CATALOG
2007–2008
PRINCE GEORGE’S COMMUNITY COLLEGE
Note: This one-year catalog (fall 2007–summer 2008) 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 advisers may assist.
Welcome to Prince George's Community College, a nationally recognized institution known for its academic programs. We are the number one choice of Prince George's County residents for an undergraduate education, and we are the leading institution in training and preparing employees for the county's workforce.

In 2008, Prince George's Community College reaches another historic milestone as it celebrates 50 years of serving the community and educating county residents. During the past decades, the college has grown to a large main campus in Largo, Maryland, with four extension centers including University Town Center in Hyattsville, Laurel College Center, Andrews Air Force Base and the Skilled Trades Center in Camp Springs.

Today, the college boasts more than 37,000 students, more than 100 programs of study, a 3.5 million endowment, and more than 500,000 alumni. Becoming part of Prince George's Community College means you are part of a distinguished college family that extends throughout the community. Our college family consists of judges, attorneys, police officers, teachers, professors, scientists, doctors, nurses, entrepreneurs, CEOs, actors, school administrators, elected officials and business leaders. Additionally, more than 1,000 community groups use our facilities each year to support and meet the needs of Prince George's County. We are committed to being a good neighbor and offering quality education for all county residents and those beyond our borders.

The Catalog 2007–2008 is your guide to obtaining quality higher education and job training at Prince George's Community College. The catalog highlights general education requirements, specific programs of study and course descriptions. If you are interested in transferring to a four-year institution, learn about our transfer opportunities with colleges and universities across the region. If your interest is immediate entry to the workforce, review our career programs offered through Academic Affairs. Job training and personal enrichment opportunities are available through the Workforce Development and Continuing Education program area in Chapter 10. Use the catalog to learn about the college’s admission and registration processes as well as the many different ways to pay for a college education.

Thank you for considering Prince George's Community College as your top source for higher education and job training. We have been serving the community for 50 years by offering quality education, cutting-edge workforce development and multicultural and recreational opportunities. We are pleased you have chosen Prince George's Community College for a rewarding educational experience.

Charlene M. Dukes
Prident
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.

Strategic Goals 2006–2010

Lifelong Success for All Students
Prince George's Community College will empower students for lifelong success by fostering student engagement in a learning-centered environment that inspires academic excellence, encourages professionalism and leadership development, and prepares students for transition to senior colleges, universities and/or the workplace.

Academic and Career Pathways through Collaborations
Prince George's Community College will collaborate with organizations to identify and meet the educational needs of the community and the business world. It will collaborate with the county school system and four-year colleges and universities to build seamless transitions that ensure lifelong student success.

Technological Investment in People and Solutions
Prince George's Community College will make cost-effective investments in the technological development of its students and employees and will acquire emerging, proven technologies to meet institutional needs and support a learning-centered college.

An Institutional Culture That Embraces Learning Centeredness
Prince George's Community College will adopt an institutional culture that is learning-centered; a system of collegial governance; and data-driven, decision-making systems.

An Enhanced Total Work Environment
Prince George's Community College will build the human resources capacity to effectively deliver institutional objectives and create a work environment that is flexible and responsive, and supports employee and organizational growth.

An Enhanced Physical Environment
Prince George's Community College will develop and implement capital projects that respond to the learning-centered environment, improve the physical facilities and increase the physical safety of the college.

Increased Sources of Revenue
Prince George's Community College will fund its long-term strategic priorities by increasing revenue from public and private sources.

Statement of Values
Prince George's Community College values learning-centeredness in an environment that emphasizes high standards, collaboration and engagement, and pride in the leadership and accomplishments of all members of the college community.

As a learning community, we value:

Excellence
We strive to ensure quality outcomes through rigorous learning and training programs designed to develop the mind as well as build character.

Success
We believe all individuals have the potential to realize their goals.

Diversity
We promote opportunities to expand our worldview through exposure, and greater understanding of all peoples, cultures, and lifestyles.

Respect
We treat every person with the same humanity and courtesy that we expect for ourselves.

Professionalism
We believe all individuals will approach their responsibilities ethically, fairly and with high standards.

Lifelong Learning
We promote learning and development at all stages of life. We believe learning takes place at all times both inside and outside of the classroom. We honor and embrace all forms of learning both formal and informal.
## Table of Contents

Academic Calendar ................................................. Inside Front Cover
Frequently Called Numbers................................. Inside Back Cover
Message from the President .................................. 2
Vision ........................................................................... 3
Mission ........................................................................... 3
Strategic Goals 2006–2010 .......................................... 3
Statement of Values ................................................... 3
Accreditation ............................................................... 7
Application for Admissions ....................................... 207

**Chapter 1—Admission to the College** 8-15
Eligibility for Admission ............................................. 9
International Students ............................................ 10
Current High School/Home School Students .......... 11
Placement Testing ..................................................... 12
Advanced Standing—Credit for Prior Learning ........ 12
Special Admission Criteria: Nursing and Allied Health 14

**Chapter 2—Chapter Registering for Courses** 16-19
Course Prerequisites and Placement ..................... 17
Registration Steps ..................................................... 17
Late Registration Policy ........................................... 17
Different Ways to Register for Courses ................. 18
Different Ways to Take Courses ............................. 18
Classroom Instruction ............................................. 18
Weekend College ..................................................... 18
Distance Learning ..................................................... 18
Additional Locations (Extension Centers) .............. 18
Andrews Air Force Base ....................................... 19
Laurel College Center ............................................. 19
Skilled Trades Center ............................................. 19
University Town Center ......................................... 19

**Chapter 3—Paying for College** 20-27
Tuition and Fees ..................................................... 21
Tuition (Subject to Change) ...................................... 21
Instructional Services Fee ....................................... 21
Domicile: Determination of Student Residency for Tuition Purposes ........................................ 22
Exceptions to the Residency/Tuition Policy .......... 23
Payment Methods .................................................. 23
Deferred Tuition Payment Plan (F.A.C.T.S.) .......... 23
Employer-Paid Tuition ............................................ 23
Tuition Exemptions ................................................ 24
Refunds .................................................................. 24
Financial Aid .......................................................... 24
Satisfactory Progress Requirements for Financial Aid 25
Appeal Process and Reinstatement of Financial Aid Eligibility ............................................. 26
Financial Aid Refund Policy ................................. 27
Overawards ............................................................. 27

**Chapter 4—General Education Requirements** 28-31
Core Educational Outcomes ................................. 29
Levels of Educational Achievement ....................... 29
Associate of Arts (A.A.) or Associate of Science (A.S.) 29
Associate of Arts in Teaching (A.A.T.) ................. 29

**Chapter 5—Programs of Study** 32-81
Associate of Applied Science (A.A.S.) .................. 30
Achievement Options ............................................. 30
General Education Courses ................................. 30
Computer Literacy .................................................. 30
English Composition ............................................. 30
Humanities ............................................................. 30
Mathematics ......................................................... 30
Science ................................................................. 31
Social Sciences ......................................................... 31
Career Programs and Transfer Programs .......... 33
Programs of Study Chart ....................................... 33
Accounting Programs ............................................. 33
African-American Studies Option ....................... 36
Art Option ............................................................. 36
Arts and Sciences Program ................................ 37
Biology Option ....................................................... 37
Business Administration Program .................... 38
Business Management Programs ....................... 38
Chemistry Option .................................................. 42
Communication Programs .................................... 43
Computer-Aided Drafting Program ..................... 44
Computer Engineering Technology Programs .... 44
Computer Information Systems Programs ........... 45
Computer Science Programs .............................. 48
Construction Management Programs ............... 49
Criminal Justice Programs ................................. 50
Culinary Arts ........................................................ 52
Dietetics Option ..................................................... 52
Early Childhood Education Programs ................. 53
Economics Options ................................................ 54
Electrical Construction Technology .................. 78
Electronic Engineering Technology Programs .... 55
Emergency Medical Technician Programs ........ 56
Engineering Program ............................................. 57
English ................................................................. 57
Food Science ......................................................... 58
Forensic Science Program .................................... 59
General Studies Program ..................................... 60
Health Education Option ...................................... 60
Health Information Management Programs ........ 61
Health Science Clinical Programs ....................... 61
Historical Fieldwork and Research Option .......... 62
Hospitality Services Management Programs ...... 63
Information Security Programs .......................... 63
International Studies Option .............................. 64
Marketing Management Programs .................... 65
Mathematics Option ............................................. 65
Music Option ........................................................ 66
Nuclear Medicine Technology Programs ........... 66
Nursing Programs .................................................. 67
Ornamental Horticulture Program ..................... 68
Paralegal/Legal Assistant Programs ................... 68
Physical Education Option .................................. 69
## Table of Contents

Pre-Law Option ................................................................. 69
Pre-Medicine Option ....................................................... 70
Pre-Pharmacy Option ....................................................... 70
Pre-Physical Therapy Option ........................................... 71
Psychology Option .......................................................... 71
Radiography Program ..................................................... 71
Real Estate ........................................................................ 41
Residential Property Management Programs .................... 72
Respiratory Therapy Program ........................................... 73
Sociology Option .............................................................. 73
Space Engineering Technology Programs .......................... 74
Teacher Education Programs ............................................ 75
State of Maryland Teacher Certification Requirements .......... 75
Technical Studies Programs .............................................. 78
Theatre Option ................................................................. 79
Visual Communication Programs ...................................... 80
Women's Studies Option ................................................... 81
Suspended Programs of Study .......................................... 81

### Chapter 6—Course Descriptions 82-137

Course Numbering Information ....................................... 83
Prerequisites .................................................................... 83
Course Contact Hours ..................................................... 83
Accounting (ACC) ............................................................ 83
African-American Studies (AFA) ....................................... 85
Anthropology (ANT) ........................................................ 85
Arabic (ARB) ................................................................. 85
Art (ART) ........................................................................ 85
Biology (BIO) ................................................................... 88
Business (BUS) ............................................................... 89
Career Assessment and Planning (CAP) ......................... 90
Chemistry (CHM) ............................................................ 90
Chinese (CHN) ............................................................... 91
College Learning Skills (CLS) ........................................... 91
Computer Information Systems (CIS) ............................... 91
Construction Management (CSM) .................................... 95
Correctional Services (COS) ............................................. 96
Criminal Justice (CJT) ...................................................... 96
Developmental English (DVE) ......................................... 97
Developmental Learning Support (DLS) ......................... 97
Developmental Math (DVM) ............................................. 97
Developmental Reading (DVR) ........................................ 98
Early Childhood Education (ECE) ................................... 98
Economics (ECN) .......................................................... 99
Electrical Construction Technology (ECT) ....................... 100
Education (EDU) ........................................................... 100
Emergency Medical Technician—Paramedic (EMT) .......... 102
Engineering (EGR) ........................................................ 104
Engineering Technology (ENT) ....................................... 105
English (EGL) ............................................................... 106
English as a Second Language (ESL) .............................. 108
Forensic Science (FOS) .................................................. 109
French (FRN) ................................................................... 110
Geography (GEO) ........................................................ 110
Health Education (HLE) ............................................... 110
Health Information Management (HIM) ......................... 111
History (HST) ............................................................... 112
Honors (HON) ............................................................. 113
Horticulture (HRT) ....................................................... 113
Hospitality Services Management (HSM) ....................... 114
Humanities (HUM) ........................................................ 115
Management (MGT) ..................................................... 115
Marketing (MKG) ........................................................ 117
Mathematics (MAT) ...................................................... 118
Multi-Disciplinary English/History (MLD) ....................... 120
Multi-Disciplinary Health Education (MHE) ..................... 120
Music (MUS) ............................................................... 121
Nuclear Medicine Technology (NUM) ............................ 122
Nursing (NUR) ............................................................ 123
Nutrition (NTR) ............................................................ 125
Paralegal (PAR) ............................................................ 125
Planning for Academic Success (PAS) ......................... 126
Philosophy (PHL) ......................................................... 126
Physical Education (PED) .............................................. 127
Physical Science (PSC) .................................................... 128
Physics (PHY) .............................................................. 128
Political Science (POS) ................................................... 129
Psychology (PSY) ........................................................ 129
Radiography (RAD) ...................................................... 130
Real Estate (RLS) ........................................................ 132
Residential Property Management (RPM) ....................... 133
Respiratory Therapy (RST) ............................................. 133
Service Learning (SLN) .................................................. 134
Sociology (SOC) .......................................................... 134
Spanish (SPN) ............................................................. 134
Speech Communication (SPH) ...................................... 135
Television, Radio and Film (TRF) ................................. 136
Theatre (THE) ............................................................ 136
Women's Studies (WMS) ............................................... 137

### Chapter 7—Transfer Opportunities 138-141

Articulation Agreements .................................................. 139

### Chapter 8—Academic Information 142-147

Student Course Loads .................................................... 143
Grades and Grading Policies .......................................... 143
Grade Reports ............................................................... 143
Transcripts and Enrollment Verifications .......................... 143
Repeated Courses ......................................................... 144
Changes of Program/Not Applicable Courses ................. 144
Academic Forgiveness ................................................... 144
Class Attendance/Participation ...................................... 144
Withdrawal from Classes .............................................. 144
Academic Standing ......................................................... 145
Academic Complaints .................................................... 145
Student ID Cards ........................................................ 145
Student Code of Conduct .............................................. 145
Academic Integrity ........................................................ 146
Graduation Requirements .............................................. 146
Records Policy (FERPA) .................................................. 147
### 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:

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

Admission procedures vary depending on the student’s previous academic background. The various procedures follow.

