202-4605
Chapter 10—Student Opportunities and Resources

Hillman Entrepreneurs Program

Marlboro Hall, Room 2051
301-322-0700
Lisa Rawlings, Program Director
lrawlings@pgcc.edu
http://academic.pgcc.edu/hillman

The Hillman Entrepreneurs Program is an innovative educational initiative tailored to the needs of transfer students who begin their studies at Prince George's Community College and complete their bachelor's degrees at the University of Maryland, College Park. The four-year Hillman Entrepreneurs Program is a scholarship program targeted to students who have an interest in entrepreneurship and an enthusiasm for starting a business venture or leading a company.

What it means to be a Hillman Entrepreneur at Prince George's Community College

• Receive a scholarship for up to 100 percent of tuition and fees
• Receive one-on-one advising and mentoring
• Develop entrepreneurial/leadership skills
• Be a member of a group of aspiring entrepreneurs
• Have summer job opportunities
• Earn an associate's degree from Prince George's Community College

How to continue as a Hillman Entrepreneur at University of Maryland College Park (UMCP)

• Receive a scholarship for up to 64 percent of tuition and a $1,000 merit scholarship
• Receive one-on-one advising and mentoring
• Continue to develop entrepreneurial/leadership skills
• Build business ideas with the help of on-site mentors
• Earn a bachelor's degree from UMCP

Selection Criteria
Students selected to be Hillman Entrepreneurs demonstrate:

• Potential for becoming a successful entrepreneur or leader within a larger organization
• Ability to be successful academically and graduate from PGCC and ultimately from UMCP

Program Requirements
Students must be:

• Maryland residents
• Enrolled (or eligible to enroll) at PGCC and taking college-level classes
• Enrolled in a program of study that transfers to UMCP (pre-law not eligible)
• Available for afternoon or evening Hillman courses each semester
• Committed to additional programmatic and team-building activities

• Progressing successfully towards graduation with an associate's degree in a transferable major at PGCC and towards graduation with a bachelor's degree at UMCP

Honors Programs and Organizations

Dean's List

Students who demonstrate high academic achievement are provided recognition through the Dean's List. To qualify for the Dean's List, the following conditions must be met:

• Enrolled in a specific program of study
• Completed at least 12 credit hours at the college with a GPA of at least 3.25
• Earned at least 12 additional credit hours since the last time the student was on the Dean's List and maintained a 3.25 GPA during that period

Honors Academy

Marlboro Hall, Room 1087
301-322-0433
Melinda Frederick, Coordinator
mfrederick@pgcc.edu
http://www.pgcc.edu/prospective/areasofstudy/specialprograms/honorsacademy.aspx

The Honors Academy is designed for academically outstanding honors students who are interested in a rigorous program of academic excellence, intellectual development, leadership and community service.

Benefits of Academy Membership

Dual Admission

Honors Academy scholars may hold dual admission at Prince George's Community College and a partnering four-year institution. Honors Academy partnering institutions include American University, Catholic University, Goucher College, Howard University, St. Mary's College, University of Maryland College Park and Washington College. Upon graduation from Prince George's Community College, the Honors Academy scholar receives Honors Academy recognition and may seamlessly transfer into a partnering institution. An Honors Academy scholar also may choose to transfer to a college or university that is not part of the dual admission agreement.

Financial Aid

An Honors Academy scholar receives financial support from Prince George's Community College as long as he or she satisfies the requirements of the Academy and maintains his/her eligibility. Upon graduation from PGCC, the Honors Academy scholar will receive financial support from the partnering four-year college or university.
Excellent Education and Opportunities
At Prince George’s Community College, Honors Academy scholars:
• Become members of the Honors Program and Honors Society
• Study with outstanding faculty
• Have an Honors Academy advisor
• May participate in research and internships
• Work with fellow Academy scholars
• May be inducted into Phi Theta Kappa, the International Honor Society for Two-Year Colleges

Application Requirements for the Honors Academy
Currently enrolled PGCC students must:
• Have a 3.5 cumulative GPA or higher, based upon at least 12 college credits
• Have at least 6 out of the 12 credits in general education courses
• Be currently enrolled in or eligible for admission into the Honors Program
• Have received a grade of B or better in EGL 1010
• Be eligible for MAT 1040 or higher

Incoming students must:
• Have applied for admission to PGCC
• Have a 3.50 minimum cumulative high school GPA and a 1550 combined essay, math and critical reading SAT score or
• Have a 3.25 minimum cumulative high school GPA and a 1650 combined essay, math and critical reading SAT score
• Be eligible for admission into the Honors Program

Obligations of an Honors Academy Scholar
Students admitted into the Honors Academy must:
• Maintain a 3.5 cumulative GPA
• Perform 15 hours of community service each semester
• Take a leadership role in the Honors Society, Phi Theta Kappa and throughout campus
• Meet regularly with the Honors Academy advisor to determine the appropriate course of study
• Determine a timetable for completion of an associate’s degree
• Complete a minimum of seven honors courses, one of which must be an Honors colloquium
• Graduate from Prince George’s Community College

Members of the college's Honors Program are provided with many unique opportunities. Some of the benefits include:
• Stimulating classes that provide challenging course work and exciting class discussions
• The designation of honors courses on students' transcripts
• Citations in honors designations for eligible students
• Awards to outstanding students
• An honors Blackboard site highlighting Honors Program activities and student achievements
• Co-curricular activities sponsored by the Honors Society
• Membership in Phi Theta Kappa for eligible students
• The opportunity to meet, work and socialize with other honors students
• Use of the Honors Student Center in Marlboro Hall, Room 1088

The mission of the Prince George’s Community College Honors Program is to promote the intellectual growth and enrichment of academically outstanding students. The program offers a curriculum that challenges and stimulates students through special honors courses.

Citation in Honors
Students may apply for and earn the Citation in Honors if they have been accepted into the Honors Program, completed a minimum of 15 credits in honors courses and earned an overall cumulative grade-point average of 3.25. Students should apply for the Citation in Honors during the semester in which they will complete the requirements. The Citation in Honors is awarded at the annual student Honors Convocation in the spring.

Honors Program
Marlboro Hall, Room 1089
301-386-7530
honors@pgcc.edu
http://www.pgcc.edu/prospective/areasonstudy/specialprograms/honorsprogram.aspx

The mission of the Prince George’s Community College Honors Program is to promote the intellectual growth and enrichment of academically outstanding students. The program offers a curriculum that challenges and stimulates students through special honors courses.

Honors Society
Marlboro Hall, Room 1090
301-583-5293

The Honors Society provides students with co-curricular opportunities. The society sponsors a variety of events including a lecture series, guest speakers, social activities, field trips and visits to other colleges. The society meets regularly and is always seeking new members. Membership in the Honors Society is an excellent way to meet other students and get involved in college activities.
Phi Theta Kappa—Tau Pi Chapter
Marlboro Hall, Room 1090
301-583-5293

Phi Theta Kappa is an international honors society founded in 1918 to recognize the academic achievement of students at two-year colleges. Phi Theta Kappa’s programs are based on the hallmarks of scholarship, leadership, service and fellowship. The organization offers many transfer scholarships available only to society members. Other benefits include automatic nomination for the National Dean’s List publication of outstanding students from two-year, four-year and graduate schools, as well as automatic enrollment in the Phi Theta Kappa database from which four-year and senior-level institutions actively recruit. Membership criteria includes a 3.50 GPA and a 15 credit hour minimum requirement. The Tau Pi chapter at Prince George’s Community College inducts new members in the fall semester and at the annual student Honors Convocation in the spring.

Psi Beta
Department of Psychology
301-322-0547

Psi Beta, the national honors society in psychology for community and junior colleges, encourages and recognizes student scholarship and interest in the discipline of psychology. Students enrolled in psychology classes become members by invitation from the campus chapter, which is operated by Psi Beta student members and faculty sponsors. Students are invited to join Psi Beta if they rank in the top 35 percent of their class or have an overall grade-point average of 3.00 and have at least a B average in psychology. Psi Beta participates with Psi Chi, the national honor society in psychology for senior colleges and universities, at the American Psychological Association’s annual meeting and other regional conventions.

Academic Support Services and Programs
African American Studies Institute
Lanham Hall, Room 101
301-322-0462

The African American Studies Institute (AASI) at Prince George’s Community College is an intellectual hub for coordinating academic programs, courses and events focusing on the African experience throughout the Diaspora. The AASI fulfills this purpose through research, advocacy, community outreach, training and partnering to facilitate the examination of national and local issues and trends that impact Prince George’s County in the areas of education, health, crime, economic empowerment and workforce issues. The objectives of the AASI are to:

- Promote African American Studies courses to enrich the Prince George’s Community College academic program. (Refer to African American Studies Option.)
- Partner with civic, political, economic and educational organizations in Prince George’s County to develop action plans for addressing local and national issues impacting county residents
- Serve as an archive and clearinghouse for the dissemination of information, publications, research and resources concerning Africans throughout the Diaspora
- Provide a learning-centered, community-based vehicle for faculty, students, staff, scholars and community leaders to engage in cultural, historical, educational and scientific research and programming
- Create professional development opportunities and to promote standards of excellence for students by offering apprenticeships, internships, institutes, capstone projects and service learning
- Develop articulation agreements with historically black colleges and universities to increase transfer, retention and graduation rates among African American students
- Promote student study abroad, faculty exchanges and international learning experiences with institutes of higher learning in Africa

Center for Work-Based Learning
Marlboro Hall, Room 2102
301-322-0136
H. Randall Poole, Coordinator
hpoole@pgcc.edu
http://academic.pgcc.edu/cwbl

The Center for Work-Based Learning (CWBL) provides students at Prince George’s Community College with the opportunity to engage in supervised work experiences that align with their major course of study and contribute to their intellectual and career development.

Students apply classroom learning to real-world situations in their career fields. Faculty and on-site supervisors monitor students’ training to assure learning relevant to their disciplines. Up to three college credits can be earned for work-based learning per semester and a total of six credits possible overall.

All students pursuing an Associate of Applied Science (A.A.S.) program of study will be required to complete a “culminating experience” (capstone and/or work-based learning course). Any student who meets the reading proficiency prerequisite may enroll in WBL 2010, Preparation for Work-Based Learning. This course prepares students to participate in a work-based learning field experience, such as internships or cooperative education.

Students are eligible to begin their work-based learning field experience after completion of 30 credits, 9 of which must be in their major and maintain a 2.0 or higher GPA.

Participating programs of study include Accounting, Art, Biology, Business Management, Chemistry, Computer Information Systems, Construction Management, Criminal Justice, Early Childhood Education, Engineering Technology, Forensic Science, Geography, History, Marketing, Mass Communications, Math, Music, Psychology, Sociology, Space Engineering Technology, Paralegal and Theater. Please contact the CWBL for those programs not listed.
Collegian Centers

The college has six Collegian Centers that bring students in particular disciplines together for academic activities and opportunities. The six Collegian Centers are:

- **Administration of Justice Collegian Center**
  For students interested in criminal justice, corrections, forensic science, or paralegal/pre-law
  E-mail: AJCollegianCenter@pgcc.edu

- **Bernard Center**
  For students interested in business management and accounting
  E-mail: BernardCenter@pgcc.edu

- **Health Sciences Collegian Center**
  For students admitted to any of the Health Sciences programs
  E-mail: HealthSciencesCollegianCenter@pgcc.edu

- **Humanities Collegian Center**
  For students interested in art, communication, English, language studies, music, philosophy and theatre
  Web site: http://academic.pgcc.edu/hcc
  E-mail: HumanitiesCollegianCenter@pgcc.edu

- **PSE Collegian Center**
  For students interested in psychology, sociology and education
  E-mail: PSECollegianCenter@pgcc.edu

- **STEM Collegian Center**
  For students interested in science, technology, engineering and mathematics
  Web site: http://academic.pgcc.edu/stem
  E-mail: STEMCollegianCenter@pgcc.edu

Computer Labs

**Bladen Computer Center**
Bladen Hall, Room 104
301-322-0999

**Health Technology Learning Center**
Lanham Hall, Room 310
301-583-1583

**High Technology Center Open Lab**
High Technology Center, Rooms 101 and 201
301-322-0695 (day) or 301-322-7000 (evening)

**Mathematics Learning Center**
Marlboro Hall, Room 3104
301-583-5257

The college provides students with comprehensive, conveniently located academic computer support and services. Open walk-in labs, located in Bladen Hall and the High Technology Center, offer access to a wide range of educational and productivity software and are staffed with support personnel to provide individual assistance. Each open lab is equipped with more than 100 networked PCs with Internet access and printing capabilities. The college also provides computer labs and services for students at the additional locations (extension centers): Andrews Air Force Base, University Town Center in Hyattsville and Laurel College Center.

The **Health Technology Learning Center** provides access to computers and a variety of computer applications designed for drill, self-paced study, tutoring and prescribed learning. The lab also offers exercises in non-computer formats to accommodate the diversity of students enrolled in health science clinical programs.

The **Mathematics Learning Center** provides mathematical assistance, computer facilities and small group meeting/study rooms for credit mathematics students.

The college also has computer classrooms that support specific content areas such as accounting, art, computer information systems, continuing education, engineering technology, English, health sciences, language studies, mathematics, science and social sciences.

**Developmental Studies Program**

**Marlboro Hall, Room 2118**
301-322-0495

The Developmental Studies Program exists to help students develop academic skills for succeeding in college level courses. The program focuses on basic skills in reading, writing and mathematics. The program also emphasizes study and test-taking strategies, calculator and computer skills and laboratory skills—all important for success in college.

Students in the program use self-paced learning features such as computer-assisted instruction, computer-monitored feedback on individual progress and individualized laboratory experiences to improve specific skills.

Providing ways for students to make the most of their potential also is a priority of the Developmental Studies Program. Students can work with mentors, counselors, faculty and peer tutors to address special needs and concerns. To give students more opportunities to use the program, daytime and evening courses are offered on the college’s main campus in Largo. In addition, some developmental studies courses are offered at off-campus extension centers and online.
Most Developmental Studies courses are equivalent to four semester hours for academic load and tuition purposes and for financial aid eligibility. Continuing Education Units (CEUs) are awarded to students for successful completion rather than credits. Developmental Studies courses do not carry academic credit toward a certificate or an associate’s degree and are not transferable to another college.

**Instructional Components**
Below are the five instructional components and accompanying course titles of the Developmental Studies Program. Course descriptions for each of the instructional components can be found in Chapter 7.

1. Developmental Learning Support (DLS)
2. Developmental English (DVE)
3. Developmental Mathematics (DVM)
4. Developmental Reading (DVR)

**Marlboro Learning Lab**
The college provides additional support for students needing extra help to overcome academic deficiencies. Faculty members are available in their offices on a regular basis to help students. Learning lab technicians and specialists help students learn how to use computer programs and other technology used in developmental courses. Instructional program coordinators also are assigned in the Marlboro Learning Lab to work with developmental students in the areas of writing, reading and mathematics to ensure a further understanding of software programs for drills, self-paced study, exercises on tape, video and other kinds of technologies to increase academic skills.

Trained math, English and reading tutors work with students one-on-one or in groups to overcome academic shortcomings. In addition, trained tutors in the Tutoring Center work one-on-one with students in writing and mathematics. For more information, call 301-322-0503.

**International Education Center**

*Lanham Hall, Room 221*
301-322-0750

Marlene Cohen, Coordinator
internationalcenter@pgcc.edu
http://academic.pgcc.edu/internationalcenter

The International Education Center provides academic support and assistance to students who need help with courses or with understanding the American higher education system. The Center brings international and American students together for learning enrichment activities, including a variety of discussion forums that foster awareness and understanding of cultural issues. As a resource to faculty and staff, the Center offers guidance in developing strategies to integrate globalization into the curriculum, identifying sources of educational opportunities abroad and individual or group training in intercultural communications and relations. Additionally, the Center hosts a network of organizations in Prince George’s County that serve international populations.

**International Education Center Programs and Services:**
- **British Debates**—The English-Speaking Union’s selected British debate team presents global perspectives to PGCC students.
- **Guest Speakers**—Student panels and guest speakers present and discuss topics of interest to international students, such as the law and immigration, human trafficking, African and African American perspectives and avenues to peace in the Middle East.
- **Global Café**—Students set up tables at this event each semester to teach about their nations and their cultures, bringing traditional food, music, clothing, pictures and artifacts.
- **International Education Week**—This is an annual November celebration of the diverse cultures at the college.
- **International Populations Network**—This network brings together Prince George’s County organizations and ethnic community groups that serve international populations, including county refugees and immigrants.
- **International Student Speaker’s Bureau**—This service arranges for international students to speak to groups on campus and in the community.
- **Kaleidoscope Club**—This social club provides opportunities for international students and the U.S. American students to develop deeper understanding.
- **Learning Our Viewpoints**—This open student forum meets twice a month to discuss cultural, racial and religious perceptions.
- **Student Mentoring Partners**—Newcomers are paired with experienced students from their country or the U.S. to learn about Prince George’s Community College and practice U.S. English.
- **Travel Study Opportunities at Prince George’s Community College**—Contact the International Education Center for information on travel study opportunities. In addition, the Business Management Department offers international travel during spring break as part of designated management courses. For more information on the courses that include international travel, call (301) 322-0415. Other travel study opportunities can be found at the Maryland Community College International Education Consortium Web site: www.mcciec.org.

**International Student Services and Programs**

*Admissions and Records*
Bladen Hall, Room 126
301-322-0801

*Academic Advising*
Bladen Hall, Room 124
301-322-0151
advise@pgcc.edu

*ESL (Language Studies) Department/Courses*
Bladen Hall, Room 310
301-322-0946

*Speech (Communication and Theatre) Department/Courses*
Queen Anne Fine Arts Building, Room 113
301-322-0926

Prince George’s Community College values the diversity of the backgrounds of its students. To promote that diversity, all international students and non-native speakers of English will find ready access to a variety of coordinated programs and services that sup-
port admissions, advising, academic assessment, personal counseling, coursework and involvement in college clubs, events and activities. Quality instruction is provided in writing and reading fluent, understandable English and speaking Standard American English at a wide range of levels. Ease of entry into these and other college courses is supported by services designed to enhance the college experience.

Prince George's Community College is authorized by the Bureau of Citizenship and Immigration Services (BCIS) to issue I-20s to foreign students who wish to study at the college. Persons who wish to attend on an F-1 student visa should contact the Admissions and Records Office or the Academic Advising Office for complete information regarding entrance criteria. This office also issues all documents needed to maintain good standing with BCIS. Students wishing to apply for any change in status should contact the coordinator of International Student Services, located in the Academic Advising Office.

International students must meet with an advisor who will assist them in building a class schedule that places them in the appropriate English as a Second Language (ESL) and Speech Communication (SPH) courses. All students seeking enrollment in credit courses for the first time are required to demonstrate basic academic proficiencies in reading, written and oral expression, and mathematics. English language courses for non-native speakers include instruction in grammar, writing, reading and speaking. They are designed to prepare students to communicate effectively in all settings.

Placement levels are as indicated:

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<tr>
<th>Level</th>
<th>ESL Grammar</th>
<th>ESL Reading</th>
<th>SPH Speech</th>
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</tr>
<tr>
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<td>ESL 0810</td>
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<tr>
<td>Intermediate</td>
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<tr>
<td>Level 1</td>
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<td>ESL 1050*</td>
<td>SPH 0950</td>
</tr>
<tr>
<td>Level 2</td>
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<td>ESL 1050*</td>
<td>SPH 0950</td>
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<tr>
<td>Advanced</td>
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<tr>
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<td>ESL 1060</td>
<td>SPH 1000</td>
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<td>Level 2</td>
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<td>ESL 1060</td>
<td>SPH 1000</td>
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<td>any SPH</td>
</tr>
</tbody>
</table>

*Upon successful completion of ESL 1050, students are eligible to take: ACC 1000; any ART except 1010; any CAP except 1050; any CSM; any DVM; ECE 1000; ENT 1600; FRN 1010; HLE 1150, 2000, 2130, 2210, 2250 and 2300; any HRT; any HSM except 1620 and 1630; HUM 1980; MAT (with appropriate Math Placement Test score); MGT 1500, 1960 and 2680; MHE 1980, 2000 and 2920; MUS 1000, 1030, 1110, 1150, 1980 and all applied MUS classes; any PED; any SLN; SPN 1010.

The library collection consists of approximately 100,000 volumes, 300 print periodical titles, 8,000 online periodical titles and 15,000 audiovisual materials. Skilled professionals are prepared to help locate information needed for study and research. Access to state and national information resources is provided through interlibrary loan and the Internet. Books, periodicals and audiovisual materials are accessed through the Web catalog at http://www-old.pgcc.edu/library/.

**Mentoring Program**

Marlboro Hall, Room 2038
301-386-7587
Dawn K. Lewis, Coordinator
lewisdk@pgcc.edu

The Mentoring Program provides first-time students (mentees) with a mentor who complements and supplements the institution’s academic advising services to meet mentees’ educational and career needs. The Mentoring Program offers an interdisciplinary and holistic approach to provide each mentor with an individualized and customized learning experience. Thus, the mission is to endow each mentee with the necessary knowledge, skills and abilities to be successful in pursuit of his/her educational and career goals.

**Program Outcomes:**

- Increase mentees’ decision-making abilities and self-confidence
- Develop rapport and a supportive relationship between mentor and mentee
- Establish a network and partnership among mentors and mentees
- Promote mentee success and learner-centered satisfaction
- Continually improve the efficacy and quality of the Mentoring Program through assessment
- Improve the college’s student retention, engagement and graduation rates

**Service Learning**

Lanham Hall, Room 225
301-322-0713
Betty Habershon, Program Liaison
bhab@pgcc.edu

The Service Learning Program encourages the development of civic responsibility through students’ participation in service projects within the community which support their academic objectives. Through Service Learning, students learn actively, applying principles learned in the classroom while developing critical, reflective thinking as well as personal and civic responsibility.

Service Learning at Prince George’s Community College is an academic component that can be integrated within the coursework of most disciplines and also is available as a separate independent credit course. Students who participate enhance their academic skills, while developing a better understanding and appreciation of civic responsibility.

**The Learning Resources Center/Library**

Lanham Hall, Room 112
301-322-0462
Reference: 301-322-0476
Circulation: 301-322-0475

The Library provides access to a wide variety of information resources, services and technologies. Materials are selected first for their relevance to the instructional programs and second for their potential to serve the cultural and recreational interests of the college and community.
Tutoring Center
Bladen Hall, Room 107
301-322-0748
www.pgcc.edu/current/academicresources/tutoringwriting.aspx

The Tutoring Center helps students put the pieces of the puzzle together with one-on-one and small group tutoring in a variety of subjects. Students are allowed to make two one-hour appointments per subject, per week for courses in which they are currently enrolled. Appointments can be made in person, by phone (301-322-0748) or on a walk-in basis (when a tutor is available).

Limited tutoring is available at University Town Center (301-277-5934) and at Laurel College Center (410-772-4162).

For more information, contact the Tutoring Center to receive a brochure or check out the Web page.

Writing Center
Bladen Hall, Room 107
301-322-0748
www.pgcc.edu/current/academicresources/tutoringwriting.aspx

The Writing Center offers one-on-one tutoring for any writing assignment in any course. Faculty tutors work with students at any stage of the writing process, helping them to generate and support ideas, organize material, incorporate and document sources, revise effectively and all other writing concerns. Grammar, ESL and speech tutoring also are offered.

Student Services and Special Programs
Advising and Transfer Services
Bladen Hall, Room 124
301-322-0151
301-583-5222 (Fax)
advising@pgcc.edu

The Advising Services staff help students develop a plan to accomplish their educational and career goals. Advisors:
• Provide pre-admission information
• Interpret placement test scores
• Assist with course selection
• Advise on general academic policies and procedures
• Provide information on transfer to other institutions
• Evaluate (unofficially) student records/transcripts to determine course/program eligibility
• Advise on choice of program of study or major appropriate for educational and career goals
• Conduct workshops on transfer, RetentionTRAX, ARTSYS and perform periodic graduation audits
• Help students develop an educational plan and monitor progress toward program completion, transfer and graduation
• Refer students to campus programs and services to meet individual needs
• Provide referrals to outside agencies and resources

Contact advisors in Bladen Hall, Room 124, 301-322-0151. Advisors for international students also are located in the Bladen Hall, Room 124. Students interested in selective admissions programs such as nursing, radiology, respiratory therapy, nuclear medicine, or health information management must meet with advisors to discuss special procedures to be followed for admission to these programs.

Advisement also is available at Andrews Air Force Base, 301-322-0778; University Town Center in Hyattsville, 301-277-5934; and Laurel College Center, 1-866-228-6110. Call 301-322-0151, for more information.

Air Force ROTC
Advising and Transfer Services
Bladen Hall, Room 124
301-322-0151
301-314-7644
www.afrotc.umd.edu

Students at Prince George’s Community College have an opportunity to enroll in the Air Force ROTC (AFROTC) Program at the University of Maryland College Park. AFROTC allows students to work toward becoming an officer in the United States Air Force while pursuing a college degree. To complete the AFROTC program, students must complete a bachelor’s degree after leaving Prince George’s Community College.

Career and Job Services Center
Marlboro Hall, Room 2102
301-322-0109
career_jobs@pgcc.edu

The Career and Job Services Center helps students at all stages of career planning, including career exploration, choice of college major and career and career changes. Career advisors help clients identify career goals that use their skills, interests and values to meet their needs. Career planning skills are considered among the top ten skills employers expect of workers today.

The center offers comprehensive personal assessment and career planning services:
• Credit (CAP) and noncredit (JCL) courses on career/life planning and college success
• Free workshops on career and life management topics
• Career counseling and advising
• Resource materials on occupations, national and regional job market projections and strategies for personal and professional development
• Computerized career guidance systems (DISCOVER) for assessment and information on occupations and educational programs
• Internet access to career resources

The Career and Job Services Center also provides assistance to students seeking employment. Career advisors offer assistance in developing efficient and effective job-hunting strategies, including interviewing techniques and résumé writing skills. The office maintains job announcements and a list of currently available positions in the metropolitan area. Numerous employers visit the campus throughout the year for on-campus recruitment and interviewing, information sessions and job fairs.
The Cashier’s Office receives bill payments and resolves student account problems. It also manages the college’s deferred tuition payment program, NBS/FACTS.

Counseling Services
Bladen Hall, Room 122
301-322-0649, 0092, 0093
counseling@pgcc.edu
Counselors are available to enrolled students with personal and interpersonal problems that may be impacting their ability to succeed in college. Short-term counseling is available to help students overcome barriers and deal with cultural and school adjustments. Referrals for long-term counseling will be made to off-campus mental health service providers who charge nominal fees, whenever possible. Emergency assistance is also available in the Health Education Center, Bladen Hall, Room 132.

Disability Support Services
Bladen Hall, Room 124
301-322-0838
301-322-0122 (TTY or TDD)
DSS@pgcc.edu
Students in need of classroom accommodations must provide current medical or educational documentation and meet with DSS staff in order to arrange appropriate accommodations. Students who need interpreters, scribes or recorded materials must register and submit a paid receipt to the Disability Support Services Office no later than one month prior to the start of classes in order to avoid possible delays in delivery of needed services.

The following services are provided:

Advising Services
• Academic advisement (Bladen Hall, Room 124)
• Classroom accommodations (Marlboro Hall, Room 1042)
• Intake/Interview
• Placement testing accommodations (as needed)
• Disability-related counseling

Accommodations and Auxiliary Services
• Interpreters, Readers, Scribes
• Notetaking services
• Recorded textbooks or enlarged print materials
• Extended time and/or permission to tape lectures

Support Services
• Liaison with community agencies
• Access to TTY, Zoomtext software, Jaws for Windows

Drug and Alcohol Abuse Prevention Program
Bladen Hall, Room 132
301-322-0845
The college prohibits the unlawful manufacture, distribution, dispensing, possession or use of illicit drugs and alcohol by employees, students and others on property owned or controlled by the college, or on property that is used by students, employees and visitors in functions of the college, or as part of any college activity. It expects all members of the college community to comply with all federal, state and local laws pertaining to the possession, use, manufacture, distribution or dispensing of alcohol and drugs.

Contact the college’s Health Education Center for information about drug or alcohol counseling, treatment, rehabilitation and reentry programs that are available or about the health and legal risks involved with the use of illicit drugs and the abuse of alcohol.