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

Admission Procedures
1. Complete, sign and submit an Application for Admission to the Admissions and Records Office. 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 request this application if an F-1 student visa is being sought.

2. Pay a nonrefundable $25.00 application fee.
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 adviser 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 form 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. Readmitted students should meet with an adviser to determine how the program of interest to them may have changed since they were last enrolled.

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
Transfer applicants shall:
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.
4. Contact all previous institutions to have official copies of transcripts sent directly to the Admissions and Records Office for evaluation. This includes official records of other credit sources such as examinations or military experience.
5. Provide unofficial copies of grade reports or transcripts to the academic adviser assisting with the first semester’s registration if an official evaluation has not yet been completed.

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

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

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

Nondegree applicants must:
1. Submit an application for admission.
2. Pay the nonrefundable $25.00 application fee.
3. Meet all prerequisites for any courses they wish to take, either through testing or proof of prior college work.
4. Be aware they are not eligible for federal financial aid so long as they remain nondegree seeking.
5. Use curriculum code 990 when completing the application.

International Students
Permanent Residents and Those on Other Than Student Visas
While over 10 percent of the college’s students are noncitizens, 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 their visa or permanent residence card at the time of application for admission 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, along with proof of immigration status to the Admissions and Records Office. Such proof would include an alien registration card, a valid visa, or a permanent resident card.
2. Pay the nonrefundable $25.00 application fee.
3. 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.
4. 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. The non-refundable $25.00 application fee is required as well as a $25.00
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 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 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 using curriculum code 980.
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, 301-322-0801, for more information regarding the entrance requirements for this program. If admitted, Early Admission students must enroll using curriculum code 960. 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 professionally 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 using curriculum code 970.
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.

Placement Testing

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

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

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

Basic skills (placement) testing for new students must be completed after the admissions application is submitted but before course registration. Following the test, students must arrange to meet with academic advisers to discuss examination results, course placements, and future educational plans. Students transferring from other institutions may be exempt from all or part of this test battery, provided they bring proof of successful completion of prerequisite courses with them for adviser or departmental approval prior to their first registration and provided that an official evaluation of previous college work has been completed prior to any subsequent registration. Students who hold degrees from other colleges are exempt from all placement testing requirements.

Placement tests are given at Andrews Air Force Base, Laurel College Center, and University Town Center, as well as on the Largo campus.

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

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

Advanced Standing—Credit for Prior Learning

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

Transfer Credit for Work at Other Colleges and Universities

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

- The student must request an evaluation by completing a Request for Transfer Evaluation form available from the Admissions and Records Office or at any extension center. The student must clearly indicate the curriculum to which the incoming credits are to be applied and all institutions from which transcripts will be coming.
- The student must arrange to have official transcripts from United States colleges previously attended sent to the Admissions and Records Office. No evaluation of transfer credits will be done until official transcripts are received from each source from which credits are to be transferred. Transcripts should be mailed to Prince George’s Community College, Transfer Evaluator, 301 Largo Road, Largo, MD 20774.
- Transcripts from colleges and universities outside the United States must be sent to a college-recognized evaluation service such as World Education Service for translation and credit recommendations. Call 301-322-0803 for more information.
- All credits earned previously with passing grades are transferable provided they are applicable to the student’s program of study at PGCC (refer to program requirements in Chapter 5). However, the overall grade-point average for the courses transferred must be at least 2.00.

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

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

Credit for Nontraditional Learning: Work and Military Experience

A maximum of 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 adviser, and register for a three-credit course, CAP 105—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 100 or have completed at least the equivalent college-level writing course prior to registration in CAP 105. For further assistance or to sign up for an information session, contact the Prior Learning Assessment Network (PLAN) Office, Marlboro Hall, Room 2102, or call 301-322-0155.

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

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

For more information, including a current listing of AP, IB or CLEP exams honored by the college for award of credit, contact the Admissions and Records Office, Bladen Hall, Room 126, 301-322-0803.

Challenge Examinations
Students wishing to gain college credit by demonstrating their prior mastery of the content of certain courses may participate in the college’s Challenge Examination Program. Challenge examinations are prepared and graded by college faculty members and administered by Student Assessment Services. If a passing score is obtained, credit is granted for the course, although no grade is assigned and the credit awarded is designated on the student’s transcript as having been earned by examination. A 15-credit limit per degree exists for portfolio and/or challenge exams. For further information, including a list of available examinations, contact Student Assessment Services, Bladen Hall, Room 100, or call 301-322-0147.

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

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

Prince George’s County Tech-Prep
Prince George’s Community College, Prince George’s County Public Schools, Prince George’s County Chamber of Commerce, and Prince George’s County Economic Development Corporation participate in a consortium designed to ensure that high school students acquire more rigorous academic and technical competencies. A coordinated sequence of courses prepares students for lifelong learning and provides a choice of career options including employment, advanced study at Prince George’s Community College, and transfer to four-year colleges and universities.
Students who have completed an approved Tech-Prep program in high school may be eligible for credit at the college, provided they enroll within two years of graduation, enter a program directly related to the high school program and submit their high school transcript and Tech-Prep certificate of completion for evaluation.

**Special Admission Criteria: Nursing and Allied Health**

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

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

* Employees of the Prince George's County Fire/EMS Department will receive priority admission.
† Designated as either Health Manpower Shortage or Statewide Instructional Programs. Out-of-county Maryland residents should review the information about these programs on page 23 of this catalog.

Priority will be given to admission of Prince George's County residents when possible. However, in programs designated as Statewide Instructional or as Health Manpower Shortage Programs, 10 percent of the available seats will be reserved for residents of other Maryland counties until a priority registration deadline published in the schedule of classes has passed. Remaining seats will then be made available without regard to county residence. Per the articulation agreement with the College of Southern Maryland (CSM), the Radiography and Respiratory Therapy programs reserve 25 percent of their seats for transfer students from CSM until the priority registration deadline published in the schedule of classes has passed. At that time, any remaining seats become available to the best qualified petitioners still in the pool, regardless of county residence.

Out-of-state residents will be accepted only if remaining seats exist after all qualified Maryland residents have been admitted.

Students interested in petitioning for admission to any of these programs must first meet with an adviser to obtain a list of admission criteria and prerequisite coursework. The petition for program admission should not be completed until all criteria have been met or the student is enrolled in and attending the last prerequisite course. Students currently enrolled in one health science clinical program may not petition for admission to another clinical program. Students who wish to enroll in a different clinical program must officially graduate or withdraw from the current program before filing a petition for a new clinical program. Advisers' offices are located in Bladen Hall, Room 124. Call 301-322-0151 for more information.

A criminal background check is required of all students in the health science clinical programs. Continued participation in each program is contingent upon a satisfactory response on the background check. All information on the background check remains confidential and is only shared with the requesting clinical agencies. If a clinical agency denies clinical placement for a student because of the background check, that student may not be able to complete the clinical program.

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

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

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

Graduates of the Prince George's Community College Licensed Practical Nurse (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 201 and MAT 112) 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 106). 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 106 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).
Chapter 1—Admission to the College

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 101 and MAT 104
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. & Certificate)
Deadline for petitioning is August 1.
Eligibility for EGL 101 and MAT 104
EMT-B Certification
Completion of an approved EMT-I curriculum or EMT-I licensure

Health Information Management (A.A.S. & Certificate)
A.A.S.—Health Information Management Certificate—Medical Coder/Billing Specialist
Deadline for petitioning is July 1. If seats remain, petitions will be accepted through the end of the summer term.
CIS 101 • BIO 205
Eligibility for EGL 101
Eligibility for MAT 114 (A.A.S.)
Eligibility for MAT 104 (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 101 • MAT 112 or higher • PSY 101
BIO 205 and BIO 206 • NUR 101
An average GPA of 2.50 or higher for the six 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 101 • MAT 112 or higher • PSY 101
BIO 205, BIO 206, and BIO 201 • PSY 207
Students are strongly encouraged to complete all other general education courses prior to enrollment in the transition course, NUR 106.
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 page 68 for special requirements for graduates of the PGCC LPN program.

Nuclear Medicine Technology (A.A.S. & Certificate)
This program begins only in the spring semester. Deadline for petitioning is November 1.
BIO 205 and BIO 206 • PSC 115 or CHM 101
CIS 101 • MAT 112 and MAT 114
Eligibility for EGL 101
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 101 • BIO 205 and BIO 206
MAT 112 or higher • MHE 200
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 112 • PSC 115 or CHM 101
BIO 205 and BIO 206
Eligibility for EGL 101
An average GPA of 2.00 or higher for the four courses listed with no grade below a C.
Chapter 2—Registering for Courses

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

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

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

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

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

First-time college students are expected to take PAS 101, Principles and Strategies of Successful Learning (3 credits). Effective fall 2007 semester, the course is required for students who must take DVR 006, College Reading and Study Skills. Beginning fall 2009 semester, PAS 101 will become a college graduation requirement for all students.

The PAS 101 requirement will be waived for students who:

- Already hold a college degree (associate's degree or higher).
- Have previously completed a similar course at another U. S. college or university.
- Will transfer in nine or more academic credits from another college or university.
- Completed DVR005, Developmental Reading, before the fall 2007 semester.

For more information about PAS 101, see Chapter 6, Course Descriptions, and Chapter 8, 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 adviser as needed or required by the college.
- Completing a registration form and submitting it for processing. This may be done in person or electronically, as described in the next section.
- Receiving a tuition bill. Students who register in person will be given the bill at the time they register. Those who register by telephone or Internet will have bills mailed to them.
- Paying the tuition bill by the due date given.

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. While the class schedule outlines these registration deadlines and indicates specific late registration periods for each semester, students should be aware that, effective with the fall 2008 semester, no registration will be allowed once a class has begun.

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 are also listed in the class schedules.
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 and University Town Center.

Distance Learning

Accokeek Hall, Room 313
301 322-0463
www.pgconline.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.

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.

For information about noncredit online courses, visit www.pgconline.com/coned or call 301-322-0159.

CampusWeb 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 Television 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 certificate and degree programs in a principally online format. 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. Students register at the college paying the standard tuition charges to access these courses.

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 location, some services, due to their specialized or complex nature, are unavailable anywhere but the main campus in Largo.

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

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

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

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

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

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

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

*For directions and maps, see pages 190–195.

A wide variety of noncredit classes and certification programs are offered at Laurel College Center through the office of Workforce Development and Continuing Education.
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: $94.00
- Maryland residents, other counties: $165.00
- Out-of-state residents: $253.00

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).

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)
- Correctional Services Technology (COS)
- 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)
- Forensic Science (FOS)
- French (FRN)
- Horticulture (HRT)
- Management (MGT)
- Mathematics (MAT)
- Multi-Disciplinary (MLD)
- Multi-Disciplinary Health Education (MHE)
- Music (MUS)
- Nutrition (NTR)
- Physical Education (PED)
- Physical Science (PSC)
- Physics (PHY)
- Spanish (SPN)
- Television, Radio and Film (TRF)

Level III ($37.00 per credit hour)
- Computer Information Systems (CIS)
- Emergency Medical Technician–Paramedic (EMT)
- Health Information Management (HIM)
- Nuclear Medicine Technology (NUM)
- Nursing (NUR)
- Radiography (RAD)
- Respiratory Therapy (RST)

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

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

Academic Transcript Fee
Students pay either $6.00 or $8.00 per copy for transcripts. Requests made in person or by mail cost $6.00. Those made over the Internet cost $8.00 per copy 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.

F.A.C.T.S. Processing Fee
A student who participates in the college's deferred tuition payment plan (F.A.C.T.S.) 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 105 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 167 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 must also 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 enrollment in an HMSP program to verify eligibility for the reduced tuition rate. Failure to do so by the end of the published refund deadline for any semester will forfeit the reduced rate for that semester.

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

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

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

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

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 (F.A.C.T.S.)
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 F.A.C.T.S. may be made through the Student Accounting Office. Students also may enroll through the Internet by accessing the college's Web site (www.pgcc.edu) and using the Quick Link to the F.A.C.T.S. tuition payment plan. The F.A.C.T.S. 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 F.A.C.T.S. brochure from the Cashier’s Office or the Financial Aid Office. Both are located in Bladen Hall.

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

1. It is the responsibility of the student to present the purchase order, tuition assistance form, or letter of intent at the time of tuition bill payment.
2. The purchase order, tuition assistance form, or letter of intent must state the student’s name, social security number, amount to be paid, billing address, and original signature of person(s) authorizing payment. The bookstore is an independent entity from the college and is paid directly by the employer. If a student is entitled to a reimbursement for books, he or she must obtain a separate purchase order, tuition assistance form, or letter of intent addressed to Prince George’s Community College Bookstore.
3. The purchase order, tuition assistance form, or letter of intent will not be accepted after payment has been made by the student. Students paying their own tuition must be reimbursed by the employer or agency. The college will not bill in order to reimburse the student.
4. In the event an employer refuses to pay after receipt of a bill, the student immediately becomes responsible for all tuition and fees.
If there are any questions regarding this procedure, please contact the Student Accounting Office in Bladen Hall, Room 120.

Tuition Exemptions

College Employees
A full- or part-time regular employee who enrolls during his or her nonworking hours in any Prince George’s Community College class that has at least 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.

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

Refunds

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

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

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

- No refund of registration and late registration fee unless all of a student’s courses are canceled by the college.
- One hundred percent (100 percent) tuition and related fees (except registration fees) refunded before classes begin or during the period prior to the refund deadlines as listed in the class schedule each semester.
- No refunds after the refund deadline. Refer to each semester’s class schedule for appropriate dates.
- All refunds will be mailed about 14 working days after the last day of late registration.
- All late-starting classes have their own refund deadlines.
- Failure to receive reimbursement from an anticipated funding source will not be grounds for a refund after the published deadlines.

Financial Aid

What Is Financial Aid?
Simply stated, financial aid is any grant, scholarship or loan offered for the express purpose of helping a student meet education-related expenses. Grants/scholarships are regarded as gift assistance and generally need not be repaid. Loans are borrowed money, offered at various interest rates, which must be repaid over an extended period after the student leaves college or drops to less than half-time enrollment. More detailed information and applications are available at the Financial Aid Office located in Bladen Hall, Room 121. The office is open between 8:30 a.m. and 8 p.m., Monday through Thursday. 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 FAFSA 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 149.
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
Students who apply for and/or receive federal, state and/or institutional financial aid must make satisfactory academic progress toward the completion of course requirements in their degree or certificate programs. Federal, state and institutional aid includes grants, loans, and scholarships. Satisfactory academic progress encompasses two measures of academic progress: completion rate and grade point average (GPA). “Satisfactory academic progress” means that a student must pass and earn the required percentage of all the credit hours, noncredit hours, or combination of both, that he or she is registered for during any term in which aid is received. Financial aid can be used to earn only one associate’s degree.

Satisfactory Academic Progress Standard 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>19-31</td>
<td>1.75</td>
</tr>
<tr>
<td>32-44</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</th>
<th>Percent Credit and/or</th>
</tr>
</thead>
<tbody>
<tr>
<td>Load Hours</td>
<td>Load Hours To Be Passed</td>
</tr>
<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.
Chapter 4—General Education Requirements

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

In addition to supporting specific degree programs, general education courses also provide a liberal education and contribute to the development of critical thinking skills that identify an individual as a college graduate. The combination of courses that Prince George’s Community College degree graduates have taken encompasses a core of educational outcomes, which are 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 Arts in Teaching (A.A.T.)
- Associate of Applied Science (A.A.S.)

Two Achievement Options
- Certificate
- Letter of Recognition

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

Chapter 4

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

The A.A. and A.S. degrees parallel the first two years of bachelor’s degree study and transfer to four-year colleges and universities. Students who plan to transfer are urged to meet with a Prince George’s Community College adviser as early as possible to ensure that all or most of their course credits will transfer to the four-year institution of their choice. For more information about transfer opportunities, see Chapter 7. In addition to the courses in their major area of study, students need to take a minimum of 34 credit hours of general education courses that include the following:

<table>
<thead>
<tr>
<th>Category</th>
<th>Credits</th>
</tr>
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<tbody>
<tr>
<td>English</td>
<td>6</td>
</tr>
<tr>
<td>Two English composition courses</td>
<td></td>
</tr>
<tr>
<td>Humanities</td>
<td>6</td>
</tr>
<tr>
<td>One specified speech course</td>
<td></td>
</tr>
<tr>
<td>One course, other than speech, selected from humanities</td>
<td></td>
</tr>
<tr>
<td>Social Sciences</td>
<td>6</td>
</tr>
<tr>
<td>Two courses from two different science disciplines</td>
<td></td>
</tr>
<tr>
<td>Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>One specified mathematics course</td>
<td></td>
</tr>
<tr>
<td>Science</td>
<td>7</td>
</tr>
<tr>
<td>Two science courses, one course must be a laboratory course</td>
<td></td>
</tr>
<tr>
<td>Computer Literacy</td>
<td>3</td>
</tr>
<tr>
<td>One course in computer literacy unless exempted or not required by major</td>
<td></td>
</tr>
</tbody>
</table>

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

A.A.T. degrees are offered in early childhood education, elementary education and secondary education. An A.A.T. degree provides the first two years of courses and other qualifications that a student needs to meet the entrance requirements to colleges of education in the State of Maryland. For more information about transfer opportunities, see Chapter 7.

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

<table>
<thead>
<tr>
<th>Category</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Composition</td>
<td>6</td>
</tr>
<tr>
<td>Humanities</td>
<td>6</td>
</tr>
<tr>
<td>One eligible integrated arts course</td>
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<tr>
<td>Interpersonal Communication</td>
<td></td>
</tr>
<tr>
<td>Social Sciences</td>
<td>9</td>
</tr>
<tr>
<td>American history, general psychology, United States government</td>
<td></td>
</tr>
<tr>
<td>Mathematics</td>
<td></td>
</tr>
<tr>
<td>Elementary education A.A.T. requires</td>
<td>12</td>
</tr>
<tr>
<td>Secondary education A.A.T. requires</td>
<td>3-6</td>
</tr>
<tr>
<td>Science</td>
<td></td>
</tr>
<tr>
<td>Elementary education A.A.T. requires</td>
<td>12</td>
</tr>
<tr>
<td>Secondary education A.A.T. requires</td>
<td>7-8</td>
</tr>
<tr>
<td>Computer Literacy</td>
<td>3</td>
</tr>
<tr>
<td>CIS 101 or exemption</td>
<td></td>
</tr>
<tr>
<td>Health/Physical Education</td>
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</table>
**Associate of Applied Science (A.A.S.)**

Programs of study for an A.A.S. degree are designed for employment and career advancement within a particular area of study. These programs are not designed to parallel the first two years of study for a bachelor’s degree, but many of the courses in A.A.S. programs will transfer to four-year institutions. Students should consult with a Prince George’s Community College adviser to determine which courses transfer. For more information about transfer opportunities, see Chapter 7. In addition to the courses in their major area of study, students need to take a minimum of 21 to 25 credit hours of general education courses that include the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>English</td>
<td>6 credits</td>
</tr>
<tr>
<td>Humanities</td>
<td>3 credits</td>
</tr>
<tr>
<td>Social Sciences</td>
<td>3 credits</td>
</tr>
<tr>
<td>Mathematics</td>
<td>3 credits</td>
</tr>
<tr>
<td>Science</td>
<td>3-4 credits</td>
</tr>
<tr>
<td>Computer Literacy</td>
<td>3 credits</td>
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</table>

**Achievement Options**

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

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

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

---

**General Education Courses**

General education courses are sufficiently broad in nature and scope to fulfill the intent of the general education requirements. The description of each course is in Chapter 6. The courses are listed here for easy reference. Courses that are not approved for general education use will not be counted toward satisfying the general education requirements.

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td><strong>Computer Literacy</strong></td>
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<tr>
<td>CIS 101 Computer Literacy</td>
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</tr>
<tr>
<td><strong>English Composition</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Composition I:</strong></td>
<td></td>
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<tr>
<td>EGL 101 Composition I: Expository Writing</td>
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<tr>
<td><strong>Composition II:</strong></td>
<td></td>
</tr>
<tr>
<td>(Students may select only one of the following courses to meet the general education requirement for Composition II.)</td>
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</tr>
<tr>
<td>EGL 102 Composition II: Writing About</td>
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</tr>
<tr>
<td>Literature</td>
<td>3</td>
</tr>
<tr>
<td>EGL 110 Composition II: Writing About Issues and Ideas</td>
<td>3</td>
</tr>
<tr>
<td>EGL 132 Composition II: Writing for Business</td>
<td>3</td>
</tr>
<tr>
<td>EGL 134 Composition II: Writing About</td>
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</tr>
<tr>
<td>Technical Topics</td>
<td>3</td>
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<tr>
<td><strong>Humanities</strong></td>
<td></td>
</tr>
<tr>
<td>ART 101 Introduction to Art</td>
<td>3</td>
</tr>
<tr>
<td>ART 270 Art Survey I</td>
<td>3</td>
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<tr>
<td>ART 271 Art Survey II</td>
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<tr>
<td>ART 273 Integrated Arts</td>
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<tr>
<td>MUS 101 Music Appreciation</td>
<td>3</td>
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<tr>
<td>MUS 105 Survey of Music Literature</td>
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</tr>
<tr>
<td>PHL 101 Introduction to Philosophy: The Art of Questioning</td>
<td>3</td>
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<tr>
<td>PHL 109 Introduction to Logic</td>
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<tr>
<td>PHL 110 Critical Reasoning: Logic in the English Language</td>
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<tr>
<td>PHL 133 Ethics</td>
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<tr>
<td>SPH 101 Introduction to Speech Communication</td>
<td>3</td>
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<tr>
<td>SPH 105 Group Communication and Leadership</td>
<td>3</td>
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<tr>
<td>SPH 109 Interpersonal Communication</td>
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<tr>
<td>SPH 111 Public Speaking</td>
<td>3</td>
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<tr>
<td>THE 101 Introduction to the Theatre</td>
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</tr>
<tr>
<td><strong>Foreign Language</strong></td>
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<tr>
<td>Any foreign language course. (Suggested for students transferring to an institution with a foreign language requirement.)</td>
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<tr>
<td><strong>Literature courses must be selected from among the following:</strong></td>
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<tr>
<td>EGL 201, 203, 205, 207, 209, 211, 213, 214, 217, 221, 223, 225, 232, 233, 237, 239, 241, 243, 244, 250</td>
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<tr>
<td><strong>Mathematics</strong></td>
<td></td>
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<tr>
<td>MAT 105 Elements of Mathematics</td>
<td>4</td>
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<tr>
<td>MAT 106 Elements of Geometry and Logic</td>
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</tr>
<tr>
<td>MAT 112 Finite Mathematics</td>
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<tr>
<td>MAT 113 Mathematics for the Liberal Arts</td>
<td>3</td>
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<tr>
<td>MAT 114 Introduction to Statistics</td>
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</tr>
<tr>
<td>MAT 116 Elements of Probability and Statistics</td>
<td>4</td>
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<tr>
<td>MAT 119 Probability.</td>
<td>3</td>
</tr>
<tr>
<td>MAT 134 Trigonometry with Applications</td>
<td></td>
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<tr>
<td>to Technology</td>
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<tr>
<td>MAT 135 College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>MAT 136 Trigonometry and Analytic Geometry</td>
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<tr>
<td>MAT 137 Precalculus</td>
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### Mathematics (continued)