Enrollment Support Services
Admissions and Records Office
Bladen Hall, Room 126
301-322-0866
301-322-0119 (Fax)
301-322-1904 (TTY)
In addition to processing applications for admission and conducting registration for both credit and continuing education courses, the Admissions and Records Office performs a variety of other functions of importance to students. Some of these are:

• Determination of residency status for tuition purposes
• Evaluation of prior coursework for acceptance in transfer
• Certification of students for graduation
• Certification of veterans
• Transmittal of PGCC transcripts to other colleges and outside agencies
• Verification of enrollment to federal agencies, employers and external funding sources
• Maintenance and updating of student academic and demographic records
• Processing of requests for F-1 student visas
Chapter 10—Student Opportunities and Resources

• Processing of petitions for admission to the Allied Health Programs

The office is open 8:30 a.m. to 8 p.m. Monday–Thursday and 8:30 a.m. to 5 p.m. on Friday.

Health Education Center
Bladen Hall, Room 132
301-322-0845
Emergency 0111 (on-campus only)

The mission of the Health Education Center is to be a strong advocate for health education, disease prevention and health promotion to all members of the college community.

The Health Education Center also provides college-wide health promotion programs, health fair screenings, workshops, seminars, referrals and assistance to persons with disabilities, assistance with nutrition, chronic diseases, acute infections, injuries, social-emotional problems and reproductive health. Physical exams required by the various health sciences clinical programs are kept on file in the Health Education Center.

Registered nurses are available to provide free treatment to students for minor illnesses and injuries with standard first aid and nonprescription medications, as well as blood pressure readings and monitoring. Referrals are available to mental health providers.

The college does not provide health insurance for students. However, insurance applications and information can be obtained in the Health Education Center.

Mentoring and Retention Program/
The ALANA Experience
Marlboro Hall, Room 2102
301-322-0174
ALANA@pgcc.edu

The ALANA (African, Latin, Asian, Native American) program provides structured mentoring relationships to improve the academic success, retention, graduation and transfer of students of color. ALANA encourages students to develop their full potential, develop their own vision for the future and foster a sense of connection to the campus. Some of the retention activities include individual and small group academic, career and personal support workshops; academic monitoring and development of an academic action plan; social and cultural activities; four-year college visitations; and affinity group participation designed for men, women and scholars.

Servicemember’s Opportunity College
Bladen Hall, Room 126
301-322-0820

Prince George’s Community College has been designated by the American Association of Community Colleges as a Servicemember’s Opportunity College (SOC). SOC-designated institutions provide services to active-duty servicemembers to facilitate their degree attainment while in the military. Evaluation of transfer credit and the establishment of county residency are just two areas in which policies and procedures are designed to provide easier access to public higher education for military personnel and their dependents. For more information, contact the director of the Admissions and Records Office.

Student Assessment Services Center
Bladen Hall, Room 100
301-322-0090 (for Academic Testing)
301-322-0147 (for Placement Testing)

In addition to administering the college’s placement tests for new students, the Student Assessment Services (SAS) Center is the site selected by some instructors to have their classroom examinations administered outside of regular class times.

The center also coordinates the college’s Credit by Examination Program, which allows students with prior experience in a given field to attempt to receive college credit for their knowledge through successful completion of challenge examinations.

Student Support Services (TRIO)
Marlboro Hall, Room 2087
301-322-0681; TDD: 301-322-0972
SSS@pgcc.edu

Student Support Services is a specialized program designed to provide individualized support to eligible low-income, first-generation and/or disabled college students to assist them in the completion of a college degree. The program provides tutoring, career and personal counseling, academic advising and cultural activities designed to enhance the development of academic skills, personal growth, career planning and cultural awareness. This program is funded through a four-year grant from the United States Department of Education in the amount of $338,392 per year.

Transfer Center
Bladen Hall, Room 124
301-322-0151
transfer@pgcc.edu

The Transfer Center is designed to provide students with the tools to make informed educational choices about transfer from the community college to four-year schools. Emphasis is placed on transfer to Maryland state universities, but some help is available for private and out-of-state schools, particularly in Virginia and the District of Columbia. Workshops are offered during the semester that attempt to help students better understand the transfer process. A statewide, Web-based articulation program (ARTSYS) is available to help students match community college courses and majors to those offered at every public university in the state. Assistance is provided in effective use of the ARTSYS program. Computers are available for virtual college tours and catalog browsing. Transfer Day, held every semester, allows students to speak personally with college representatives from state and local four-year schools in order to validate their transfer choices.

Upward Bound (TRIO)
Laurel College Center, Suite 201
240-456-0120

The Upward Bound program is designed to assist high school students who are low-income and/or potential first-generation college to succeed in high school and to pursue post secondary education. Reinforcement of academic coursework, individualized and group tutoring, career/college exploration and cultural
trips are emphasized throughout the academic year and during the six-week summer program. This program is funded through a four-year grant from the United States Department of Education in the amount of $250,000 per year.

Veterans Services

Bladen Hall, Room 126
301-322-0820

Housed within the Admissions and Records Office, Veterans Services exists to help students eligible for veterans educational benefits apply for and successfully use those benefits. Help and information is available to veterans and service persons regarding eligibility for VA educational benefits, VA policies and procedures regarding the receipt of those benefits and special VA requirements and services that exist under each VA benefit program. Students must come to this office to activate or continue their benefits every semester in which they wish to use them. To get information about VA benefit programs, visit their Web site, www.gibill.va.gov.

Vocational Support Services

Marlboro Hall, Room 2102
301-322-0725

Vocational Support Services (VSS) provides instructional support to students enrolled in career programs. Workshops and individual assistance are offered in study skills and learning strategies. SuccessNet, a series of workshops and presentations on college success, is offered each semester. Staff also provide classroom presentations and consult with faculty on strategies for improving student learning. The first floor instructional area in Accokeek Hall has supplemental instruction materials related to anatomy and nursing courses.

The VSS program is funded through a grant from the Maryland State Department of Education, Division of Career Technology and Adult Learning.

Campus Life and Activities

Alumni Association

Development Office
Marlboro Hall, Room 2011
301-322-0858

The Prince George's Community College Alumni Association is open to all former students of the college. Members of the Alumni Association receive identification cards that admit them to on-campus movies, the library, Novak Field House and discounted use of the Natatorium. Alumni Association members who have received a degree from Prince George's Community College are welcome to use the Career and Job Services Center.

Bookstore

Largo Student Center, First Floor
301-322-0912
www.pgbookstore.com

Students may purchase books and supplies from the college bookstore, which is an independent facility that leases its campus location. The bookstore carries required textbooks and trade books, as well as a wide selection of supplies, athletic clothing, popular books and magazines and a variety of gift items and novelties. Special hours for holidays, registration and first week of classes are posted.

Child Care Services

Largo Campus
301-336-7740

The Childtime Children's Center offers full day care, hourly care and summer day camp child care services for the students, staff and faculty of the college. The center is an independent facility that leases its campus location. Such an arrangement allows the person with family responsibilities an opportunity to attend college classes on a full- or part-time basis. Qualified Prince George's Community College students pay a discounted hourly rate while attending classes.

Clubs and Organizations

See the current Student Handbook for an updated listing and descriptions of college clubs and organizations. More than 35 clubs and organizations are active on campus.

College Life Services Office

Largo Student Center, First Floor
301-322-0853

To support learning outside the classroom as well as within, the activities program at the college includes a wide variety of offerings—student governance and leadership development, intramural and intercollegiate sports, music and drama, cultural events and recreational activities—to serve the needs and interests of all campus citizens. The College Life Services Office serves as the focal point for these activities and is the point of contact for registering a campus organization, scheduling and publicizing events and receiving help with all types of activity programming projects or special needs.

To receive complete information on all organizations, as well as an explanation of student rights and responsibilities, contact the College Life Services Office and request a copy of the Student Handbook. To obtain a listing of upcoming events on campus or to take the first step toward getting involved in a group or project, contact this office and ask to speak with someone for more information.

Fine Arts

Box Office
Queen Anne Fine Arts Building, Room 104
301-322-0920

The Liberal Arts division of Prince George's Community College sponsors a comprehensive cultural program that includes art exhibits (Marlboro Gallery), dance (Hallam Theatre), films (Rennie Forum), music (Hallam Theatre) and theatrical productions (Hallam Theatre). Students holding a valid college I.D. card are admitted free of charge to most events. Students interested in participating in one of these programs should contact the related academic department for more information.
Food Services
Largo Student Center, Second Floor
301-322-0904
The food service area on campus is operated on a contracted basis. The area consists of a full service cafeteria, a cyber cafe, a vending area, catering services and food and drink machines in various campus locations. The hours of operation are as follows:

Cafeteria (Largo Student Center)
7:30 a.m.–6:00 p.m., Monday–Thursday
7:30 a.m.–2:00 p.m., Friday

Cyber Cafe (High Technology Center, Third Floor)
8:00 a.m.–8:00 p.m., Monday–Friday
8:00 a.m.–2 p.m., Saturday

Special hours are posted for periods when classes are not in session. Refunds on vending may be obtained from any cashier in the cafeteria, located in the Largo Student Center.

Intercollegiate Athletics
Novak Field House
301-322-0518
The Prince George’s Community College Athletic Department is a member of the National Junior College Athletic Association (NJCAA) and the Maryland Junior College Athletic Conference (MD JUCO). Eleven intercollegiate teams represent the college in the NJCAA and MD JUCO: men’s soccer, women’s soccer, women’s volleyball, women’s basketball, men’s basketball, men’s bowling, women’s bowling, men’s baseball, women’s softball, golf and tennis. Student athletes must meet NJCAA eligibility requirements. Many athletes transfer to four-year colleges to continue their academic and athletic experience.

Student Governance Board
College Life Services Office
Largo Student Center, First Floor
301-322-0888
Elected by students, the Student Governance Board represents and promotes student interests. It oversees many co-curricular activities and works with faculty and administrators to ensure student representation for the development of college policies and procedures.

Student Publications
College Life Services Office
Largo Student Center, First Floor
301-322-0853
The college supports two student-created publications. A student newspaper, The Owl, is published every three weeks during the fall and spring semesters. Reflections, a literary and arts magazine composed of poetry, short stories, artwork and essays submitted by students, is published once each semester.

Swimming and Exercise Facility
Robert I. Bickford Natatorium
Largo Campus
301-322-0676
The Robert I. Bickford Natatorium houses a 50-meter pool, training pool, weight training room and four racquetball courts. All of these are available to the college community and the public.
The Workforce Development and Continuing Education (WDCE) area provides a wide variety of noncredit workforce development, continuing education and community education programs. These courses and programs are designed to meet the learning needs of the county including local residents, businesses, government agencies and a variety of special populations with unique and special learning needs. More than 500 WDCE courses, workshops, and special programs are offered each year at more than 60 locations throughout the county. In order to provide these learning solutions, WDCE partners with dynamic, knowledgeable instructors, businesses, local government and non-profit community services agencies.

WDCE courses and programs are organized under four divisions, each focusing on the learning needs of a specific target population (see additional information below):

1. The Workforce Development Institutes provide career-oriented workforce development solutions for individuals across a broad range of experience and capabilities.
2. The Center for Business and Industry Training provides customized employee development solutions for businesses and government agencies.
3. The Community Education division provides a diverse selection of cultural, educational, and practical noncredit classes and certifications for county residents across the entire spectrum from birth through seniors.
4. The Adult Education Program helps adults develop the basic academic and life skills necessary to prepare for the GED Tests, speak, understand, read and write English, enhance their participation as community and family members and succeed in the workplace.

Of the college's total enrollment of nearly 40,000 students, more than 22,000 are enrolled in noncredit WDCE learning solutions. A schedule of noncredit courses is mailed to county households four times each year.

### Workforce Development Institutes (WDI)

The Workforce Development Institutes (WDI) consist of eleven clusters of industry-specific programs, courses, certifications and customized training solutions. Each institute offers industry-specific education and training solutions for entry-level professionals, mid-level managers and supervisors, senior-level executives, small business owners and entrepreneurs, and individuals seeking career change, upgrade, or trying to meet the requirements for a license or certification.

WDI courses and programs are organized around eleven Institutes, each focusing on one of the following industry clusters:

1. **Construction and Development**—includes skilled trades and construction management.
2. **Public Safety and Security**—includes law enforcement, corrections, fire and rescue and a state-approved police academy.
3. **Health Care**—includes certified nursing assistant (CNA), medicine aide, medical office assistant, medical billing, dental assisting, veterinary assistant and EMT.
4. **Transportation and Distribution**—includes Maryland Motor Vehicle Association required training for commercial truck drivers, new drivers, and motorcyclists, as well as automotive technician and repair.
5. **Hospitality and Tourism**—includes culinary arts, hotel/motel management, food service management and conference/event planning.
6. **Retail**—includes sales, marketing, and related supervisory and management courses.
7. **Finance, Insurance and Real Estate**—includes real estate sales, real estate appraisal, casualty and life insurance, mortgage banking and finance.
8. **Business and Government Services**—includes management and supervision, human resource management, payroll management and the Business Owners Success Series (BOSS).
9. **Computers and Information Technology**—includes beginning, intermediate and advanced computer software and hardware, Microsoft and Cisco certifications.
10. **Graphics and Communications Technology**—includes Web design, Web site management and computer graphics.
11. **Education**—includes child care certification and teacher certification.
### Workforce Development and Continuing Education Courses and Programs

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<th>Course/Program</th>
<th>Entry Level</th>
<th>Intermediate or Advanced Level</th>
<th>Prepares for License or Certificate</th>
<th>Also Available Online</th>
<th>May Award Continuing Education Units (CEUs)</th>
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<td>American Society for Quality (CMQ)</td>
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<td>Automotive Service Technology</td>
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<td>Building Maintenance Engineer</td>
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<td>Commercial Driver's License (CDL)</td>
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Workforce Development and Continuing Education Courses and Programs

**Entry-level/Skill Development:** No previous experience in the field required; courses prepare one for entry-level jobs in a career field.

**Intermediate/Advanced:** Previous experience or training required or helpful; courses are designed to help one advance in a career.

**Licensure/Certification:** Courses that meet the licensing or recertification requirements required by an industry, state agency or professional association; or courses prepare one for a licensure or certification exam.

**Training for Technical Trades:** Training for careers in locksmithing, electronics, air conditioning/refrigeration, welding, auto mechanics, stationary engineering and drafting/AutoCAD is regularly offered.