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<td>MAT 216 Applied Calculus I</td>
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<td>MAT 217 Applied Calculus II</td>
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<tr>
<td>MAT 221 Statistics</td>
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</tr>
<tr>
<td>MAT 241 Calculus I for Science and Engineering</td>
<td>4</td>
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<tr>
<td>MAT 242 Calculus II for Science and Engineering</td>
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<tr>
<td>MAT 243 Calculus III for Science and Engineering</td>
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<tr>
<td>MAT 245 Linear Algebra</td>
<td>4</td>
</tr>
<tr>
<td>MAT 246 Differential Equations</td>
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<td>MAT 250 Mathematics of Discrete Structures</td>
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### Science

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<td>BIO 101 General Biology</td>
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<tr>
<td>BIO 102 General Plant Biology</td>
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<tr>
<td>BIO 108 Reproduction Biology</td>
<td>4</td>
</tr>
<tr>
<td>BIO 110 Forensic Biology</td>
<td>4</td>
</tr>
<tr>
<td>BIO 111 Environmental Biology</td>
<td>3</td>
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<tr>
<td>BIO 112 Environmental Biology Laboratory</td>
<td>1</td>
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<tr>
<td>BIO 113 Principles of Biology: Evolution, Ecology, and Behavior</td>
<td>4</td>
</tr>
<tr>
<td>BIO 114 Principles of Biology: Cellular and Molecular Biology</td>
<td>4</td>
</tr>
<tr>
<td>BIO 205 Human Anatomy and Physiology I</td>
<td>4</td>
</tr>
<tr>
<td>BIO 206 Human Anatomy and Physiology II</td>
<td>4</td>
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<tr>
<td>BIO 210 Marine Biology</td>
<td>4</td>
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<tr>
<td>CHM 101 General Chemistry I</td>
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<tr>
<td>CHM 102 General Chemistry II</td>
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<tr>
<td>CHM 112 Essentials of Organic and Biochemistry</td>
<td>4</td>
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<tr>
<td>CHM 201 Organic Chemistry I</td>
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</tr>
<tr>
<td>CHM 202 Organic Chemistry II</td>
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<tr>
<td>GEO 101 Physical Geography</td>
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<tr>
<td>GEO 102 Physical Geography Laboratory</td>
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<tr>
<td>HRT 101 Principles of Ornamental Horticulture</td>
<td>4</td>
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<tr>
<td>NTR 101 Introductory Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>NTR 110 Introduction to Food Science</td>
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<tr>
<td>PHY 101 Introductory Physics I</td>
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<tr>
<td>PHY 102 Introductory Physics II</td>
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<td>PHY 103 General Physics I</td>
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<tr>
<td>PHY 157 Technical Physics for Engineering Technology</td>
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<tr>
<td>PHY 203 General Physics II</td>
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<tr>
<td>PHY 204 General Physics III</td>
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<tr>
<td>PSC 101 Introduction to Astronomy</td>
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<td>PSC 102 Introduction to Astronomy Laboratory</td>
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<td>PSC 105 Introduction to Physical Geology</td>
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<tr>
<td>PSC 106 Physical Geology Laboratory</td>
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<tr>
<td>PSC 107 Oceanography</td>
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<tr>
<td>PSC 115 Fundamentals of Chemistry and Physics</td>
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<tr>
<td>PSC 120 Exploring Chemistry and Physics Concepts</td>
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<tr>
<td>PSC 121 Exploring Earth and Space Science Concepts</td>
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### Social Sciences

<table>
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<th>Course</th>
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<tbody>
<tr>
<td>ANT 101 Introductory Physical Anthropology</td>
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<tr>
<td>ANT 103 Introductory Cultural Anthropology</td>
<td>3</td>
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<tr>
<td>ECN 101 Economic Development</td>
<td>3</td>
</tr>
<tr>
<td>ECN 103 Principles of Economics I</td>
<td>3</td>
</tr>
<tr>
<td>ECN 104 Principles of Economics II</td>
<td>3</td>
</tr>
<tr>
<td>GEO 100 Introduction to Geography</td>
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<tr>
<td>GEO 101 Physical Geography</td>
<td>3</td>
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<tr>
<td>HST 131 Ancient and Medieval History</td>
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<tr>
<td>HST 132 Modern History</td>
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<tr>
<td>HST 137 The World in the Twentieth Century</td>
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<tr>
<td>HST 141 History of the United States I</td>
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</tr>
<tr>
<td>HST 143 History of the United States II</td>
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<tr>
<td>HST 211 History of Russia and the Soviet Union</td>
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</tr>
<tr>
<td>HST 216 The Modern Middle East</td>
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</tr>
<tr>
<td>HST 223 History of Latin America and the Caribbean</td>
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</tr>
<tr>
<td>HST 245 African-American History</td>
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</tr>
<tr>
<td>HST 247 African History</td>
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</tr>
<tr>
<td>POS 100 Introduction to Politics</td>
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</tr>
<tr>
<td>POS 101 American National Government</td>
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<tr>
<td>POS 102 State and Local Government</td>
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<tr>
<td>PSY 101 General Psychology</td>
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<tr>
<td>PSY 201 Personality and Adjustment</td>
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<td>PSY 203 Child Psychology</td>
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<td>PSY 204 Adolescent Psychology</td>
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<tr>
<td>PSY 207 Human Growth and Development</td>
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<td>PSY 208 Abnormal Psychology</td>
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<tr>
<td>PSY 213 Forensic Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSY 219 Social Psychology</td>
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<tr>
<td>SOC 101 Introduction to Sociology</td>
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</tr>
<tr>
<td>SOC 201 Social Problems</td>
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</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 should also 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 adviser before registering for any 200-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.)**

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<thead>
<tr>
<th>Program Concentration</th>
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<tbody>
<tr>
<td>ACC 101 Principles of Accounting I</td>
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<td>ACC 102 Principles of Accounting II</td>
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</tr>
<tr>
<td>ACC 104 Microcomputer Applications in Accounting</td>
<td>3</td>
</tr>
<tr>
<td>ACC 201 Intermediate Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>ACC 202 Intermediate Accounting II**</td>
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**Accounting Professional** continues on page 35
### Programs of Study Chart

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<td>Accounting</td>
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<td>African-American Studies†</td>
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<td>Art†</td>
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<td>Business Administration</td>
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<td>Business Management</td>
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<tr>
<td>Chemistry†</td>
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<tr>
<td>Communication†</td>
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<td>Computer-Aided Drafting</td>
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<td>Computer Engineering Technology</td>
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<td>Construction Management</td>
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<td>Criminal Justice</td>
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<td>Criminal Justice Transfer†</td>
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<td>Electrical Construction Technology</td>
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</tbody>
</table>

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

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First-time college students are expected to take PAS 101 Principles and Strategies of Successful Learning (3 Credits). PAS 101 is required for students when they take DVR 006. For more information, see Chapters 2, 6, and 8.
### Accounting and Taxation

**Letter of Recognition**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ACC 101</td>
<td>Principles of Accounting I</td>
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<tr>
<td>ACC 102</td>
<td>Principles of Accounting II</td>
<td>4</td>
</tr>
<tr>
<td>ACC 221</td>
<td>Federal Income Tax</td>
<td>3</td>
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<td><strong>Total Required for Letter of Recognition</strong></td>
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### Accounting Transfer Option

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

**Program Concentration**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ACC 101</td>
<td>Principles of Accounting I</td>
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<tr>
<td>ACC 102</td>
<td>Principles of Accounting II</td>
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<tr>
<td>ACC 104</td>
<td>Principles of Economics I</td>
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<td>ECN 103</td>
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#### Required General Education

**Courses/Electives**

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<td>43-44</td>
<td>English Composition I and II*</td>
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<tr>
<td>3</td>
<td>Humanities*</td>
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<td>3</td>
<td>Social Sciences*</td>
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</tr>
<tr>
<td>3</td>
<td>Mathematics*</td>
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<tr>
<td>9</td>
<td>Science*</td>
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<tr>
<td>7-8</td>
<td>Two courses, one course must carry laboratory credit.</td>
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<tr>
<td>3</td>
<td>Computer Literacy*</td>
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<tr>
<td>3</td>
<td>MAT 135*, MAT 216 and MAT 221</td>
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<td>9</td>
<td>Electives</td>
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<td><strong>Total Required for a.S. Degree</strong></td>
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**Accounting**

**Certificate**

**Program Concentration**

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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tr>
<td>ACC 101</td>
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<tr>
<td>ACC 102</td>
<td>Principles of Accounting II</td>
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<tr>
<td>ACC 201</td>
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<tr>
<td>ACC 202</td>
<td>Intermediate Accounting II</td>
<td>3</td>
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<tr>
<td>ACC 203</td>
<td>Cost Accounting</td>
<td>3</td>
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<tr>
<td>ACC 221</td>
<td>Federal Income Tax</td>
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<tr>
<td>BUS 122</td>
<td>Business Law I</td>
<td>3</td>
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<tr>
<td>MGT 101</td>
<td>Introduction to Business</td>
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<tr>
<td><strong>Total Required for Certificate</strong></td>
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**General Education/Elective Courses**

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<tr>
<td>ACC 103-110</td>
<td>ACC 204</td>
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<td>ACC 207-208</td>
<td>ACC 222</td>
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<td>ACC 212</td>
<td>ACC 222</td>
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<tr>
<td>MAT 112</td>
<td>MGT 157</td>
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<td>MAT 119</td>
<td>PHL 140</td>
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**Accounting**

**Certificate**

**Letter of Recognition**

<table>
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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tr>
<td>ACC 101</td>
<td>Principles of Accounting I</td>
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<tr>
<td>ACC 104</td>
<td>Microcomputer Applications in Accounting</td>
<td>3</td>
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<tr>
<td>ACC 107</td>
<td>QuickBooks I</td>
<td>3</td>
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<tr>
<td>CIS 101</td>
<td>Computer Literacy</td>
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<tr>
<td><strong>Total Required for Letter of Recognition</strong></td>
<td></td>
<td><strong>11 Credits</strong></td>
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</table>

**CPA Preparation**

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 (410-333-6322).
African-American Studies

African-American Studies Option  

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.

AFA 101 Introduction to African-American Studies 3
AFA 201 Introduction to the African and Black Diaspora 3
ART 272 African-American Art 3
EGL 213 African-American Literature I 3
EGL 214 African-American Literature II 3
HST 245 African-American History 3
HST 247 African History 3

Required General Education

Courses/Elective. 40-41 Credits

English Composition I and II 3
Humanities 3

Choose one course from each group:

Group 1: SPH 101, SPH 105, SPH 109, SPH 111
Group 2: ART 101, MUS 101, PHL 101

Total Required for Certificate. 21 Credits

Program Concentration: Accounting  27 Credits

Financial Accounting (ACC 101, 102 and 201) 9
All three courses must be taken to satisfy the Board requirement.
Auditing (ACC 204) 3
Cost Accounting (ACC 203) 3
Federal Income Tax (ACC 221) 3
Other Accounting Courses  9
Choose 9 credits from the following:
ACC 103, ACC 104, ACC 105, ACC 202,
ACC 207, ACC 208, ACC 222

Program Concentration: Business  30 Credits

Statistics (MAT 114) 3
Economics (ECN 103 and ECN 104) 6
Corporate or Business Finance (ACC 225) 3
Management (MGT 160) 3
U.S. Business Law (BUS 122 or BUS 124) 3
Marketing (MKG 251) 3
Oral Communication (SPH 101) 3
Written Communication (EGL 132 or 134) 3
Business Ethics (PHL 140) 3

Total Required for Certificate. 57 Credits

Art

In addition to the Art Option listed below, see Visual Communication degree and certificate programs on pages 80–81.

Art Option  

This program provides students with a strong foundation in the essential elements, media, and techniques used in the visual arts. Students may specialize in either fine art or commercial art. All students should take the Basic Design and Drawing I courses early in their study. The Art Option degree program prepares transfer students to move into an advanced art curriculum at a four-year institution. Non-art majors can also 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 151 Basic Design 3
ART 153 Drawing I 3
ART 154 Painting I 3
ART 164 Color Theory and Application 3
ART 270 Art Survey I 3
Art electives 12

Choose from any 100 and/or 200-level art courses. A mix of fine art and commercial art is also possible if desired by an art major.