**Continuing Education Units (CEU) may be awarded:** One CEU awarded for every 10 contact hours of education/training; some employers require CEUs for evaluation or upgrade.

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**Center for Business and Industry Training (CBIT)**

The Center for Business and Industry Training (CBIT) creates and delivers customized employee development solutions through contractual agreements with local businesses and government agencies. CBIT has worked collaboratively with hundreds of local firms and government agencies over the years to improve employee recruitment and retention, implement new technology, upgrade worker skills, improve productivity and enhance their bottom lines. CBIT also helps to address anticipated workforce needs of businesses expanding or relocating to Prince George's County. Businesses served are from a wide range of sectors including technology, manufacturing, construction, education, health care, sales and services, finance, government services and other prominent industries in the Greater Washington-Baltimore Metropolitan Region.

**Community Education**

Community Education programs and courses offer a diverse selection of cultural, educational, and practical noncredit classes and certifications designed to enrich lives, build community and celebrate learning. Students’ ages range from birth through seniors and topics include a wide range of individual interests.

**Personal Enrichment**

1. **Foreign Languages**—Several levels of French, Spanish, German, Latin, Biblical Greek and Spanish for the workplace.
2. **Sign Language**—Courses in interpreting for the hearing-impaired community.
3. **Communication Skills**—Speaking and presentation skills, creative and business writing.
4. **Personal Finance**—Investment basics; wills, estates and trusts; home-buying; and retirement planning.

**Arts and Entertainment**—Drawing, painting, dance, acting and music.

**Recreation/Wellness/Fitness**—Strength training, aerobic exercise, tai-chi, yoga, stress reduction and nutrition classes.

**Special Studies and Topics of Special Interest:**

1. **Floriculture**—Basic and advanced floral design, silk flower design and niche marketing for floral business owners/operators and design professionals
2. **Equine Studies**—Online courses in all aspects of horse behavior, care, training, ownership and showing
3. **Culinary**—Cooking classes for catering and for the general public
4. **Aquatics/Swimming Pool Certification**—Swimming lessons for all ages, aquatic exercise and lifeguard training
5. **TravLearn**—Unique tours from the TravLearn Network feature college faculty escorts and in-country specialists who share their knowledge about the contemporary, natural and historical aspects of each destination.

**Programs for Youth and Seasoned Adult Populations**

1. **Youth**—Summer activities are offered for youth ages 7-17, and fall and spring courses are available for talented and gifted (TAG) youth and for youth that are home schooled. For more information, call 301-322-0158.
2. **Home School Initiative**—Provides home schooled children, ages 10 to 16, with quality instruction in the arts, sciences, fitness and music to augment their parents’ educational efforts. For more information, call 301-322-0158.
3. **Adults Aged 60+ (S.A.G.E.—Seasoned Adults Growing through Education)**—Courses are specifically designed for senior citizens and open only to Maryland residents, aged 60 or older. For more information, call 301-322-0882.

**Programs for Unique and Special Populations:**

1. **Adults with Developmental Disabilities**—The College for Living offers evening courses designed to enhance living skills. For more information, call 301-322-0519.
2. **Children with Special Needs/Developmental Disabilities**—The Children’s Developmental Clinic offers Saturday morning activities designed to improve motor, reading and language skills. For more information, call 301-322-0519.
Adult Education Program
Prince George’s Community College offers classes to help adults develop the basic and life skills necessary to prepare for the GED Tests, speak, understand, read and write English, enhance their participation as community and family members, and succeed in the workplace. Classes generally meet for a total of 68–72 hours.

To enroll in adult education classes, individuals must be 16 years of age or older, reside in Maryland, and be officially withdrawn from or not enrolled in a regular high school program. Individuals 16 to 18 years of age may be asked to show withdrawal documentation at registration. Specific enrollment procedures for adult education programs are explained in the college’s Adult Education brochure.

Adult Basic Education and GED Preparation
The Adult Basic Education (ABE) Program offers basic reading and GED preparation classes.
- Basic reading classes are for adults who need basic instruction in reading and writing.
- Pre-GED classes are for adults who need more practice in reading, writing, and math skills. Pre-GED classes help learners develop the skills needed to transition to GED classes.
- GED classes are for adults who are preparing to take the GED Tests and need to review their skills. Classes focus on reading, writing, and math problem solving skills.
- Enrollment is by placement test; learners will be placed in the appropriate class for their skill level.

External Diploma Program (EDP)
The EDP is a nationally recognized, alternative diploma program for adults who have significant life experience and can demonstrate essential academic competencies and life skills. Enrollees earn a Maryland State High School Diploma by developing a portfolio which demonstrates mastery of the required skills.

English for Speakers of Other Languages (ESL)
The English for Speakers of Other Languages (ESL) Program offers classes at the literacy, beginning, intermediate and advanced levels. These classes are for adults from non English-speaking countries who need instruction in speaking, understanding, reading and writing English. Classes focus on the English language and cultural skills learners need to be successful in the workplace and in the community, with an emphasis on speaking and listening skills. A literacy level is available at some centers for learners who are not literate in their own language. Learners take a placement test at registration and will be placed in the appropriate level when they return for the first class.

Registration
With the exception of Adult Education, registration for Workforce Development and Continuing Education courses is continuous. Courses fill on a first-come, first-served basis.

Walk-in Registration
Walk-in registration takes place at the Admissions and Records Office on the Largo campus or at any one of the college’s extension/degree center. Students may register up until the start date of each class. Hours are Monday through Thursday from 8:30 a.m. to 8 p.m., and Friday from 8:30 a.m. to 5 p.m.

Telephone Registration
Telephone registration is available for returning students on most weekends and Monday through Friday between 8:30 a.m. and 8 p.m. Telephone registration for a particular class is no longer available once 10 or fewer days are left before the class begins. Bills generated as a result of telephone registration are mailed to the student the next business day and payment must be received by the due date noted on the bill. Returning students call 301-499-6612. New students may call 301-322-0998 to register. Hours of availability vary.

Online Registration
Online registration is available to all students and is the fastest way to sign up for classes. Go to www.pgcc.edu. In Quicklinks, go to “Owl Link.” Click on “Continuing Education” and then on “Register and Pay.”

Please note that students must pay online at the time of registration, using a credit card. For cash, check or third-party payment, the student must come to campus to register and pay.

Students will be notified only if a class is canceled or changed. Students will receive a refund only if they drop the class before the first day.

Noncredit tuition listed in the schedule is for residents of Prince George’s County. Noncredit tuition for residents of other Maryland counties is an additional $5 per course; residents of other states and the District of Columbia pay an additional $10 per course. Any student who has not registered and has not paid tuition and fees will not be allowed to remain in class and will not receive licensure, certification or Continuing Education Units (CEUs), or, when applicable, a passing grade.

Transcripts
Official Workforce Development and Continuing Education transcripts are available from the Admissions and Records Office, Bladen Hall, Room 126. Call 301-322-0808 for more information.

Skilled Trades Center
6400 Old Branch Avenue
Camp Springs, MD 20748
301-322-0034
www.pgcc.edu/extensioncenters

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

It is the practice of the college to hold all regular classes on all days scheduled on the college calendar. Should an emergency arise that requires the cancellation of classes and activities, the following radio stations will be asked to announce the college’s closing shortly after the decision is made: WMAL, WRC, WTOP, WGAY, WAVA, WASH, WHUR, WPGC, and WWMX. The following TV stations will be asked to announce the closing: WRC 4, WTTG 5, WJLA 7, WUSA 9, and NewsChannel 8. Information concerning the college closing also may be obtained on the college Web site at www.pgcc.edu.

In case of hazardous weather, degree/extension center classes will be canceled at local public school locations when the Prince George’s County Board of Education announces that the public schools will be closed. Other sites, such as Andrews Air Force Base, the Laurel College Center, and the University Town Center in Hyattsville, will follow the Largo campus weather schedule. If the Largo campus closes as a result of inclement weather, classes at degree/extension centers and sites will be canceled.

When the college announces a delayed opening, all classes with at least 45 minutes of class time remaining at the time of the opening will be held. For example, in the event of a 10 a.m. opening, a 9:30–10:45 a.m. class will be held. This procedure applies to all credit classes.

Student Residency Policy

It is the policy of the board of trustees of Prince George’s Community College to distinguish, for tuition purposes, among students who are residents of Prince George’s County, students who are residents of Maryland but not of Prince George’s County, and students who are residents outside the state of Maryland so that out-of-county students shall pay tuition as established by the board of trustees in accordance with Education Article 16-407(b), Annotated Code of Maryland, and out-of-state students shall pay tuition as established by the board of trustees in accordance with Education Article 16-407(a), Annotated Code of Maryland.

In determining student residency, the following definitions apply:

- **Maryland resident** means a student who maintains his or her legal domicile in Maryland and has done so for a period of not less than three months before the date of his or her enrollment at the college. To be considered a Maryland resident for the purposes of this policy, the student shall possess the legal capacity under state and federal law to establish Maryland domicile or shall be a dependent of someone who may do so.

- **Out-of-state student** means a student who is not a Maryland resident.

- **Out-of-county student** means a student who is a Maryland resident but is not a resident of Prince George’s County.

- **In-county student** means a student who maintains his or her legal domicile in Prince George’s County and who has done so for a period of not less than three months before the date of his or her enrollment at the college or who is a dependent of someone who has maintained such domicile. For the purpose of tuition and fees only, in-county student also means a Maryland resident or a dependent of a resident who does not reside in Prince George’s County, who enrolls at the college in an instructional program designated as a Statewide Program or a Health Manpower Shortage Program.

- **Domicile** means a person’s permanent place of abode, where physical presence and possessions are maintained, and where a person intends to remain indefinitely. The domicile of a person who received more than one-half of his or her financial support from others in the most recently completed year is the domicile of the person contributing the greatest proportion of support without regard to whether the parties are related by blood or marriage. This definition does not apply to those who do not have the legal capacity under state or federal law to establish domicile in the state or country.

At the time of admission to or initial enrollment in any course at the college, each student shall sign a statement affirming domicile and the factual basis for the claim of domicile.

At the time of each subsequent enrollment, each student will indicate whether current domicile is the same as or different from that affirmed at initial enrollment. If facts indicate the domicile has changed, the student shall complete a new statement. Students who fail to report a change of address which results in the return of grades or other official college mail will not be allowed to enroll in classes until proof of the new domicile has been received. Students have the burden of proving domicile when asked to do so, and the college reserves the right to request two or more acceptable proofs of domicile at any time.

The college will consider documentation of any or all of the following as evidence or proof of residence:

- Ownership or rental of local living quarters.

- Substantially uninterrupted physical presence, including the months when the student is not in attendance at the college.

- Maintenance in Maryland and in the county of all, or substantially all, of the student’s possessions.

- Payment of state and local piggyback income taxes on all taxable income earned, including all taxable income earned outside the state.

- Registration to vote in the state and county.

- Registration of a motor vehicle in the state, with a local address specified, if the student owns or uses such a vehicle.
II. Definitions

A. In this Policy, the following terms have the meanings indicated.

B. Terms defined.

1. **A.A. degree** means the Associate of Arts degree.

2. **A.A.S. degree** means the Associate of Applied Sciences degree.

3. **A.A.T. degree** means the Associate of Arts in Teaching degree.

4. **Arts** means courses that examine aesthetics and the development of the aesthetic form and explore the relationship between theory and practice. Courses in this area may include fine, performing and studio art, appreciation of the arts and history of the arts.

5. **A.S. degree** means the Associate of Sciences degree.

6. **Biological and physical sciences** means courses that examine living systems and the physical universe. They introduce students to the variety of methods used to collect, interpret and apply scientific data, and to an understanding of the relationship between scientific theory and application.

7. **English composition courses** means courses that provide students with communication knowledge and skills appropriate to various writing situations, including intellectual inquiry and academic research.

8. **General education** means the foundation of the higher education curriculum providing a coherent intellectual experience for all students.

9. **General education program** means a program that is designed to introduce undergraduates to the fundamental knowledge, skills and values that are essential to the study of academic disciplines, to encourage the pursuit of lifelong learning and to foster the development of educated members of the community and the world.

10. **Humanities** means courses that examine the values and cultural heritage that establish the framework for inquiry into the meaning of life. Courses in the humanities may include the language, history, literature, and philosophy of Western and other cultures.

11. **Mathematics** means courses that provide students with numerical, analytical, statistical and problem-solving skills.

12. **Native student** means a student whose initial college enrollment was at a given institution of higher education and who has not transferred to another institution of higher education since that initial enrollment.

13. **Parallel program** means the program of study (or courses) at one institution of higher education that has comparable objectives as those at another higher education institution, e.g., a transfer program in psychology in a community college is definable as a parallel program to a baccalaureate psychology program at a four-year institution of higher education.

14. **Receiving institution** means the institution of higher education at which a transfer student currently desires to enroll.
(15) **Recommended transfer program** means a planned program of courses, both general education and courses in the major, taken at the community college that is applicable to a baccalaureate program at a receiving institution; ordinarily the first two years of the baccalaureate degree.

(16) **Sending institution** means the institution of higher education of most recent previous enrollment by a transfer student at which transferable academic credit was earned.

(17) **Social and behavioral sciences** means courses that examine the psychology of individuals and the ways in which individuals, groups or segments of society behave, function and influence one another. They include, but are not limited to, subjects which focus on history and cultural diversity; on the concepts of groups, work and political systems; on the applications of qualitative and quantitative data to social issues; and on the interdependence of individuals, society and the physical environment.

(18) **Transfer student** means a student entering an institution for the first time having successfully completed a minimum of 12 semester hours at another institution that are applicable for credit at the institution the student is entering.

III. General Education Requirements for Public Institutions

A. While public institutions have the autonomy to design their general education program to meet their unique needs and mission, that program shall conform to the definitions and common standards in this chapter. A public institution shall satisfy the general education requirement by:

(1) Requiring each program leading to the A.A. or A.S. degree to include not less than 30 and no more than 36 semester hours and each baccalaureate degree program to include not less than 40 and no more than 46 semester hours of required core courses, with the core requiring, at a minimum, coursework in each of the following five areas:
   (a) Arts and humanities;
   (b) Social and behavioral sciences;
   (c) Biological and physical sciences;
   (d) Mathematics; and
   (e) English composition.

(2) Conforming with COMAR 13B.02.16D(2)(b)-(c).

B. General education programs of public institutions shall require at least:

(1) One course in each of two disciplines in arts and humanities;
(2) One course in each of two disciplines in social and behavioral sciences;
(3) Two science courses, at least one of which must be a laboratory course;
(4) One course in mathematics at or above the level of college algebra; and
(5) One course in English composition.

C. Interdisciplinary and emerging issues

(1) In addition to the five required areas in III A (1) of this Regulation, a public institution may include up to eight semester hours in a sixth category that addresses emerging issues that institutions have identified as essential to a full program of general education for their students. These courses may:
   (a) Be integrated into other general education courses or may be presented as separate courses; and
   (b) Include courses that:
      (i) Provide an interdisciplinary examination of issues across the five areas; or
      (ii) Address other categories of knowledge, skills and values that lie outside of the five areas.

(2) Public institutions may not include the courses in this section in a general education program unless they provide academic content and rigor equivalent to the areas in III A (1) of this Regulation.

D. General education programs leading to the A.A.S. degree shall include at least 20 semester hours from the same course list designated by the sending institution for the A.A. and A.S. degrees. The A.A.S. degree shall include at least one 3 semester hours course from each of the five areas listed in III A (1).

E. A course in a discipline listed in more than one of the areas of general education may be applied only to one area of general education.

F. A public institution may allow a speech communication or foreign language course to be part of the arts and humanities category.

G. Composition and literature courses may be placed in the arts and humanities area if literature is included as part of the content of the course.

H. Public institutions may not include physical education skills courses as part of the general education requirements.

I. All general education courses shall reflect current scholarship in the discipline and provide reference to theoretical frameworks and methods of inquiry appropriate to academic disciplines.

J. Courses that are theoretical may include applications, but all applications courses shall include theoretical components if they are to be included as meeting general education requirements.

K. Public institutions may incorporate knowledge and skills involving the use of quantitative data, effective writing, information retrieval and information literacy where possible in the general education program.

L. Notwithstanding III A (1) of this Regulation, a public four-year institution may require 48 semester hours of required core courses if courses upon which the institution’s curriculum is based carry four semester hours.

M. Public institutions shall develop systems to ensure that courses approved for inclusion on the list of general education courses are designed and assessed to comply with the requirements of this Policy.
N. A public college or university shall notify all other public degree-granting institutions of its intention to adopt a new lower-division course for general education credit at least six months prior to offering the course for general education credit.

**IV. Transfer of General Education Credit**

A. A student transferring to one public institution from another public institution shall receive general education credit for work completed at the student’s sending institution as provided by this Policy:

B. A completed general education program shall transfer without further review or approval by the receiving institution and without the need for a course-by-course match.

C. Courses that are defined as general education by one institution shall transfer as general education even if the receiving institution does not have that specific course or has not designated that course as general education.

D. The receiving institution shall give lower-division general education credits to a transferring student who has taken any part of the lower-division general education credits described in Regulation III of this Policy at a public institution for any general education courses successfully completed at the sending institution.

E. Except as provided in Regulation III L of this Policy, a receiving institution may not require a transfer student who has completed the general education credits at any public college or university to take, as a condition of admission, technical courses from career programs; transfer of credit from the following areas shall be considered on the student’s transcript by the receiving institution:

- Technical courses from career programs;
- Credit awarded for clinical practice or cooperative education experiences;
- Credit awarded for life and work experiences.

G. A.A.S. Degrees.

1. While there may be variance in the numbers of hours of general education required for A.A., A.S. and A.A.S. degrees at a given institution, the courses identified as meeting general education requirements for all degrees shall come from the same general education course list and exclude technical or career courses.

2. An A.A.S. student who transfers into a receiving institution with fewer than the total number of general education credits as designated by the receiving institution shall complete the difference in credits according to the distribution as designated by the receiving institution. Except as provided in Regulation III M, the total general education credits for baccalaureate degree-granting public receiving institutions shall not exceed 46 semester hours.

H. Student responsibilities. A student is held:

1. Accountable for the loss of credits that:
   - Result from changes in the individual’s selection of the major program of study; or
   - Were earned for remedial coursework; or
   - Exceed the total course credits accepted in transfer as allowed by this Policy.

2. Responsible for meeting all requirements of the academic program of the receiving institution.

**V. Transfer of Non-General Education Program Credit**

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

1. Credit is from a college or university parallel course or program;

2. Grades in the block of courses transferred average 2.00 or higher; and

3. Acceptance of the credit is consistent with the policies of the receiving institution governing students following the same program.

B. Credit earned in or transferred from a community college is limited to:

1. One-half the baccalaureate degree program requirement, but may not be more than 70 semester hours; and

2. The first two years of the undergraduate educational experience.

C. Nontraditional Credit.

1. The assignment of credit for AP, CLEP, or other nationally recognized standardized examination scores presented by transfer students is determined according to the same standards that apply to native students in the receiving institution, and the assignment shall be consistent with the state minimum requirements.

2. Transfer of credit from the following areas shall be consistent with COMAR 13B.02.02. and shall be evaluated by the receiving institution on a course-by-course basis:
   - Technical courses from career programs;
   - Course credit awarded through articulation agreements with other segments or agencies;
   - Credit awarded for clinical practice or cooperative education experiences; and
   - Credit awarded for life and work experiences.

3. The basis for the awarding of the credit shall be indicated on the student’s transcript by the receiving institution.

4. The receiving institution shall inform transfer students of the procedures for validation of coursework for which there is no clear equivalency. Examples of validation procedures include ACE recommendations, portfolio assessment, credit through challenge examinations and satisfactory completion of the next course in sequence in the academic area.

5. The receiving baccalaureate degree-granting institution shall use validation procedures when a transferring student successfully completes a course at the lower division level that the receiving institution offers at the upper division level. The validated credits earned for the course shall be substituted for the upper division course.
D. Program Articulation.

(1) Recommended transfer programs shall be developed through consultation between the sending and receiving institutions. A recommended transfer program represents an agreement between the two institutions that allows students aspiring to the baccalaureate degree to plan their programs. These programs constitute freshman/sophomore-level coursework to be taken at the community college in fulfillment of the receiving institution’s lower division coursework requirement.

(2) Recommended transfer programs in effect at the time that this regulation takes effect, which conform to this chapter, may be retained.

VI. Academic Success and General Well-Being of Transfer Students

A. Sending Institutions.

(1) Community colleges shall encourage their students to complete the associate’s degree or to complete 56 hours in a recommended transfer program that includes both general education courses and courses applicable toward the program at the receiving institution.

(2) Community college students are encouraged to choose as early as possible the institution and program into which they expect to transfer.

(3) The sending institution shall:
   
   (a) Provide to community college students information about the specific transferability of courses at four-year colleges;
   
   (b) Transmit information about transfer students who are capable of honors work or independent study to the receiving institution; and
   
   (c) Promptly supply the receiving institution with all the required documents provided the student has met all financial and other obligations of the sending institution for transfer. (acceptable for transfer credit and which of those are applicable to the student’s intended)

B. Receiving Institutions.

(1) Admission requirements and curriculum prerequisites shall be stated explicitly in institutional publications.

(2) The receiving institution shall admit transfer students from newly established public colleges that are functioning with the approval of the Maryland Higher Education Commission on the same basis as applicants from regionally accredited colleges.

(3) The receiving institution shall evaluate the transcripts of degree-seeking transfer students as expeditiously as possible, and notify students of the results no later than midsemester of the students’ first semester of enrollment at the receiving institution, provided that all official transcripts have been received at least 15 working days before midsemester. The receiving institution shall inform students of which courses are program of study.

(4) The receiving institution shall give transfer students the option of satisfying institutional graduation requirements that were in effect at the receiving institution at the time the student enrolled as a freshman at the sending institution. In the case of major requirements, a transfer student may satisfy the major requirements in effect at the time when the student was identifiable as pursuing the recommended transfer program at the sending institution. These conditions are applicable to the student who has been continuously enrolled at the sending institution.

VII. Programmatic Currency

A. Receiving institutions shall provide to the community college current and accurate information on recommended transfer programs and the transferability status of courses. Community college students shall have access to this information.

B. Recommended transfer programs shall be developed with each community college whenever new baccalaureate programs are approved by the degree-granting institution.

C. When considering curricular changes, institutions shall notify each other of the proposed changes that might affect transfer students. An appropriate mechanism shall be created to ensure that both two- and four-year public colleges provide input or comments to the institution proposing the change. Sufficient lead time shall be provided to affect the change with minimum disruption. Transfer students are not required to repeat equivalent coursework successfully completed at the community college.

VIII. Transfer Mediation Committee

A. There shall be a Transfer Mediation Committee, which shall be representative of the public four-year colleges and universities and the community colleges, appointed by the Secretary of the Maryland Higher Education Commission.

B. Sending and receiving institutions that disagree on the interpretation of the transfer of general education courses as defined by this Policy shall submit their disagreements to the Transfer Mediation Committee. The Transfer Mediation Committee shall also address questions raised by any institutions about the acceptability of new general education courses. As appropriate, the Committee shall consult with faculty on curricular issues.

C. The findings of the Transfer Mediation Committee shall be considered binding on both parties.

IX. Appeal Process

A. Notice of Denial of Transfer Credit by the Receiving Institution.

(1) Except as provided in Regulation IX A(2), the receiving institution shall inform a transfer student in writing of the denial of transfer credit not later than midsemester of the transfer student’s first semester provided that all official transcripts have been received at least 15 working days before midsemester.

(2) If transcripts are submitted after 15 working days before midsemester of the student’s first semester, the receiving institution shall inform the student of credit denied within 20 working days of receipt of the official transcript.

(3) The receiving institution shall include in the notice of denial of transfer credit:
(a) A statement of the student’s right to appeal; and
(b) A notification that the appeal process is available in the institution’s catalog.

(4) The statement of the student’s right to appeal the denial shall include notice of the time limitations in Regulation IX B.

B. A student believing that the receiving institution has denied the student transfer credits in violation of this Policy may initiate an appeal by contacting the receiving institution’s transfer coordinator or other responsible official of the receiving institution within 20 working days of receiving notice of the denial of credit.

C. Response by Receiving Institution.

(1) The receiving institution shall establish expeditious and simplified procedures governing the appeal of a denial of transfer of credit.

(2) The receiving institution shall respond to the student appeal within 10 working days.

(3) The institution may either grant or deny the appeal. The institution’s reasons for denying an appeal must be consistent with these policies and conveyed to the student in written form.

(4) Unless the student appeals to the sending institution, this written decision constitutes the receiving institution’s final decision and is not subject to appeal.

D. Appeal to Sending Institution.

(1) If the student has been denied transfer credit after an appeal to the receiving institution, the student may request the sending institution to intercede on his/her behalf by contacting the transfer coordinator of the sending institution.

(2) The student must make this appeal to the sending institution within ten working days (two weeks) of having received the decision of the receiving institution.

E. Consultation Between Sending and Receiving Institutions.

(1) Representatives of the two institutions shall have 15 working days (three weeks) to resolve the issues involved in the appeal.

(2) As a result of this consultation, the receiving institution may affirm, modify or reverse its earlier decision.

(3) The receiving institution shall inform the student in writing of the result of the consultation.

(4) The decision arising out of this consultation shall constitute the final decision of the receiving institution and is not subject to appeal.

X. Periodic Review

A. Reports by Receiving Institutions.

(1) The receiving institution shall annually report the progress of students who transfer from two-year and four-year institutions within the state to each community college and to the Secretary of the Maryland Higher Education Commission.

(2) The annual reports shall include longitudinal reports on the subsequent academic success of enrolled transfer students, including graduation rates by major subject areas.

(3) The receiving institution shall include in the reports comparable information on the progress of native students.

B. Transfer Coordinator. Each public institution of higher education shall designate a transfer coordinator, who serves as a resource person to transfer students at either the sending or receiving campus. The transfer coordinator is responsible for overseeing the application of the policies and procedures outlined in this plan and interpreting transfer policies to the individual student and to the institution.

C. The Maryland Higher Education Commission shall establish a permanent Student Transfer Advisory Committee that meets regularly to review transfer issues and recommend Policy changes as needed. The Student Transfer Advisory Committee shall address issues of interpretation and implementation of this Policy.

Nondiscrimination Policy

Prince George's Community College is committed to a policy of equal opportunity for all persons to the end that no person, on the grounds of sex, age, race, color, religion, national origin, ancestry, marital status, sexual orientation, or status as a qualified individual with a disability, qualified disabled veteran, or Vietnam-era veteran, shall be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity of this institution. Under this policy, this institution will not discriminate against any person on the grounds of sex, race, age, color, religion, veteran’s status, disability, ancestry, marital status, sexual orientation, or national origin in its admission policies and practices or any other policies or practices of the institution relating to the treatment of students and other individuals, including employment, the provision of services, financial aid, and other benefits, and including the use of any building, structure, room space, materials, equipment, facility, or any other property. One who believes oneself or any specific class of individual to be subject to prohibited discrimination may, by oneself or through a representative, file a written complaint with the Office of Civil Rights of the Department of Education or with the college president, or both. The executive assistant to the president, Room 130, Kent Hall, 301-322-0170, coordinates the college’s program of nondiscrimination.

Title IX

Prince George’s Community College, as a recipient of federal financial assistance, is subject to Title IX of the Education Amendment of 1972, as amended. It is college policy not to discriminate on the basis of sex in the educational programs or activities that it operates. This policy not to discriminate in educational programs and activities extends to admission to the college. The college actively encourages the enrollment of interested students, regardless of race, sex, national origin, age, color, ancestry, religion, marital status, veteran’s status, or disability, in all of its educational programs, and fully supports student access to all programs without regard to sex stereotyping or other such limitations. Inquiries concerning the application of Title IX may be referred to the director of the Office of Civil Rights of the Department of Education or to the executive assistant to the president, Room 130, Kent Hall, 301-322-0170.