Fine Art Emphasis:

ART 155, ART 156, ART 158, ART 159, ART 160,
ART 251, ART 253, ART 254, ART 255,
ART 256, ART 259, ART 260, ART 264,
ART 266, ART 272, ART 274

Commercial Art Emphasis:

ART 157, ART 158, ART 161, ART 162, ART 163,
ART 257, ART 261, ART 262, ART 263,
ART 265, ART 267, ART 274, ART 275, ENT 160

Required General Education Courses. 37-38 Credits

English Composition I and II 3
Humanities 3

First-time college students are expected to take PAS 101 Principles and Strategies of Successful Learning (3 Credits). PAS 101 is required for students when they take DVR 006. For more information, see Chapters 2, 6, and 8.
Choose one course from each group:
Group 1: SPH 101, SPH 105, SPH 109, SPH 111
Group 2: ART 271
Group 3: Any 200-level English literature course
Mathematics* ............................................. 3
MAT 113 or MAT 134 recommended
Science* .................................................. 7-8
Two courses, one course must carry laboratory credit.
Social Sciences* ......................................... 9
Group 1: One history course from general education list
Group 2: Two courses from social sciences general education list. One course must be non-history.
Computer Literacy* ................................... 3
CIS 101
Minimum Required for A.A. Degree .......... 64 Credits

Arts and Sciences Program

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

Arts and Sciences

Associate of Arts Degree (A.A.)

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

Required General Education Courses ........ 49-50 Credits
English Composition I and II* .................. 6
EGL 101 and EGL 102
Humanities* ............................................. 9
Choose one course from each group:
Group 1: SPH 101, SPH 105, SPH 109, SPH 111
Group 3: Any 200-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 101

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

Biology

Biology Option

Code 301
of General Studies Associate of Arts Degree (A.A.)
This is a recommended program of study for students planning to pursue a bachelor’s degree in biology.

Program Concentration ......................... 31-32 Credits
BIO 113 Principles of Biology: Evolution, Ecology, and Behavior* ...................... 4
BIO 114 Principles of Biology: Cellular and Molecular Biology* ..................... 4
Select 23-24 credits from the following:
CHM 103 General Chemistry I .................. 4
CHM 103 General Chemistry II .................. 3
CHM 103 General Chemistry II Lab .......... 2
MAT 216 Applied Calculus I
or
MAT 241 Calculus I for Science and Engineering ........................................... 3-4
PHY 101 Introductory Physics I
and
PHY 102 Introductory Physics II ................. 8
or
PHY 103 General Physics I
and
PHY 204 General Physics III ..................... 11
or
BIO 201 Microbiology ............................... 4
or
BIO 203 Genetics ..................................... 3

Required General Education Courses .......... 30-31 Credits
English Composition I and II* .................. 6
Humanities* ............................................. 9
Choose one course from each group:
Group 1: SPH 101, SPH 105, SPH 109, SPH 111
Group 3: Any 200-level English literature course
Mathematics* .......................................... 3-4
MAT 135 or MAT 136

Biology Option continues on next page

* Satisfies general education requirement (see pages 29–31)
** Satisfies culminating experience requirement for the Associate of Applied Science (A.A.S.) degree
Biology Option continues from previous page

Social Sciences* ................................. 9
  Group 1: One history course from general education list
  Group 2: Two courses from the social sciences general
            education list. One course must be a non-
            history course. PSY 101 and PSY 207
            recommended
Computer Literacy* .......................... 3
CIS 101
Minimum Required for A.A. Degree ........ 61 Credits

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 adviser for specific transfer requirements. For more information about the Business Administration Program, call 301-322-0080.

Business Administration

Associate of Science Degree (A.S.)

Program Concentration ............................ 17 Credits
ACC 101 Principles of Accounting I .............. 3
ACC 102 Principles of Accounting II ............. 4
ECN 103 Principles of Economics I ............... 3
ECN 104 Principles of Economics II .............. 3
MGT 101 Introduction to Business ................. 3
Required General Education Courses/
Electives ........................................... 45-47 Credits
English Composition I and II* .................... 6
Humanities* ....................................... 6
  Choose one course from each group:
  Group 1: SPH 101 or SPH 111
  Group 2: ART 101, MUS 101, PHL 101, THE 101,
          or any foreign language course or English
          literature course
Mathematics* ..................................... 9
  MAT 135, MAT 216, and MAT 221
Science* ......................................... 7-8
  Two courses, one course must carry laboratory credit.
Social Sciences* .................................. 3
Computer Literacy* ................................ 3
CIS 101

Electives .......................................... 11-12
  Any credit courses except PED ................... 9
  Health/Physical Education ....................... 2-3
  Any HLE or at least 2 credits of PED 
Minimum Required for A.S. Degree ............ 62 Credits

Business Management Programs

The Business Management 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.)

Program Concentration ............................ 24-25 Credits
MGT 101 Introduction to Business ............... 3
MGT 160 Principles of Management ............... 3
MGT 162 Financial Planning and Investments .... 3
MGT 261 Human Resource Management .......... 3
MGT 263 International Management ............. 3
ACC 101 Principles of Accounting I
or
ACC 103 Accounting for Managers ............... 3-4
BUS 122 Business Law I ......................... 3
MGT 268 Entrepreneurship* ...................... 3
or
MGT 240 Strategic Management* ................. 3
Program Concentration Electives ................. 12 Credits
  Course suggestions based on the student’s specific
  interests, follow this degree listing

Required General Education

Courses/Electives .................................. 26-28 Credits
  English Composition I and II* ................. 6
  Humanities* ................................... 3
  SPH 101 or SPH 111
  Mathematics* .................................. 6
    MAT 135 and 221 recommended
    Transferring students should see an adviser prior to
    taking any math course.
  Science* ....................................... 3-4
  Social Sciences* ................................ 3
  ECN 103
  Computer Literacy* ............................. 3
  CIS 101
  Health/Physical Education ...................... 2-3
  Any HLE or at least 2 credits of PED
Minimum Required for A.A.S. Degree .......... 62 Credits
  Following are suggested groups of courses designed
  as areas of emphasis. Students are free to select any
  combination of these courses or other management or
  marketing courses that suit their business interests.

First-time college students are expected to take PAS 101 Principles and Strategies of Successful Learning (3 Credits). PAS 101 is required for students when they take DVR 006. For more information, see Chapters 2, 6, and 8.
### Programs of Study

#### Accounting
- ACC 102 Principles of Accounting II
- ACC 104 Microcomputer Applications in Accounting
- ACC 105 Payroll Accounting
- ACC 221 Federal Income Tax

#### Construction Management
- CSM 145 Construction Management I
- CSM 146 Construction Methods and Materials
- CSM 147 Construction Planning and Scheduling
- CSM 148 Construction Estimating I
- CSM 183 Construction Print Reading

#### Entrepreneurship
- MGT 157 Small Business Management
- MGT 165 Customer Service
- MGT 171 The Business Plan
- MGT 240 Strategic Management
- MGT 252 Principles of Negotiations
- MGT 268 Entrepreneurship
- MKG 251 Introduction to Marketing

#### Hospitality Management
- HSM 151 Introduction to the Hospitality Industry
- HSM 155 Food Service Manager Training and Certification in Sanitation
- HSM 156 Catering and Banquet Planning
- HSM 162 Hotel and Resort Operations I
- HSM 163 Food Service Operations
- HSM 170 Pastry Making
- HSM 171 Simplified Gourmet Cooking
- HSM 173 Northern Italian Cuisine
- HSM 174 Bed and Breakfasts
- HSM 175 Wines and Spirits–Mixology and Service
- HSM 176 International Cuisines
- HSM 253 Hospitality Sales and Marketing
- HSM 293 Cooperative Education

#### Human Resource Management
- MGT 258 Compensation and Benefits Management
- MGT 259 Employee Training and Development
- MGT 266 Conflict Management
- MGT 270 Stress Management in the Workplace
- MGT 272 Managing Workplace Diversity
- MGT 296 Emotional Intelligence in the Workplace

#### International Management
- MGT 240 Strategic Management
- MGT 296 Emotional Intelligence in the Workplace

#### Management
- MGT 157 Small Business Management
- MGT 165 Customer Service
- MGT 180 Microcomputer Applications for the Business Manager
- MGT 252 Principles of Negotiations
- MGT 258 Compensation and Benefits Management
- MGT 259 Employee Training and Development
- MGT 265 Purchasing, Contracting and Materials
- MGT 266 Conflict Management
- MGT 270 Stress Management in the Workplace
- MGT 272 Managing Workplace Diversity
- MGT 275 Leadership Development
- MGT 288 Disaster Recovery and Risk Management
- MGT 291-293 Cooperative Education
- MKG 251 Introduction to Marketing

#### Marketing
- MKG 251 Introduction to Marketing
- MKG 263 International Marketing
- MKG 271 Salesmanship
- MKG 273 Retail Business Management
- MKG 277 Advertising

#### Public Sector Management
- MGT 190 Introduction to Public Administration
- MGT 196 Managing in the Public Sector
- MGT 240 Strategic Management
- MGT 250 Introduction to Federal Contracting
- MGT 251 Introduction to Source Selection
- MGT 252 Principles of Negotiations
- MGT 253 Procurement Law
- MGT 254 Contract Administration
- MGT 255 Cost and Price Analysis
- MGT 288 Disaster Recovery and Risk Management

#### Residential Property Management
- MKG 251 Introduction to Marketing
- RLS 103 Real Estate Principles and Practices for Salespersons
- RLS 203 Real Estate Finance and Investment
- RPM 101 Introduction to Residential Property Management
- RPM 102 Maintenance for Residential Property Management

#### Retail Management
- MGT 165 Customer Service
- MGT 259 Employee Training and Development
- MKG 271 Salesmanship
- MKG 273 Retail Business Management

#### Strategic Business Planning
- BUS 124 Business Law II
- MGT 142 Organizational Development
- MGT 171 The Business Plan
- MGT 240 Strategic Management
- MGT 252 Principles of Negotiations
- PHL 140 Introduction of Business Ethics

#### Supervisory Management
- MGT 135 Elements of Supervision
- MGT 270 Stress Management in the Workplace
- MGT 266 Conflict Management
- MGT 272 Managing Workplace Diversity
- MGT 296 Emotional Intelligence in the Workplace

#### Companion Courses
- BUS 124 Business Law II
- ECN 104 Principles of Economics II
- MAT 114 Introduction to Statistics
- PHL 140 Introduction to Business Ethics

---

* Satisfies general education requirement (see pages 29–31)
** Satisfies culminating experience requirement for the Associate of Applied Science (A.A.S.) degree
Developing A Professional Image  

**Letter of Recognition**

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 101 Introduction to Business ............3
  - MGT 155 Elements of Supervision...............3
  - PHL 140 Introduction to Business Ethics ....3

- Verbal and Written Communication:
  - SPH 101 Introduction to Speech Communication ........................................3
  - EGL 132 Composition II: Writing for Business ...3

**Select 5 credits from the following:**

- Mental Attitude:
  - CAP 131 Career Assessment and Planning ....3

- Physical Fitness and Appearance:
  - PED 103 Lifetime Fitness and Leisure Activities..................................................2
  - NTR 101 Introductory Nutrition ..............3
  - MGT 150 Developing a Professional Image ....1

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

**General Management**  

**Certificate**

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 101 Introduction to Business ............3
- MGT 157 Small Business Management ............3
- MGT 160 Principles of Management ............3
- MGT 162 Financial Planning and Investments ....3
- MKG 251 Introduction to Marketing ............3
- Electives ........................................3

Choose 3 credits from the following:

- ACC 103-105  BUS 124  CAP 131
- HSM 151  HSM 155-156  HSM 162-163
- MGT 150  MGT 165  MGT 250-255
- MGT 258-259  MKG 291-293  MKG 271
- MKG 273  MKG 277  PHL 140
- RLS 103  SPH 101
- ECN 103 Principles of Economics I ............3
- EGL 101 Composition I: Expository Writing ....3
- CIS 101 Computer Literacy ..........................3
- MAT 112 or higher ..................................3

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

**Entrepreneurship Management**  

**Certificate**

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.