Accessible Transportation

Accessible transportation will be provided to accommodate disabled persons on all school sponsored trips. Requests for accommodations must be made a minimum of 15 days prior to any trip.
Chapter 13—College Employees

Administration

President
Dr. Charlene M. Dukes

Executive Assistant to the President
Ms. Alonia C. Sharps

Vice President for Academic Affairs (Interim)
Dr. Sandra F. Dunnington

Vice President for Administration and Finance
Mr. Thomas E. Knapp

Vice President for Student Services (Interim)
Dr. Margaret A. Taibi

Vice President for Technology Services
Dr. Joseph G. Rossmeier

Vice President for Workforce Development and Continuing Education
Dr. Daniel P. Mosser

Chief Technology Officer
Mr. William L. Anderson

Dean of Behavioral, Social and Business Studies
Dr. John A. G. Rosicky

Dean of College Life Services (Interim)
Ms. Andristine M. Robinson

Dean of Educational Development (Interim)
Dr. Beverly S. Reed

Dean of Enrollment Services
Mr. Tracy A. Harris

Dean of Facilities Management
Dr. David C. Mosby

Dean of Financial Affairs
Mr. James W. Cobb, Jr.

Dean of Health Sciences (Interim)
Ms. Angela D. Anderson

Dean of Human Resources
Ms. Lark T. Dobson

Dean of Learning Resources
Dr. Lynda B. Logan

Dean of Learning Technologies and Support Services
Mr. Oliver D. Hansen

Dean of Liberal Arts
Dr. Robert H. Barshay

Dean of Planning and Institutional Research
Vacant

Dean of Sciences, Technology, Engineering and Mathematics (Interim)
Mr. Louis C. Renaud

Dean of Student Development Services (Interim)
Dr. Kathy C. Hopkins-Smith

Dean of Workforce Development and Continuing Education Operations
Mr. Joseph L. Martinelli

Dean of Workforce Development and Continuing Education Programs
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Ms. June D. Fordham

Senior Academic Administrator
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Director of Enterprise Services
Mr. Antony G. Jackson

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Mr. Ashante Abubakar

Program Director of Institutional Assessment
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Development
Carr, Leslie
Cunningham, Moneka E.
Gilbert, Sara R.
Hooks, Frances E.
Wells, Pamela R.

Institutional Accountability and Governance
Frazier, Doris

Marketing and Public Relations
Brown, Kortnee D.
Dowell, Earlene
Gilpatrick, Morgan E.
Kirkman, Clark A.
Percy, Michael T.

Academic Affairs
Clark, Sadie R.
Roebuck, Tia M.

Academic Affairs Graphics
Hofmann, Kathy F.

Andrews Air Force Base
Drummeter, Mark E.
Lubey, Lynn A.

Behavioral, Social and Business Studies Division
Hanson, Teresa D.
Hicks, Rhonda
Lipford, Wanda
McNeill, Gaston L.
Thornton, Victoria

Center for Academic Resource Development
Brown, Gita A.
Butler, Diane D.
Courtney, Shirley W.

Center for Work-Based Learning
Parker, Sandra A.

CyberWATCH
Webb, Diane L.

Degree/Extension Centers and Weekend College
Ball, Susan M.

Educational Development Division
Coleman, Adrienne M.
Gorrell, Sandra L.
Jackson, Lelah S.
Jones, Jasmine M.
Kyriss, Patricia L.
Pollard, Meltonia
Williams, Sharon G.

Health Sciences Division
Collins, Judith M.
Foster, Linda T.
Pickett, Celia E.
Thibeau, Deborah

Honors Program
Shropshire, Andrew

Laurel College Center
Grinberg, Nancy L.
Hossain, Manzoor
Tavel, Bridget A.

Learning Resources
Abrams, Angela H.
Carnegie Van-Orgle, Crystal
Cooper, Candice
Goodwin-Alston, Janice M.
Lopez, Caroline J.
Macklin, Lori L.

Liberal Arts Division
Abel, Carol
Brown, Darryl
Carter, Phoebe A.
Fry, Gary R., Jr.
Gray, Kathleen M.
Hance, Sandra G.
Miles, Vincent A.
Redding, Lorna L.
Simon, Jasmine
Smith, Gloria G.
Strohecker, Darlene

Sciences, Technology, Engineering and Mathematics Division
Bond, Clara M.
Carter, Beverly B.
Davis-Campbell, Chayse C.
Dempsey, Sandra
Floyd, Lisa M.
Hunter, Cecelia D.
Kaufman, Karin K.
Koval, Natalya N.
Lee, Karen J.
Mortazavi, Mojdeh
Nguyen, Ai Q.
Shah, Indravadan R.

Tutoring and Writing Centers
Corbin, Diane J.
Jones, Deljuan C.

University Town Center
Amo, Rosa D.
Busari, Ambali T.
Byrd, Janice R.
Cochran, Dorris A.
Cruz, Beth A.
Gorman, Melvin R., Jr.
Huffman, Dennis E.
Lopez, Carlos E.
Misra, Puspanjali
Rodriguez, Jessica
Washington, Larry A.

Administration and Finance
Barino-Jackson, Diane M.

Administration and Finance
Hoover, Sandra L.
Micheletti, Robin A.

Campus Police
Barino, Terry H.
Davis, Eugene H., II
Dominique, Ronald H.
Hooker, Ebony S.
Howard, Britt S.
James, Jermaine K.
Kendrick, Robert E.
Lindsey, Adrian
McMillan, George G.
Moody, Calvin
Mosley, Vincent
Nelson, Charles W.
Roberts, Loraine G.
Sturdivant, Melvin J.
Treadwell, L. J.
Walker, Larry M.
Watkins-McClung, Karen
Wells, William L.
Williford, Leana C.
Wilson, Kizzie D.

Facilities Management
Bell, Mose R.
Bogan, Bryan
Boone, Bianca M.
Brackett, Jerry N.
Brasswell, Carol S.
Brown, Angela
Butler, Doris C.
Chambers, Colette D.
Chapman, Gloria A.
Chittams, Linda D.
Clark, Robert L.
Coates, Victor K.
Cobey, Darren E.
Facilities Management (continued)
Collington, James
Council, Oliver J.
Davis, Shirley G., Jr.
Digs, Barbara C.
Doekens, Martin L.
Dunbar, Michael
Dunnington, Charles M.
Dupree, Daryck C.
Evans, Ann L.
Fenty, Kenneth D.
Fernandez, Veronica
Ford, Calvin
Frazier, Derrick K.
Fulcher, Mount O.
Garcon, Rony
Gorman, Melvin R., Jr.
Graves, Kelvin L.
Harris, Clarence
Harris, Deborah A.
Hayden, Ronald
Hayden, Samuel G.
Hayes, Michael C.
Herrin, Jonathan R.
Hopewell, Richard J., Jr.
Jacobs, Chris, Jr.
Jackson, Charles E.
Jackson, Lois A.
Jett, Ronald L.
Johnson, Selena V.
Jones, Dwight C.
Jones, Vernon T.
Jordan, Gregory A.
Kallal, Mark J.
Lawson, Geoffrey
Lopez, Carlos E.
Miller, Sandra L.
Maldonado, James D., Jr.
Mason, Ralpeh T.
McKinney, Grover F.
Mellon, Gene I.
Mingo, Titus K.
Mitchell, Allen
Nieves, John R.
Oliver, Geraldine
Opata, Kingsley N.
Owens, Leonard R.
Portillo, Juan
Reeder, Carrie E.
Rivera, Ana P.
Robinson, Dennis J.
Ross, Linda
Sachino, Mildred L.
Scrivner, Virginia L.
Shorter, Walter J., Jr.
Singh, Sarjeet V.
Smith, Isaiah
Smith, James C.
Smith, Ronald S.
Smith, Ruby L.
Thompson, Gregory C.
Thompson, James M.
Thompson, Mary D.
Tyree, Renetta L.
Voss, Rufus
Wade, William R.
Wharton, Keith
Williams, Amadi J.
Williams, Robert, Jr.
Wilson, Dennis P.
Wright, Roland D.
Zeriun, Letebrhan L.
Fiscal Management
Brockett, Teresa
Dean, Lynne
Devenney, James
Fale, Bettyanne B.
Gower, Diana
Green, Lynn
Hill, Toni E.
Lee, Leslie
Lowe, Thandine F.
McCready, Barbara C.
Miller, Sandra L.
O’Brien, Patricia C.
Platt, Pamela G.
Powell, Dawn M.
Redzic, Asima
Walker, Sheila R.
Watson, Bridgett D.
White, Kalika R.
Whitehead, Colleen
Wiley, Stephanie
Human Resources
Bowerman, Brenda
Bush, Gina
Cosh, Bree A.
Cunningham, Laurie A.
Evans, Katrina A.
Gray, Reeshemah
Harris, Miriam E.
Harris, Ruth G.
Labash, Betty L.
McPherson, Joyce
Thomas, Sabrina M.
Planning and Institutional Research
Egypt, Karen M.
Miller-Jones, Marietta M.
Procurement
Browning, Mary F.
Disharoon, Debra K.
Ellington, Lynnette B.
Fitch, Andre J.
Gaskins, Wendell J.
Goode, Charles E.
Grymes, Karla D.
Hunter, Kent S.
Smith, Steven J.
Student Services
Cooper, Lucy M.
Admissions and Records
Bailey, Brenda
Barnes, Jo-Leatha
Black, Lucretia Y.
Brown, Frances F.
Davis, Anthony F.
Dupree, Linda L.
Jenkins, Jessica
Jennings, Carol
Johnson, Deborah T.
McKnight, Gloria P.
Myers-Yates, Saundra L.
Richards, Barrie
Richardson, Carolyn
Robinson, Gina R.
Young, Junella C.
Advising and Career/Job Services
Amo, Rosa D.
Bailey, Jacqueline C.
Caldwell, Candice D.
Coluzzi, Mary J.
Cook, Mary C.
Cruz, Beth
Dougherty, Barbara A.
Enciso, Julie
Hudson, Constance A.
Jones, Mary Sesker
McCree, Faries
Pair-Cunningham, Stephanie S.
Placide, Myriam M.
Razavi, Rayhaneh A.
Van Cleef, Paul
ALANA
Harrison, Tamika
Njah, Mary
Owens, Allessia
Athletics
Miller, Melissa V.
Todaro, Jo Ann
Wehrenberg, David
College Life Services
Berkoski, Theresa L.
Longus, Monica I.
Peters, Deborah
Sawyer, Shakira L.
Smoot, Renee
Walton, Edmund
Disability Support Services
Evans, Carol L.
Mays, Thomas O.
Enrollment Services
Belt, Gloria
Dunham, Tanisha
Johnson, Sharon G.
Watson, Crystal
**Financial Aid**  
Baldwin, Dontel  
Bowman, Jacqueline A.  
Craig, Monique  
DelaCruz, Alcene L.  
Drew, Andrea L.  
Gregg, Sandra M.  
Hutchinson, Thomas M.  
Jackson, Elroy  
Lee, Beverly M.  
Pringle, Tanya  
Rounds, Wanda M.  
Talbert, Jane M.

**Health Education Center**  
Cooper, Kim E.  
Thomas, Pamela M.

**Recruitment**  
Dearring, Joel A.  
Garcia Lopez, Samantha  
Hackett-Taylor, LaLetta  
Spriggs, Diane G.  
Swaim, Darrell W.

**Student Assessment Services**  
Johnson, Ava  
McNair, Jahmal A.  
Porter, Beatrice B.  
Simmons, Lloyd D.

**Student Development Services**  
Thompson, Samantha

**Student Support Services**  
Braxton, Rhonetta  
Collins, Phyllis  
Jackson-Warren, Alicia

**Upward Bound**  
Dean, Korey L.

**Vocational Support Services**  
Woods, Patricia A.

**Technology Services**  
Proels, Susan E.  
Shepard-Powell, Ethel N.

**Administrative Technology Services**  
Daniels, Carla D.

**Audio Visual Technology Services**  
Lemerise, Michael R.  
Palmer, Marvin G.  
Rodriguez, Donald R.  
Saar, Michael L.

**Computer Room Operations**  
Gooding, Christopher  
McDill, John R.  
Payne, Maurice A.

**Data Center**  
Bentley, Edward  
Floyd, Lane  
Sims, Marc A.  
Yun, Xijun

**Distance Learning**  
Cottrill, Shane E.  
Flage, Eileen C.  
Gherezgher, Solomon  
Ives, Nicole  
Simmons, Sylvia L.

**Network Services**  
Adams, Glenn E.  
Farley, David B.  
Flage, Claudio C.  
Jones-Davidson, Benita  
Kouadio, Boka  
Peterson, Cameron T., Sr.

**Systems Development**  
Bowe, Maxine J.  
Greene, Patricia A.  
Kisinger, Linda C.  
Mayberry, Christian E.  
Swaim, Darrell W.

**Systems Services**  
Smith, Lynette K.

**Technology Resource Center**  
Eldridge, Gary  
Gagneux, Lorna R.  
Kane-Morris, Marjani E.  
Walker, Theresa S.

**Technology Support Services**  
Abujuma, Nabil M.  
Allen, Cynthia D.  
Bishop, Deborah  
Busari, Ambali  
Capuano, Antonio  
Carlyle, Fred  
Egal, Deepa  
Faas, Daniel  
Glanden, Robert C.  
Goggin, C.J.  
Gomez, Nelson  
Graham, Randy  
Gray, Alice  
Green, Cynthia L.  
Grier, Linda V.  
Gunraj, Andrew  
Hopkins, Takima M.  
Hossain, Manzoor  
Jones, Brenda  
Lloyd, David  
Lutchman, Ronnita  
Martins-Silva, Francisco C.  
Misra, Puspanjali  
Murphy, Daniel E.  
Odbusore, Olouye  
Palmer, Roy L.  
Patt, Viral  
Pryor, Robert C.  
Sampson, Donald  
Tao, Jen-Yi  
Warnes, Erik  
Williams, Lois  
Zaza, Ansumana

**Telecommunications Services**  
Cruz, Eduardo R.

**Web Services**  
Ali, Mohammed  
Sisk, Joshua A.

**Workforce Development and Continuing Education**  
Anderson-Hughes, Lucinda  
Barino-Samuels, Denise M.  
Barker, Donna M.  
Brandel, Dorothy A.  
Brantley, Wendell  
Campbell, Joyce D.  
Carrington, Monica-Lou W.  
Cheek, Linda  
Crawford, Camille A.  
Crowell, Adrienne M.  
Cullins, John E.  
Davis, Marla  
Gagnon, Susan  
Gutierrez, Richard T.  
Hammonds, Veronica  
Higgs, Michelle T.  
Howard, Kisha  
Kallish, Karen H.  
Lowe, Ermer R.  
McBryde, Carrol H.  
McClure-Roberts, Tina  
McDuffie, Sheila Y.  
Melvin, Fanny  
Nipper, Florence  
Park, Nancie  
Pryor, Josephine  
Rac, Michael G., Jr.  
Riche, Janet L.  
Robinson, Arlene I.  
Ross, Teresa  
Ryan, Mary A.  
Shea, Joan E.  
Shearer, Mary J.  
Siravajanakul, Sivameth  
Tyler, Bertina  
Van Nuys, Suzanne  
Varnado, Cynthia M.  
Vaughn, Marlo  
Walker, Denise A.  
Walpole, Jacqueline  
Wells, Michele
Directions to Largo Campus
Prince George's Community College is accessible from Central Avenue (Route 214), Landover Road (Route 202) and Capital Beltway (I-95/I-495) Exits 17A and 15A. The college is 3.3 miles from exit 17A East and 1 mile from exit 15A East.

From Montgomery County: Follow the Beltway south to exit 17A (Upper Marlboro). You will exit onto Landover Road (Route 202 East). Follow Route 202 under Route 214 overpass. The college is about a half-mile south of the overpass on the right side of Route 202. Cross the intersection of Campus Way South and take the first right into the college.

From Virginia or D.C.: Follow the Beltway north, taking exit 15A (Upper Marlboro). Take the Prince George's Community College exit onto Route 202 South (Landover Road). The college is on the right after the traffic signal at Campus Way South. If traveling from the District, you also may follow East Capitol Street, which becomes Central Avenue (Route 214). Take Prince George's Community College exit onto Route 202 South. Cross the intersection of Campus Way and take the first right into the college.

From Route 301: Take Central Avenue (Route 214 West). Make a left at Campus Way South, follow about one-quarter mile to Route 202. Make a left onto Route 202; the college is on your immediate right. Take the first right from Route 202 into the college.
Map of Main Campus in Largo

1. Kent Hall
   Administration
   Continuing Education Offices
   Human Resources

2. Accokeek Hall (Library)
   Under renovation. Temporarily located in Lanham Hall

3. Bladen Hall
   Admissions and Records
   Cashier
   Disability Support Services (DSS)
   Enrollment Services
   Financial Aid Office (FAO)
   Recruitment
   Registration—Credit
   Registration—Continuing Education
   Health Education Center (nurse)
   Veterans Services

4. Bladen Hall
   Campus Police Substation
   College Lab Services (computer labs)
   Language Studies Lab
   Student Assessment Services (testing center)
   Tutoring and Writing Centers

5. Largo Student Center
   Bookstore
   Campus Dining
   College Life Services
   Community Rooms A, B, C
   Rennie Forum

6. Chesapeake Hall

7. Lanham Hall
   International Education Center
   Library
   Service Learning

8. Marlboro Hall
   ALANA
   Career/Job Services
   Center for Work-Based Learning
   Marlboro Gallery
   Student Development Resource Center (SDRC)
   Vocational Support Services (VSS)

9. Queen Anne Fine Arts
   Hallam Theatre

10. Novak Field House

11. Robert I. Bickford Natatorium
    Pool
    Racquetball Courts
    Weight Room

12. Temporary Buildings 6–17

13. Steel Building

14. Childtime Children’s Center

15. Facilities Management Building
   Campus Police

16. Track/Soccer Field

17. Golf Range

18. Tennis Courts

19. Racquetball Courts

20. Auto Bay

21. Warehouse

22. Baseball Diamond

23. Softball Diamond

24. Picnic Grove

25. Temporaries 1 and 2

26. Temporary Services Building TS

27. Temporary Services Building TO

28. Temporary Services Building TZ

29. High Technology Center
   College Lab Services (computer labs)
   Cyber Café

Parking Lots

- Students
- Staff & Faculty only
- Visitors only
- Handicapped only
Andrews Air Force Base
1413 Arkansas Road, Room 109
Andrews Air Force Base, MD 20762
For more information call 301-322-0778 or 301-981-5949

Directions to Andrews Air Force Base
From I-95 South (Capital Beltway) take Exit 9, which is marked "Route 337, Andrews Air Force Base, Allentown Road, Morningside." Turn right onto Forestville Road. Make the next right onto Allentown Road (Route 337 South). Make a left at the Visitor's Entrance Gate. The Visitor Center is on the right. After obtaining your college pass, proceed through the gate. After the Security Check, make a right at the stop sign on to North Perimeter Road.

To Building 1413: Stay on North Perimeter Road until you see Arkansas Road. Turn left onto Arkansas Road. You will pass Chapel 1 and cross over California Avenue. Continue on toward Building 1413, which is the last building on the right and has "Joseph F. Carroll" marked on its side. Building 1414 is next door to 1413.

There are two parking lots, one in front of Building 1413 and one to the rear. Please do not use the dormitory parking lot or park illegally if the front lot is full. Use the back parking lot as it is very big and well lit.
Laurel College Center
312 Marshall Avenue, Suite 205
Laurel, MD 20707
For more information call toll free 1-866-228-6110 or visit our Web site at www.laurelcollegecenter.org or www.pgcc.edu/extensioncenters

Directions to Laurel College Center
From Route 1 heading South towards Laurel: Cross Route 198 and make the third right onto Marshall Avenue. We are located in the 10-story office building on the left. You will see our sign, “Laurel College Center,” at the top of the building.

From Route 1 heading North towards Laurel: Pass Laurel Mall and Laurel Shopping Center and turn left onto Bowie Road. Turn left on Route 1 South and make an immediate right onto Marshall Avenue. We are located in the 10-story office building on the left. You will see our sign, “Laurel College Center,” at the top of the building.

From I-95 North: Take exit 33A, Route 198 East towards Laurel. Proceed to Fourth Street and turn right. Go to the stop sign and turn left onto Marshall Avenue. We are located in the 10-story office building on the right.

From Baltimore/Washington Parkway: Take the Route 197 exit towards Laurel. Turn left onto Route 198 West. Turn left onto Route 1 South and make the third right onto Marshall Avenue. We are located in the 10-story office building on the left. You will see our sign, “Laurel College Center,” at the top of the building.

From Route 29, Burtonsville area: Take Route 198 East toward Laurel. After crossing over I-95, proceed to Fourth Street and turn right. Go to the stop sign and turn left onto Marshall Avenue. We are located in the 10-story office building on your right.

From Route 32: Take exit for Route 1 South. Go approximately three miles and turn right onto Marshall Avenue (third right after crossing Route 198). We are located in the 10-story office building on the left.

Parking
Before 5:00 p.m., Monday through Friday, student parking is restricted to the Laurel Shopping Center in the yellow outlined parking spaces. The Laurel Shopping Center is located directly behind the Laurel College Center. For easy access to the building, take the walkway, between Books-A-Million and the Sprint store, from the shopping center to the building’s second floor entrance. After 5:00 p.m. and on Saturdays, students may park in the lot on Marshall Avenue directly across from or to the side of the building. Parking is free and no permit is required.
Skilled Trades Center
6400 Old Branch Avenue
Camp Springs, MD 20748
For more information call 301-322-0034

Directions to the Skilled Trades Center
From I-95/495/Capital Beltway: Take Exit 7A towards Waldorf, which is labeled “Branch Avenue (South)/MD Route 5.” Exit onto Allentown Road (Route 337 West) towards Camp Springs. At the bottom of the exit ramp, merge right onto Allentown Road then make an immediate left turn at the first traffic light onto Old Branch Avenue. The Skilled Trades Center is approximately one quarter mile ahead on the left.

From Waldorf and Points South and East: Heading north on Branch Avenue/Route 5, exit onto Allentown Road (Route 337 West) towards Camp Springs. At the bottom of the exit ramp, turn left onto Allentown Road then make a left turn onto Old Branch Avenue. The Skilled Trades Center is approximately one quarter mile ahead on the left.

Parking
Parking is free and no permit is required.
University Town Center
6505 Belcrest Road, Suite 200
Hyattsville, MD 20782
For more information call 301-277-5934 or visit our Web page at www.pgcc.edu/extensioncenters

Directions to University Town Center
Prince George's Community College at University Town Center is located at 6505 Belcrest Road across from The Mall at Prince Georges (formerly Prince George's Plaza) and a five-minute walk from Metro's Green Line. The college is on the second floor, Suite 200.

From I-495 South of Hyattsville: Take exit 19B to Route 50 West towards Washington. Go approximately 1.5 miles. Take exit 5 to MD 410. Go 1.8 miles, make a slight left turn onto Riverdale Road, which becomes MD 410, East-West Highway. Go approximately two miles, turn right onto Belcrest Road.

From I-495 North and West of Hyattsville: Take exit 23 Kenilworth Avenue toward Greenbelt/Bladensburg to Kenilworth Avenue (MD 201 South) towards Bladensburg. Go approximately three miles on Kenilworth Avenue, turn right on East-West Highway (MD Route 410). Go approximately two miles, turn right onto Belcrest Road.

Parking
University Town Center is located within a few minutes walk of the Prince George's Plaza Metrorail station, and the location also is served by many bus routes. Students who choose to drive may park in Garage B at University Town Center, entered from Freedom Way West off of Belcrest Road. Parking is free for the first two hours. Beyond two hours, current students with valid PGCC IDs may validate their parking coupons in the student lounge to receive a 50 percent discount off the posted rates.
### Glossary of Academic Terms

**Academic Advisor** Provides pre-admission information, interprets placement test scores, assists with course selection, advises on general academic policies and procedures, provides information on transfer to other institutions and evaluates (unofficially) student records/transcripts to determine course/program eligibility.

**Academic Dismissal** Academic dismissal results when a student on Academic Restriction fails to achieve at least a 2.0 GPA during the current enrollment period.

**Academic Restriction** An academic status (after Academic Warning) limiting a student to no more than seven credits in a regular semester, which results when the minimum required grade point average has not been achieved. One of the courses must be a CAP course and the other must be a course previously attempted that was not satisfactorily completed.

**Academic Warning** Status of a student who, at any point after six credits (or two courses) are attempted, falls below the prescribed minimum requirements for good academic standing.

**Accreditation** Certification that the college and/or its programs have met established standards and are recognized by national and/or state authorizing agencies.

**Admission** Process of becoming officially recognized as a person able to enroll in credit courses. This is a one-time process unless the student stops taking classes for an extended period of time. (Also see Registration.)

**Alumni** Alumni are students who graduated from the college. At PGCC, alumni also may include students who once attended the college.

**Apprenticeship** A training program in which an employee (apprentice) learns a craft or trade under the guidance of skilled tradesmen. The apprentice enters into a training agreement with an employer that imposes mutual obligations on both parties. The terms of apprenticeship are regulated by labor agreements and state law. (Also see Culminating Experience.)

**Articulation Agreement** An official agreement between a community college and a four-year institution that designates the transferability of specific courses and/or degrees.

**ARTSYS (Articulation System)** A computerized information system developed by the University of Maryland System and used to check on the transferability of PGCC courses, to find a recommended transfer program for a major, or compare how other Maryland System colleges will evaluate a student transcript.

**Associate's Degree** A degree consisting of a minimum of 60 credits that includes general education core requirements, program concentration courses and electives. PGCC offers four degrees: Associate of Arts (A.A.); Associate of Science (A.S.); Associate of Applied Science (A.A.S.); and Associate of Arts in Teaching (A.A.T.).

**Audit** A registration option that enables the student to attend a college course without receiving academic credit. Full tuition and fees are still paid.

**CAP (Career Assessment and Planning) Course** CAP courses focus on career/life planning and college success and are offered through the Student Development Services Office.

**Capstone Course** A course taken by students who are nearing the completion of their studies. Students apply skills and knowledge acquired in previous courses and demonstrate specific competencies and communication skills. (Also see Culminating Experience.)

**Career Program** A curriculum leading to an Associate of Applied Science degree (A.A.S.) or certificate emphasizing skills training for employment after graduation.

**Certificate** A record of successful completion of a shorter program of study, typically with application to skills needed for immediate entry into the workplace.

**Challenge Exam** A comprehensive exam developed by the appropriate academic area that measures the prior learning of students with substantial work-related or personal experience in the subject matter. Subject to certain conditions and limitations, students who pass a challenge exam will have credit for the course posted to their transcript.

**CLEP (College Level Examination Program)** A series of general subject exams sponsored by the College Board. The exams are designed to measure knowledge students have obtained, both formally and informally, related to college-level course material, and for which college credit may be awarded.

**Clinical Education** An essential aspect of the student learning experience in each Nursing and Allied Health Program; involves supervised, hands-on experience, in a health care setting, designed to promote student learning outcomes; the final clinical course in each program is designed as a capstone course and serves as a culminating experience. (Also see Culminating Experience.)

**Collegian Center** A community of learners in various disciplines brought together for integrated learning experiences and co-curricular enrichment.

**Commencement** The college’s graduation ceremony held in May, wherein degrees and certificates are publicly awarded for academic levels of achievement.

**Concurrent Student** A student taking courses at a college while attending high school.

**Continuing Education Course** A course primarily designed for learning without academic credit as distinct from a credit course that is designed to earn academic credits toward a degree or certificate. [Also see WDCE (Workforce Development and Continuing Education).]

**Cooperative Education** Cooperative education is a structured, educational strategy that integrates classroom studies with learning through productive work experiences in a field related to a student's academic or career goals. It requires a partnership among students, educational institutions and employers with specified responsibilities for each party. (Also see Culminating Experience.)
Co-requisite A course to be taken at the same time as another specified course or courses. A co-requisite course also may be completed before taking the course or courses with which it is paired.

Counselor Provides personal and interpersonal short-term counseling to enrolled college students for the purpose of assisting them to overcome barriers and deal with cultural and school adjustments. Counselors will refer college students for long-term counseling to off-campus mental health services providers who charge nominal fees, whenever possible.

Course Section Various classes of the same course in the same semester. Sections may have different days, times, instructors and/or rooms, but course content will be the same. A five-digit Synonym identifies each section. (Also see Synonym.)

Credit Course A course primarily designed to earn academic credits toward a degree or certificate as distinct from a Workforce Development and Continuing Education course that is designed for learning without academic credit.

Credit Hour Each credit course carries a specific number of credit hours, which generally equates to the number of hours per week that class will meet for a standard lecture class. Most collegiate-level courses are three credit hours.

Critical Thinking The ability to analyze facts, generate and organize ideas, defend opinions, make comparisons, draw conclusions, evaluate arguments and solve problems.