- MGT 101 Introduction to Business ............3
- MGT 157 Small Business Management ............3
- MGT 240 Strategic Management ............3
- MGT 268 Entrepreneurship ............3
- ACC 101 Principles of Accounting ............3
- Elective ........................................3

Choose one course from the following:

- MGT 165 Customer Service
- MGT 252 Negotiations
- MKG 251 Introduction to Marketing
- BUS 122 Business Law
- EGL 132 Composition II: Writing for Business
- SPH 101 Introduction to Speech Communication

**Total Required for Certificate ................19 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.

**Certificate**

- MGT 101 Introduction to Business ............3
- MGT 157 Small Business Management ............3
- MGT 268 Entrepreneurship ............3

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

**Human Resource Management**

**Certificate**

- MGT 101 Introduction to Business ............3
- MGT 258 Compensation and Benefits Management ............3
- MGT 259 Employee Training and Development ....3
- MGT 272 Managing Workplace Diversity ....3
- Elective ........................................3

Choose one course from the following:

- MGT 160 Principles of Management
- MGT 266 Conflict Management
- MGT 270 Stress Management
- MKG 296 Emotional Intelligence in the Workplace

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

**Human Resource Management**  

**Certificate**

- MGT 101 Introduction to Management ............3
- MGT 261 Human Resource Management ............3
- MGT 272 Managing Workplace Diversity ............3

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

---

First-time college students are expected to take PAS 101 Principles and Strategies of Successful Learning (3 Credits). PAS 101 is required for students when they take DVR 006. For more information, see Chapters 2, 6, and 8.
International Management

Students earning an International Management Certificate have strengthened their international expertise and are better prepared to work abroad or for foreign-owned corporations. Students earning a Letter of Recognition in International Management have learned a core set of critical international management skills that will help them understand management in a global economy. All management course work for the certificate and letter of recognition may be completed online.

International Management Certificate

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>MGT 101</td>
<td>Introduction to Business</td>
</tr>
<tr>
<td>MGT 240</td>
<td>Strategic Management</td>
</tr>
<tr>
<td>MGT 263</td>
<td>International Management</td>
</tr>
<tr>
<td>MGT 296</td>
<td>Emotional Intelligence in the Workplace</td>
</tr>
<tr>
<td>MKG 263</td>
<td>International Marketing</td>
</tr>
<tr>
<td>Elective</td>
<td>3</td>
</tr>
</tbody>
</table>

Choose one course from the following:
- ECN 103 Principles of Economics
- ACC 100 Fundamentals of Accounting
- SPH 123 Intercultural Communication
- SOC 209 The Sociology of Minorities
- GEO 109 World Regional Geography
- HST 137 The World in the Twentieth Century

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

Letter of Recognition

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>MGT 101</td>
<td>Introduction to Business</td>
</tr>
<tr>
<td>MGT 240</td>
<td>Strategic Management</td>
</tr>
<tr>
<td>MGT 263</td>
<td>International Management</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Program Concentration</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MGT 190 Introduction to Public Administration</td>
<td>3</td>
</tr>
<tr>
<td>MGT 196 Managing in the Public Sector</td>
<td>3</td>
</tr>
<tr>
<td>MGT 101 Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>MGT 240 Strategic Management</td>
<td>3</td>
</tr>
<tr>
<td>ACC 103 Accounting for Managers</td>
<td>3</td>
</tr>
<tr>
<td>or ACC 101 Principles of Accounting</td>
<td>3-4</td>
</tr>
<tr>
<td>Elective</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Required for Certificate................. 18-19 Credits

Required General Education Course.............3 Credits
- EGL 101 Composition I: Expository Writing

Total Required for Certificate................. 21-22 Credits

Public Administration Letter of Recognition

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>MGT 190 Introduction to Public Administration</td>
<td>3</td>
</tr>
<tr>
<td>MGT 196 Managing in the Public Sector</td>
<td>3</td>
</tr>
<tr>
<td>MGT 101 Introduction to Business</td>
<td>3</td>
</tr>
</tbody>
</table>

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

Purchasing and Contracting

The Purchasing and Contracting Certificate was developed in response to the requirements of federal, state and local governments, and private industry for a highly trained professional workforce. This certificate enables students to pursue advanced knowledge and degrees in the procurement field. Individuals who wish to continue their education may apply the credits earned 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

<table>
<thead>
<tr>
<th>Program Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>MGT 250</td>
<td>Introduction to Federal Contracting</td>
</tr>
<tr>
<td>MGT 251</td>
<td>Introduction to Source Selection</td>
</tr>
<tr>
<td>MGT 252</td>
<td>Principles of Negotiation</td>
</tr>
<tr>
<td>MGT 253</td>
<td>Procurement Law</td>
</tr>
<tr>
<td>MGT 254</td>
<td>Contract Administration</td>
</tr>
<tr>
<td>MGT 255</td>
<td>Cost and Price Analysis</td>
</tr>
<tr>
<td>Electives</td>
<td>6</td>
</tr>
</tbody>
</table>

Choose two courses from the following:
- MGT 101
- MGT 165
- MGT 261
- MGT 265
- MGT 266
- CIS 101
- EGL 132

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 103) may apply to take the Maryland Real Estate Salesperson Licensing Examination. RLS 103 is 60 classroom hours in length. The Real Estate Finance and Investment course (RLS 203) includes cash-flow forecasting, financing, tax implications, and timing of property disposal as related to investing in real estate. RLS 203 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 continues on next page
Real Estate continues from previous page

Real Estate

Letter of Recognition

Code 495

RLS 103 Real Estate Principles and Practices for Salespersons ................................ 4
RLS 203 Real Estate Finance and Investment ........................................... 3
Total Required for Letter of Recognition ............. 7 Credits

Small Business Management

The Small Business Management Certificate is designed to prepare students to own, operate, and successfully manage small businesses. Students are given the opportunity to develop a business plan that includes 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

Code 412

Certificate

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

ACC 101 Principles of Accounting I .................. 4
BUS 122 Business Law I ............................. 3
MGT 155 Elements of Supervision .................... 3
MGT 157 Small Business Management .............. 3
MGT 251 Introduction to Marketing .................. 3
MGT 263 International Marketing .................... 3

Supporting courses ........................................ 6

Choose from the following:

ACC 103-105 BUS 124 HSM 151 HSM 155-156
CIS 101 HSM 162-163 HSM 170-176 HSM 180-189
HSM 253 HSM 263 HSM 291-293
MGT 101 MGT 150 MGT 160
MGT 162 MGT 165 MGT 250-255
MGT 258-259 MGT 261 MGT 265-266
MGT 270 MGT 272 MGT 275
MGT 291-293 MKG 271 MKG 273
MKG 277 PHL 140 RLS 103
RLS 203 RLS 291-293 RPM 101-102
SPH 101

Electives ............................................. 6 Credits

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

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

Supervisory Management

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

Code 437

Certificate

MGT 101 Introduction to Management ................ 3
MGT 155 Elements of Supervision .................... 3
MGT 272 Managing Workplace Diversity .......... 3
MGT 266 Conflict Management ....................... 3
MGT 296 Emotional Intelligence in the Workplace ..... 3
Elective ............................................. 3

Choose one of the following courses:

EGL 132 Composition II: Writing for Business
MGT 270 Stress Management
SPH 101 Introduction to Speech Communication

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

Supervisory Management

Code 438

Letter of Recognition

MGT 101 Introduction to Management ................ 3
MGT 155 Elements of Supervision .................... 3
MGT 272 Managing Workplace Diversity .......... 3

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

Chemistry

Chemistry Option

Code 302

of General Studies Associate of Arts Degree (A.A.)
This is a recommended program of study for students planning to pursue a bachelor’s degree in chemistry.

Program Concentration ............................. 34-35 Credits

CHM 101 General Chemistry I* .................... 4
CHM 102 General Chemistry II* ................. 3
CHM 103 General Chemistry II Lab ............... 2
MAT 241 Calculus I for Science and Engineering* 4
Select 18 credits minimum from the following:

CHM 201 Organic Chemistry I ..................... 4
CHM 202 Organic Chemistry II ................... 3
CHM 204 Organic Chemistry II Lab ............... 2
PHY 103 General Physics I .......................... 3
PHY 203 General Physics II ......................... 4
PHY 204 General Physics III ....................... 4
MAT 242 Calculus II for Science and Engineering 4
BIO 114 Principles of Biology: Cellular and Molecular Biology ......................... 4

Select one course from the following ............... 3-4

MAT 221, 243, 245, or 246
BIO 113, 201, 209, or 225
Any CIS course (besides CIS 101)
FOS 250
CHM 205

First-time college students are expected to take PAS 101 Principles and Strategies of Successful Learning (3 Credits). PAS 101 is required for students when they take DVR 006. For more information, see Chapters 2, 6, and 8.
**Communication Programs**

**Communication/Speech Option**  
*Code 022*
*of General Studies Associate of Arts Degree (A.A.)*

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*

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPH 101 Introduction to Speech Communication</td>
<td>3</td>
</tr>
<tr>
<td>SPH 105 Group Communication and Leadership</td>
<td>3</td>
</tr>
<tr>
<td>SPH 109 Interpersonal Communication</td>
<td>3</td>
</tr>
<tr>
<td>SPH 111 Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>SPH 113 Interviewing</td>
<td>3</td>
</tr>
<tr>
<td>SPH 121 Public Relations Techniques</td>
<td>3</td>
</tr>
<tr>
<td>SPH 123 Intercultural Communication</td>
<td>3</td>
</tr>
</tbody>
</table>

### Required General Education  
*Courses/Electives*  
*40-41 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>6</td>
</tr>
</tbody>
</table>

Choose one course from each group:

- **Group 1**: SPH 101, SPH 105, SPH 109, SPH 111
- **Group 2**: ART 101, MUS 101, THE 101
- **Group 3**: Any 200-level English literature course

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAT 112 or higher</td>
<td>3</td>
</tr>
<tr>
<td>Science*</td>
<td>7-8</td>
</tr>
</tbody>
</table>

Two courses, one course must carry laboratory credit.

### Social Sciences*  
*9 Credits*

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 Credits*

### CIS 101  
*3 Credits*

### Electives  
*6 Credits*

Any credit courses except PED.

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

---

**Communication/Writing Option**  
*Code 303*
*of General Studies Associate of Arts Degree (A.A.)*

This is a recommended program of study for students planning to pursue a bachelor’s degree in communication/writing. The Communication/Writing Option transfers to University of Maryland University College (UMUC). Please check with advisers for transferability to University of Maryland College Park (UMCP).

### Program Concentration  
*15 Credits*

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPH 101 Introduction to Speech Communication</td>
<td>3</td>
</tr>
<tr>
<td>SPH 113 Interviewing</td>
<td>3</td>
</tr>
<tr>
<td>EGL 104 Media Writing</td>
<td>3</td>
</tr>
<tr>
<td>EGL 132 Composition II: Writing About</td>
<td>3</td>
</tr>
</tbody>
</table>

### Required General Education  
*Courses/Electives*  
*46-47 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>6</td>
</tr>
</tbody>
</table>

Choose one course from each group:

- **Group 1**: SPH 105, SPH 109, SPH 111
- **Group 2**: ART 101, MUS 101, PHL 101, PHL 109, or THE 101
- **Group 3**: Any 200-level English literature course

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAT 112 or higher</td>
<td>3</td>
</tr>
<tr>
<td>Science*</td>
<td>7-8</td>
</tr>
</tbody>
</table>

Two courses, one course must carry laboratory credit.

### Social Sciences*  
*9 Credits*

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 Credits*

### CIS 101  
*3 Credits*

### Electives  
*12 Credits*

Any credit courses except PED; EGL 136 recommended.

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

---

**Mass Communication Option**  
*Code 014*
*of General Studies Associate of Arts Degree (A.A.)*

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

### Program Concentration  
*24 Credits*

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>TRF 131 Introduction to Radio, Television and Film</td>
<td>3</td>
</tr>
<tr>
<td>TRF 133 Television Production: Studio</td>
<td>3</td>
</tr>
<tr>
<td>TRF 141 Introduction to Radio</td>
<td>3</td>
</tr>
<tr>
<td>TRF 231 Introduction to Film</td>
<td>3</td>
</tr>
<tr>
<td>TRF 233 Television Production: Field</td>
<td>3</td>
</tr>
<tr>
<td>THE 115 Technical Theatre</td>
<td>3</td>
</tr>
<tr>
<td>SPP 107 Voice and Diction</td>
<td>3</td>
</tr>
<tr>
<td>EGL 104 Media Writing</td>
<td>3</td>
</tr>
</tbody>
</table>

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* Satisfies general education requirement (see pages 29–31)
** Satisfies culminating experience requirement for the Associate of Applied Science (A.A.S.) degree
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 184, ENT 284, and CIS 170. For the CompTIA Network+ Certification, take ENT 189. For Cisco's CCNA Certification, take ENT 194-197. For more information about the Computer Engineering Technology Programs, call 301-322-0751.

Computer Engineering Technology

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

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

- ENT 171 Circuits and Measurement Techniques .... 3
- ENT 172 Circuit Analysis and Design ............... 3
- ENT 177 Introduction to Computing for Technology ...... 3
- ENT 178 Analog Circuits ................................ 4
- ENT 180 Digital Circuits ................................ 4
- ENT 184 Introduction to Personal Computer Hardware ................................... 3
- ENT 185 Circuit Evaluation and Repair ................ 2
- ENT 281 CPU Architecture ................................ 4
- ENT 284 Computer Repair ................................ 4
- ENT 290 Systems Analysis Project** .................. 3
- CIS 101 Computer Literacy (or higher)* ............... 3
- CIS 140 Introduction to Local Area Networks ... 3
- CIS 170 Understanding Operating Systems ...... 3
- Technical electives ................................... 7-8

Choose from the following:

- CIS 230 ......................................................... 3
- ENT 189, ENT 194-197, ENT 219
- ENT 283, ENT 286, ENT 296-298

(Note: Students who wish to achieve CCNA certification should take ENT 194-197 in place of CIS 101, CIS 140, CIS 170, and technical electives.)

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

- English Composition I and II* .................. 3
- Humanities* .............................................. 3
- SPH 101
- Mathematics* ........................................ 3
- MAT 134 or higher
- Science* ................................................ 4
- PHY 157
- Social Sciences* ....................................... 3

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

Computer-Aided Drafting Program

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.

Certificate

Program Concentration .................................. 18 Credits

- CIS 101 Computer Literacy .......................... 3
- ENT 160 Introduction to CAD with AutoCAD .... 3
- ENT 164 Three-Dimensional CAD with AutoCAD ........ 3
- ENT 184 Introduction to Personal Computer Hardware ................................... 3
- ENT 266 Customizing AutoCAD ...................... 3
- ENT 268 CAD Portfolio Development .............. 3

Required General Education Courses ............. 9 Credits

- EGL 101 English Composition I .................. 3
- ART 151, ART 153, or ART 157 ................. 3
- MAT 134 or higher ..................................... 3

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

Mass Communication Option continues from previous page

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

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

Choose one course from each group:

Group 1: SPH 101, SPH 105, SPH 109, SPH 111

Group 3: Any 200-level English literature course

- Mathematics* ........................................ 3
- MAT 112 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 101

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

First-time college students are expected to take PAS 101 Principles and Strategies of Successful Learning (3 Credits). PAS 101 is required for students when they take DVR 006. For more information, see Chapters 2, 6, and 8.
A+ Preparation  

Certificate  

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 101 Computer Literacy .......................... 3
- ENT 184 Introduction to Personal Computer
  - Hardware ........................................... 3
- ENT 284 Computer Repair ........................... 4
- CIS 170 Understanding Operating Systems ........ 3

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

Cisco CCNA Preparation  

Certificate  

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 194 Router Technology I ....................... 4
- ENT 195 Router Technology II ....................... 4
- ENT 196 Router Technology III ...................... 4
- ENT 197 Router Technology IV ...................... 4

Total Required for Certificate ....................... 16 Credits

Computer Service Technology  

Certificate  

- ENT 171 Circuits and Measurement Techniques ....... 3
- ENT 184 Introduction to Personal Computer
  - Hardware ........................................... 3
- ENT 189 Network Hardware .......................... 3
- ENT 284 Computer Repair ........................... 4
- ENT 286 Advanced PC Configuration ................. 4
- CIS 101 Computer Literacy (or higher) .............. 3
- CIS 140 Introduction to Local Area Networks ....... 3
- CIS 170 Understanding Operating Systems .......... 3
- MAT 134 Trigonometry with Applications to
  Technology (or higher) ................................ 3
- Technical electives ................................... 5-6
  - Choose from the following:
    - CIS 230  CIS 241  ENT 183
    - ENT 194-197  ENT 219  ENT 283
    - ENT 296-298

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

Certificate

In addition to the Computer Information Systems degree and certificate programs listed below, see the Computer Science programs on pages 48–49 and the Information Security programs on pages 63–64.

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

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

Returning students should carefully check course numbers and titles when registering because they may have changed from previous catalogs. Credit may not be received twice for the same course. Students should review the suggested course groupings and discuss their selections with an adviser, the department chair, or department coordinator before making a decision. Students are reminded that they also may use Cooperative Education, CIS 291–293, for a maximum of three elective credits in their program requirements. (Note: Cooperative Education may not count toward the 8 credits of 200-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

Programs of Study  

Computer Information Systems  continues on next page
Computer Information Systems continues from previous page

- 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 email CIS@pgcc.edu.

### Computer Information Systems

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

<table>
<thead>
<tr>
<th>Code</th>
<th>Program Concentration</th>
<th>14 Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 101</td>
<td>Computer Literacy*</td>
<td>3</td>
</tr>
<tr>
<td>CIS 133</td>
<td>Integrated Software Applications</td>
<td>3</td>
</tr>
<tr>
<td>Choose one of the following:</td>
<td></td>
<td>4</td>
</tr>
<tr>
<td>CIS 113</td>
<td>Introduction to C++</td>
<td></td>
</tr>
<tr>
<td>or</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CIS 103</td>
<td>Introduction to Visual Basic</td>
<td></td>
</tr>
<tr>
<td>CIS 284</td>
<td>Systems Analysis*</td>
<td>4</td>
</tr>
<tr>
<td>(Note: It is recommended that students take CIS 284 after completing most of their program requirements.)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Program Requirements**

At least 25 credits from a combination of CIS, ENT, ART (computer graphics) courses, selected MGT and ACC 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 180 (formerly ENT 274), ENT 184, ENT 188, ENT 189, ENT 194, ENT 195, ENT 196, ENT 197, ENT 219, ENT 283, ENT 284, ENT 286
- ART 157, ART 162, ART 262, ART 265, ART 266, ART 267
- MGT 101, MGT 165, ACC 101

(Note: At least 8 of the 25 credits of program requirements must be in 200-level CIS courses—exclusive of CIS 291, 292, and 293.)

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

### Required General Education

<table>
<thead>
<tr>
<th>Courses/Elective</th>
<th>.21-23 Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Humanities*</td>
<td>3</td>
</tr>
<tr>
<td>SPH 101</td>
<td></td>
</tr>
<tr>
<td>English Composition I and II*</td>
<td>6</td>
</tr>
<tr>
<td>Mathematics*</td>
<td>3</td>
</tr>
<tr>
<td>MAT 112 or higher</td>
<td></td>
</tr>
<tr>
<td>Science*</td>
<td>3-4</td>
</tr>
<tr>
<td>Social Sciences*</td>
<td>3</td>
</tr>
<tr>
<td>Elective</td>
<td>3</td>
</tr>
<tr>
<td>Any credit course except PED.</td>
<td></td>
</tr>
<tr>
<td>Keyboarding (optional)</td>
<td>0-1</td>
</tr>
<tr>
<td>CIS 125</td>
<td></td>
</tr>
</tbody>
</table>

**Minimum Required for A.A.S. Degree**

60 Credits

### Suggested 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 follow the certificate program for Network Administration, and then continue on to the Computer Information Systems A.A.S. degree by choosing additional courses from the Networking, Operating Systems, Computer Security section and/or the Cisco Router Technology section listed below. These additional courses, along with CIS courses already taken for the certificate, would count as part of the 25 credits of Program Requirements to be applied to the Associate’s Degree.

### Cisco Router Technology

- ENT 194 Router Technology I
- ENT 195 Router Technology II
- ENT 196 Router Technology III
- ENT 197 Router Technology IV

### Computer Graphics

- ART 151 Basic Design
- ART 157 Introduction to Computer Graphics
- ART 162 Publication Design Using Computers
- ART 262 Design and Illustration on Computers
- ART 263 Animation and Multimedia
- ART 266 Digital Imaging
- ART 267 Three-Dimensional Computer Graphics

### Computer Programming Languages

- CIS 103 Introduction to Visual Basic
- CIS 203 Advanced Programming in Visual Basic
- CIS 113 Introduction to C++
- CIS 213 Advanced Programming: C++
- CIS 120 Introduction to Java
- CIS 220 Advanced Programming in Java

### Database Management Systems

- CIS 115 Introduction to Database Management Systems
- CIS 208 Introduction to Oracle: SQL and PL/SQL
- CIS 218 Data Modeling and Database Design

### Networking, Operating Systems, Computer Security

- CIS 140 Introduction to Local Area Networks
- CIS 162 Computer Security, Security+
- CIS 163 Securing the Network Infrastructure
- CIS 166 Network Defense and Countermeasures
- CIS 269 Information Security Capstone

First-time college students are expected to take PAS 101 Principles and Strategies of Successful Learning (3 Credits). PAS 101 is required for students when they take DVR 006. For more information, see Chapters 2, 6, and 8.
**Computer Programming**  
*Code 513*

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

**Program Concentration**  
- CIS 101 Computer Literacy  
- CIS 133 Integrated Software Applications  
- CIS 113 Introduction to C++  
- CIS 213 Advanced Programming: C++  

Electives  
Choose three of the following courses:  
- CIS 115 Introduction to Database Management Systems  
- CIS 208 Introduction to Oracle: SQL and PL/SQL  
- CIS 103 Introduction to Visual Basic  
- CIS 120 Introduction to Java  
- CIS 272 UNIX Operating System  

**Required General Education Courses**  
- EGL 101 Composition I: Expository Writing  
- MAT 112 or higher  

**Total Required for Certificate**  
32 Credits

---

**Database Systems**  
*Code 526*

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

**Program Concentration**  
- CIS 101 Computer Literacy  
- CIS 133 Integrated Software Applications  
- CIS 113 Introduction to C++  
- CIS 213 Advanced Programming: C++  

Electives  
Choose three of the following courses:  
- CIS 115 Introduction to Database Management Systems  
- CIS 208 Introduction to Oracle: SQL and PL/SQL  
- CIS 103 Introduction to Visual Basic  
- CIS 120 Introduction to Java  
- CIS 272 UNIX Operating System  

**Required General Education Courses**  
- EGL 101 Composition I: Expository Writing  
- MAT 112 or higher  

**Total Required for Certificate**  
32 Credits

---

**Network Administration**  
*Code 520*

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

**Program Concentration**  
- CIS 101 Computer Literacy  
- CIS 133 Integrated Software Applications  
- CIS 140 Introduction to Local Area Networks  

Choose one of the following:  
- CIS 162 Computer Security, Security+  
- CIS 170 Understanding Operating Systems  
- ENT 189 Network Hardware  

- CIS 230 Windows 2003 (XP) Professional  
- CIS 231 Windows 2003 Server Administration  
- CIS 241 Novell Network Administration  
- CIS 242 Novell Network Installation and Management  

**Required General Education Courses**  
- EGL 101 Composition I: Expository Writing  
- MAT 112 or higher  

**Total Required for Certificate**  
30 Credits

---

**Computer Graphics**  
*Code 525*

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

**Program Concentration**  
- CIS 170 Understanding Operating Systems  
- ENT 189 Network Hardware  
- ENT 219 Wireless LANs  
- CIS 230 Windows 2003 (XP) Professional  
- CIS 231 Windows 2003 Server Administration  
- CIS 232 Network Infrastructure Implementation  
- CIS 233 Directory Services Infrastructure Implementation  
- CIS 235 Designing Directory Services Infrastructure  
- CIS 236 Designing Network Security  
- CIS 237 Designing Network Infrastructure  
- CIS 241 Novell Network Administration  
- CIS 242 Novell Network Installation and Management  
- CIS 272 UNIX Operating System  
- CIS 276 UNIX System Administration  

**Technical Support**
- MGT 165 Customer Service  
- ENT 184 Introduction to Personal Computer Hardware  
- ENT 284 Computer Repair  
- CIS 137 Introduction to Help Desk Tools and Procedures  
- CIS 207 Troubleshooting the Microcomputer Environment  

**Web Technology**
- CIS 180 Internet and Web Technology  
- CIS 185 Web Site Design and Implementation  
- CIS 186 Advanced Web Development  
- CIS 224 Web Server Implementation and Administration  

**Word Processing**
- CIS 125 Operating the Keyboard  
- CIS 129 Beginning Microsoft Word  
- CIS 139 Intermediate Microsoft Word  
- CIS 239 Letter and Memo Mastery  

**Other CIS Courses**
- CIS 104 Human-Computer Interface Design  
- CIS 121 Computer Science I  
- CIS 122 Computer Science II  
- CIS 161 Software Quality Assurance  
- CIS 291, 292, 293 Cooperative Education  

---

* Satisfies general education requirement (see pages 29–31)  
** Satisfies culminating experience requirement for the Associate of Applied Science (A.A.S.) degree
Web Technology

Certificate

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 101 Computer Literacy
CIS 133 Integrated Software Applications
Choose one of the following:
CIS 113 Introduction to C++
or
CIS 103 Introduction to Visual Basic
CIS 180 Internet and Web Technology
CIS 185 Web Site Design and Implementation
CIS 186 Advanced Web Development
CIS 120 Introduction to Java
CIS 272 UNIX Operating System

Required General Education Courses

6 Credits

EGL 101 Composition I: Expository Writing
MAT 112 or higher

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 45–48 and Information Security Programs on pages 63–64.