Culminating Experience A learning opportunity designed for students to synthesize skills and knowledge acquired in previous courses and/or to gain experience in their career or technical area of study. This learning experience is designated for students nearing the completion of their studies. Examples of possible culminating experiences include, but are not limited to, the following: cooperative education, internships, fieldwork, clinical experience—opposite of a course that is required in a particular program of study.

Elective A course in which the student has some choice or selection—opposite of a course that is required in a particular program of study.

Enrollment The process of selecting courses for a given semester. (Also see Registration.)

ESL (English as a Second Language) A program of courses for students whose first language is not English.

Extension Center An off-campus location that may offer credit courses and opportunities for degree attainment as well as non-credit continuing education courses and certification programs. PGCC extension centers are located at Andrews Air Force Base, Laurel College Center, Skilled Trades Center in Camp Springs and the University Town Center in Hyattsville.

Fee A financial charge for courses and services.

Fieldwork Employer supervised educational, on-the-job experience in the employer’s facility. (Also see Culminating Experience.)

Full-time Student A student enrolled in 12 or more credit hours in a given semester.

General Education Core A body of knowledge that provides a liberal education and contributes to the development of critical thinking skills that identify an individual as a college graduate.

General Education Courses Transferable courses that are specified for each program of study and provide the academic background that every student receiving an associate’s degree should possess.

GPA (Grade Point Average) An average of the grades a student has earned based on how many credit hours each course was worth. Typically, acceptable college GPAs are from 2.0 to 4.0.

Graduation The formal completion of an associate’s degree or certificate as indicated on a student's official transcript.

Half-time Student A student enrolled in six to eleven credit hours in a given semester.

Hybrid/Online Course Combines classroom meetings and online instruction. Students enrolled in a hybrid/online course come to campus at a scheduled time each week and meet face-to-face with their instructor and fellow students, and also complete assignments and activities in the online classroom. (Also see Distance Learning.)

I Grade Denotes an incomplete (I) grade that is given to a student (at the discretion of his or her instructor) whose work in a course has been qualitatively satisfactory, but due to illness or other extenuating circumstances is unable to complete the course requirements by the end of the semester.

Interactive Course Uses interactive video (ITV) technology to connect students and faculty at multiple sites throughout Maryland via multidirectional video and audio conferencing. Participants see and hear all participants at each online site in real time. (Also see Distance Learning.)

Internship A supervised work and learning experience that exposes a student to professional responsibilities that align with his or her academic and career goals. (Also see Culminating Experience.)
Learning-Centered College A college that places student learning at the highest institutional priority. The college community (i.e., students, faculty, staff, administrators and Board of Trustees) acts as a team to carry out learning-centered principles.

Matriculated Student Any student officially admitted and enrolled at the college.

Online Course A course accessed by students via the Internet. Students interact online to receive information about assignments, send completed assignments to instructors, chat with fellow students and instructors and conduct research. (Also see Distance Learning.)

Owl Alert PGCC’s emergency text messaging and e-mail notification system.

Owl Link New PGCC computer system that provides self-service to students, prospective students, visitors, donors and employees. (Also see Web Advisor.)

Part-time Student A student enrolled in less than six credit hours in a given semester.

Placement Test A required assessment used to determine initial course placement for first-time entering students to the college.

PLAN (Prior Learning Assessment by Portfolio) A process by which students whose personal and professional experiences provide evidence of mastery of collegiate-level subjects may use portfolio assessment to gain credit for previous knowledge and skills attained. Students who wish to apply for credit through portfolio assessment are required to attend an information session, meet with a PLAN advisor and register for a 3-credit course, CAP 105—Portfolio Development.

Prerequisite A course that must be completed before enrolling in a more advanced course. For example, Accounting 101 is taken before Accounting 102.

Program Mentor Faculty, staff or administrator who serves as a trained generalist, assists students to update their curriculum planning guides, answers questions about program requirements, career goals and life plans, refers students to college offices and personnel who possess specialized information and can serve as a professional reference.

Program of Study A set of courses leading to a degree, certificate or letter of recognition.

Q Grade A grade assigned by the instructor to a student who has never attended the class or stopped attending during the first 20 percent of the course.

Registration Process by which students officially enroll in their courses every semester and reserve a place in class by paying the tuition bill. New and reenrolled students must register in person for the their first semester. Returning students also may register by telephone or over the Internet.

Schedule Adjustment The process of adding, dropping, or exchanging courses during registration or any other prescribed period at the start of the semester.

Schedule of Classes A publication that lists classes available for a particular semester. Schedules are published for both credit and noncredit courses.

Semester A period of instruction, generally 15 weeks, offered during fall and spring. The college also offers courses with more flexible and accelerated course formats throughout the year, including during the summer and intersession.

Service Learning The integration of volunteer service and classroom learning, with a focus on critical, reflective thinking and personal and civic responsibility.

Student Success Course A course that introduces students to the college experience, prepares them to be successful learners, and provides them with a working and practical knowledge of campus resources, services and procedures. Specifically, students focus on the development of personal, academic and career goals; develop and apply critical thinking skills; and use various strategies to meet their educational goals.

Syllabus A learning document provided by an instructor that describes the content and expectations of a course, the grading policy, a list of assignments and due dates, and related information such as the required textbooks, other course materials, the instructor’s office hours, and contact information.

Synonym Five-digit unique identifier for a course section offered in a specific semester. For example, the course synonym is 02443 for EGL-1010-LD01 offered in the fall semester.

TBA To be arranged or to be announced

Transcript A student’s formal academic record of grades received in all courses taken at PGCC, including transfer credits if applicable. Students can obtain official copies of their transcripts from the Admissions and Records Office.

Transfer Program A program with another college or university enabling the student to transfer credits and work toward a bachelor’s degree. Designated as an Associate of Arts (A.A.), Associate of Science (A.S.), or Associate of Arts in Teaching (A.A.T.).

Tuition The amount of money charged for each credit or non-credit course for which a student registers.

Video Enhanced Online Course Uses commercially produced video material as a supplement to an online course. The course activities are conducted online, while the video programs are delivered in a variety of formats. (Also see Distance Learning.)

W Grade A withdrawal (W) grade is received when the student voluntarily drops a course after the schedule adjustment period but before the completion of 75 percent of the course, normally the 12th week of classes. The withdrawal is not finalized until the necessary paperwork is completed and submitted. The student withdraws only from that course or courses but remains enrolled in the rest of the courses for which he or she is registered.

Web Advisor Product name for Owl Link. (Also see Owl Link.)

WDCE (Workforce Development and Continuing Education) Provides a variety of noncredit occupational, educational, multicultural and recreational opportunities at nominal costs to county residents. Additionally, WDCE assists area businesses with their employee training needs. (Also see Continuing Education Course.)
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*Applicants must indicate one of the curricula (programs of study) listed below by filling in the Code Number in the blocks provided in Item 17 of the paper application. For example, Accounting Professional would be the 410 curriculum code. Students applying over the Web will see the title of the program and the abbreviated title but not the 3-digit curriculum code. For Accounting Professional, the Abbreviated Title is ACCT.PROF.AAS. Note: Curriculum code numbers will not be used after this year.

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<tr>
<th>Code</th>
<th>Program Name</th>
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<th>Business Administration Program and Business Management Programs</th>
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<td>633 COMPENGR.AAS</td>
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<td>530 COMPINF.SYS.AAS</td>
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<td>520 COMP.NETW.CT</td>
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<td>816 CRJU.ACAD.AAS</td>
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| Pending | Culinary Arts (CERT) |
| Pending | MHEC approval |
| 363 FOOD.DIET.AA | Dietetics Option (A.A.) |
| FOOD.DIET.CT | Dietetics (CERT) |
| 361 FOOD.SCI.AA | Food Science Option (A.A.) |
| 425 FOOD.SERV.LOR | Food Service Management (LOR) |
Early Childhood Education Programs
121 TCHR.ECHLD.AAT Early Childhood Education (A.A.T.)
763 TCHR.ECHLD.AAS Early Childhood Education (A.A.S.)
764 TCHR.MASTERY.CT Mastery in Early Childhood Education (CERT)
765 TCHR.SPECED.CT Early Childhood Special Education (CERT)

Engineering Technology Programs
665 COMP.CAD.CT Computer-Aided Drafting (CERT)
630 ELEC.TECH.AAS Electronic Engineering Technology (A.A.S.)
634 ELEC.SVCOPT.AAS Electronic Service Technology Option (A.A.S.)
637 ELEC.ANREP.CT Electronics Analysis and Repair (CERT)
ENGR.TECH.AAS Engineering Technology (A.A.S.)

Engineering Program
030 ENGR.AS Engineering (A.S.)

Fire Science Program
Pending Fire Science (A.A.S.)
Pending MHEC approval

Forensic Science Program
114 FORS.AS Forensic Science (A.S.)

General Studies Programs
010 ARTS.AA Art Option (A.A.)
080 AFRLAMER.AA African American Studies Option (A.A.)
301 BIOL.AA Biology Option (A.A.)
302 CHEM.AA Chemistry Option (A.A.)
022 COMM.SPEECH.AA Communication/Speech Option (A.A.)
035 COMM.WRIT.AA Communication/Writing Option (A.A.)
304 ECON.AA Economics Option (A.A.)
023 ENGL.AA English Option (A.A.)
310 GENL.STUDIES.AA General Studies (A.A.)
230 HLTH.ED.AA Health Education Option (A.A.)
295 HIST.FIELD.AA Historical Fieldwork/Research Option (A.A.)
293 INTL.AA International Studies Option (A.A.)
014 COMM.MASS.AA Mass Communication Option (A.A.)
296 MATH.AA Mathematics Option (A.A.)
050 MUSL.AA Music Option (A.A.)
270 PHYS.EDUC.AA Physical Education Option (A.A.)
292 PREP.LAW.AA Pre-Law Option (A.A.)
305 PREP.MED.AA Pre-Medicine Option (A.A.)
306 PREP.PHARM.AA Pre-Pharmacy Option (A.A.)
307 PREP.PPT.AA Pre-Physical Therapy Option (A.A.)
308 PSYCH.AA Psychology Option (A.A.)
309 SOCIA.AA Sociology Option (A.A.)
012 THTR.AA Theatre Option (A.A.)
340 GENL.TRAN.CT Transfer Studies (CERT)
291 WMST.STUDIES.AA Women's Studies Option (A.A.)

Health Technology Programs
333 EMT.C.T.PETIT EMT/Intermediate (CERT) (petitioner)**
334 EMTPC.C.PETIT EMT/Paramedic (CERT) (petitioner)**
335 EMTPA.AS.PETIT EMT/Paramedic (A.A.S.) (petitioner)**
336 HLTH.INFO.PETIT Health Information Management (A.A.S.) (petitioner)**
337 HLTH.BILL.PETIT Medical Coding/Billing Specialist (CERT) (petitioner)**
315 NUCL.MED.PETIT Nuclear Medicine Technology (A.A.S.) (petitioner)**
325 NUCL.CT.PETIT Nuclear Medicine Technology (CERT) (petitioner)**
319 NURS.TRANS.AS Nursing, LPN to RN Transition (petitioner)**
319 NURS.RN.PETIT Nursing, RN (A.S.) (petitioner)**
311 NURS.LPN.PETIT Nursing, LPN (CERT) (petitioner)**
314 RADI.A.S.PETIT Radiography (A.A.S.) (petitioner)**
313 RESP.AA.PETIT Respiratory Therapy (A.A.S.) (petitioner)**

Hospitality Services Management Programs
360 HOSPSERV.AAS Hospitality Services Management (A.A.S.)
HOSPSERV.CT Hospitality Services Management (CERT)
426 HOSP.HOTEL.LOR Hotel/Motel Management (LOR)

Information Security Programs
540 COMPSECUR.AAS Information Security (A.A.S.)
541 COMPSECUR.CT Information Security (CERT)

Marketing Management Programs
490 MKTG.AAS Marketing Management (A.A.S.)
494 MKTG.CT Marketing Management (CERT)

Media Production Program
COMM.MEDIA.CT Media Production (CERT)

Ornamental Horticulture Program
841 HORT.LOR Ornamental Horticulture (LOR)

Paralegal/Legal Assistant Programs
834 PARA.AAS Paralegal/Legal Assistant (A.A.S.)
835 PARA.CT Paralegal/Legal Assistant (CERT)

Space Engineering Technology Programs
670 ENGR.SPACE.AAT Space Engineering Technology (A.A.S.)
671 COMP.SYSTECA.CT Computer Systems Technology Option (A.A.S.)
672 ENGR.QA.AAS Quality Assurance Technology Option (A.A.S.)
638 ENGR.QA.CT Quality Assurance (CERT)

Teacher Education Programs
115 TCHR.ELEM.AAT Elementary Education/Generic Special Education PreK-12 (A.A.T.)
117 TCHR.CHEM.AAT Secondary Education—Chemistry (A.A.T.)
TCHR.ENGLISH.AAT Secondary Education—English (A.A.T.)
118 TCHR.PHYSICS.AAT Secondary Education—Physics (A.A.T.)
119 TCHR.MATH.AAT Secondary Education—Mathematics (A.A.T.)
120 TCHR.SPAN.AAT Secondary Education—Spanish (A.A.T.)

Technical Studies Programs
680 TECH.STUDY.AAS Technical Studies (A.A.S.)
682 TECH.ECT.AAS Electrical Construction Technology Option (A.A.S.)
681 TECH.ECT.CT Electrical Construction Technology Option (CERT)

Visual Communication Programs
341 ARTS.GRAPHD.AAS Visual Communication/Graphic Design (A.A.S.)
344 ARTS.GRAPHD.CT Graphics (CERT)
343 ARTS.ILLUS.CT Illustration (CERT)
342 ARTS.ANIM.CT Animation/Hypermedia (CERT)

Special, Non-Degree Offerings
950 TCHR.CERTIF.ND Teacher Certification for School Employees
951 TCHR.RESID.ND Resident Teacher Program for PGCPS Employees
960 SPEC.EARLY.ND Early Admission for high school students
970 SPEC.TAG.ND TAG for talented/gifted students under age 16
980 SPEC.CONCUR.ND Concurrent Enrollment for high school students
990 NDEG.ND Non-Degree-Seeking

** Students should also complete the Petition for Admission to Health Sciences Programs (after consulting with a Health Sciences advisor).