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 adviser to select correct transfer courses because transfer requirements change periodically.

Computer Science

Associate of Science Degree (A.S.)

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 121 Computer Science I
CIS 122 Computer Science II
CIS Electives

Recommended: CIS 120 and CIS 272 or any CIS courses

First-time college students are expected to take PAS 101 Principles and Strategies of Successful Learning (3 Credits). PAS 101 is required for students when they take DVR 006. For more information, see Chapters 2, 6, and 8.
Chapter 5—Programs of Study

Required General Education

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

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

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

Choose one course from each group:
Group 1: SPH 101
Group 2: ART 101, MUS 101, PHL 101,
PHL 109, THE 101, or any foreign
language course

Group 3: Any 200-level EGL literature course

Mathematics* ...................................... 12

MAT 241; MAT 242; and MAT 243 or MAT 245 or

MAT 246

Science* ........................................ 7–8

Two courses, one course must carry laboratory credit.

Social Sciences* .................................. 6

Electives ........................................... 6

Any credit courses except PED.

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

Information Science Option

Code 024

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

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 func-
tional 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 101, ACC 102, ECN 103, ECN 104, MAT 216, and MAT 221.
Check the University of Maryland’s Limited Enrollment Program
web site www.lep.umd.edu prior to applying.

Program Concentration .......................... 22 Credits

CIS 101 Computer Literacy ................... 3
CIS 113 Introduction to C++ ................. 4
CIS 213 Advanced Programming: C++ ...... 4
CIS 284 Systems Analysis .................... 4
(Note: Students should take CIS 284 near the end of
their program of study.)
CIS, MGT, ACC electives ...................... 7

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

Required General Education

Courses/Electives .......................... 39–43 Credits

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

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

Choose one course from each group:
Group 1: SPH 101
Group 2: ART 101, MUS 101, PHL 101,
PHL 109, THE 101, or any foreign
language course

Group 3: Any 200-level EGL literature course

Mathematics* ...................................... 8–11

Complete one of the following math course sequences:

A: MAT 135, MAT 216, and MAT 114, or MAT

119, or MAT 221

B: MAT 135, MAT 136, MAT 241

C: MAT 241, MAT 245

Science* ........................................ 7–8

Two courses, one course must carry laboratory
credit.

Social Sciences* ................................. 6

Electives ........................................... 6

Any credit courses except PED.

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

Construction Management Programs

The Construction Management program is designed to acquaint
students with management/business operations and knowledge of
the practices and procedures related to construction technologies.
Technical coursework will acquaint students with various building
materials, codes and regulations, types of fabrication, and meth-
ods 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 agen-
cies. Graduates of the program can transfer to four-year degree
programs in Construction Management, such as at the University
of Maryland, Eastern Shore. The certificate and letter of recogni-
tion 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

Code 615

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

Program Concentration .......................... 28 Credits

ACC 103 Accounting for Managers ........... 3

CIS 145 Construction Management I .......... 3

CIS 146 Construction Methods and Materials ... 3

CIS 147 Construction Planning and Scheduling .. 3

CIS 148 Construction Estimating I ............... 3

CIS 183 Construction Print Reading .......... 3

CIS 241 Communication and Computers in
Construction .................................... 3

MAT 104 Intermediate Algebra (or higher) ...... 4

CIS 285 Leadership in Construction** .......... 3

Construction Management Programs continues on next page

* Satisfies general education requirement (see pages 29–31)
** Satisfies culminating experience requirement for the Associate of Applied Science (A.A.S.) degree
Construction Management Programs
continues from previous page

Program Specialization ................. 12 Credits
Choose from the following courses:
CSM 141 Construction Math ............. 2
CSM 151 Residential Construction
Management .................................. 3
CSM 185 Construction Quality Control ....... 3
CSM 245 Construction Management II ....... 3
CSM 291-293 Cooperative Education ....... 1-3
ENT 160 Introduction to CAD w/AutoCAD .... 3
Approved MAT elective ...................... 3-4

Required General Education Courses .... 21 Credits
English Composition I and II* ............. 6
Humanities* .................................... 3
SPH 101, SPH 105, or SPH 109 ............. 3
Mathematics* .................................... 3
MAT 112 or higher ............................ 3
Science* ........................................... 3
Social Sciences* ................................ 3
Any ECN course from general education list
Computer Literacy* ......................... 3
CIS 101

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

Construction Management
Code 616

Certificate
CSM 145 Construction Management I ........ 3
CSM 146 Construction Methods and Materials .... 3
CSM 147 Construction Planning and Scheduling .... 3
CSM 148 Construction Estimating I .............. 3
CSM 183 Construction Print Reading .......... 3
CSM electives ................................... 6

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

Construction Management
Code 612

Letter of Recognition
CSM 145 Construction Management I ........ 3
CSM 146 Construction Methods and Materials .... 3
CSM 183 Construction Print Reading .......... 3

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

**Criminal Justice Programs**

The Associate of Applied Science degree enables students to qualify for positions as police officers, security officers or positions in corrections. This program also serves those already in the field who wish to update their skills. People working in criminal justice must know how to interact with other agencies, work well with people on a daily basis, communicate clearly in writing and speaking, work with data, investigate cases and present them in court, and plan and organize total agency operations. For more information about the criminal justice program, call 301-322-0553.

Criminal Justice

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

Program Concentration .................. 30 Credits
CJT 151 Introduction to Criminal Justice .... 3
CJT 152 Police Operations .................. 3
CJT 153 Law Enforcement and the Community .... 3
CJT 154 Police Management .................. 3
CJT 155 Juvenile Delinquency ................ 3
CJT 251 Criminal Law ....................... 3
CJT 253 Criminal Investigation ............... 3
CJT 254 Criminal Evidence and Procedure** .... 3
Electives ....................................... 6
Choose six credits from the following elective options:
Cooperative Education/Internship
CJT 291-293**
Corrections
COS 151, COS 153, COS 251, COS 253
Forensic Science
FOS 250
Specialized Police Operations
CJT 162, CJT 170, CJT 256
Other
CAP 131, SPN 101, PAR 151-257

Required General Education Courses .... 30-31 Credits
English Composition I and II* ............. 6
Humanities* .................................... 6
SPH 101 and any philosophy course
Mathematics* .................................... 3
MAT 112 or higher ............................ 3
Science* ........................................... 3
Social Sciences* ................................ 9
PSY 213 or PSY 101 ............................ 3
SOC 101 ........................................... 3
SOC 201 or SOC 203 or POS 102 .......... 3
Computer Literacy* ......................... 3
CIS 101

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

Correctional Services Option

Code 817

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

Program Concentration .................. 30 Credits
COS 151 Introduction to Corrections .... 3
CJT 256 Terrorism ............................ 3
CJT 153 Law Enforcement and the Community .... 3
COS 153 Corrections Management ............ 3
CJT 155 Juvenile Delinquency ............... 3
CJT 251 Criminal Law ....................... 3
CJT 253 Criminal Investigation ............... 3
CJT 254 Criminal Evidence and Procedure** .... 3
COS 251 Community-based Corrections ....... 3
COS 253 Probation and Parole ............... 3

Required General Education Courses .... 30-31 Credits
English Composition I and II* ............. 6
Humanities* .................................... 6
SPH 101 and any philosophy course
Mathematics* .................................... 3
MAT 112 or higher ............................ 3
Science* ........................................... 3

First-time college students are expected to take PAS 101 Principles and Strategies of Successful Learning (3 Credits). PAS 101 is required for students when they take DVR 006. For more information, see Chapters 2, 6, and 8.
Criminal Justice Transfer Option  

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

The associate of arts degree enables students to transfer to four-year institutions to earn bachelor’s degrees, or to obtain positions as police officers, security officers or positions in corrections. This program also serves those already in the field who wish to update their skills. People working in criminal justice must know how to interact with other agencies, work well with people on a daily basis, communicate clearly in writing and speaking, work with data, investigate cases and present them in court, and plan and organize total agency operations. For more information about the criminal justice program, call 301-322-0553.

### Program Concentration  

**Code 113**  

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CJT 151</td>
<td>Introduction to Criminal Justice</td>
<td>3</td>
</tr>
<tr>
<td>CJT 153</td>
<td>Law Enforcement and the Community</td>
<td>3</td>
</tr>
<tr>
<td>CJT 152</td>
<td>Police Operations</td>
<td>3</td>
</tr>
<tr>
<td>CJT 154</td>
<td>Police Management</td>
<td>3</td>
</tr>
<tr>
<td>COS 153</td>
<td>Corrections Management</td>
<td>3</td>
</tr>
<tr>
<td>CJT 155</td>
<td>Juvenile Delinquency</td>
<td>3</td>
</tr>
<tr>
<td>CJT 251</td>
<td>Criminal Law</td>
<td>3</td>
</tr>
<tr>
<td>CJT 253</td>
<td>Criminal Investigation</td>
<td>3</td>
</tr>
<tr>
<td>CJT 254</td>
<td>Criminal Evidence and Procedure</td>
<td>3</td>
</tr>
</tbody>
</table>

Choose four courses from the following:  

- CJT 152 Police Operations  
- CJT 154 Police Management  
- COS 153 Corrections Management  
- CJT 155 Juvenile Delinquency  
- CJT 251 Criminal Law  
- CJT 253 Criminal Investigation  
- CJT 254 Criminal Evidence and Procedure

**Electives**  

Choose from the following:  

- CJT 162, CJT 170, CJT 256, CJT 291-293 Cooperative Education/Internship

### Required General Education Courses

- **English Composition I and II**  
- **Humanities**  
- **Social Sciences**  
- **Mathematics**  
- **Computer Literacy**  

### Minimum Required for A.A. Degree  

60 Credits

---

Criminal Justice Technology  

**Code 825**

### Program Concentration  

**15 Credits**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CJT 151</td>
<td>Introduction to Criminal Justice</td>
<td>3</td>
</tr>
<tr>
<td>CJT 152</td>
<td>Police Operations</td>
<td>3</td>
</tr>
<tr>
<td>CJT 153</td>
<td>Law Enforcement and the Community</td>
<td>3</td>
</tr>
<tr>
<td>CJT 251</td>
<td>Criminal Law</td>
<td>3</td>
</tr>
<tr>
<td>CJT 253</td>
<td>Criminal Investigation</td>
<td>3</td>
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</table>

*Required General Education Courses*  

- **15 Credits**

<table>
<thead>
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<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EGL 101</td>
<td>Composition I: Expository Writing</td>
<td>3</td>
</tr>
<tr>
<td>MAT 112 or higher</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Social Sciences</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>PSY 101 and PSY 213</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total Required for Certificate**  

30 Credits

---

Police Science Option  

**Code 816**

### Program Concentration  

**30 Credits**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CJT 151</td>
<td>Introduction to Criminal Justice</td>
<td>3</td>
</tr>
<tr>
<td>CJT 152</td>
<td>Police Operations</td>
<td>3</td>
</tr>
<tr>
<td>CJT 153</td>
<td>Law Enforcement and the Community</td>
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<td>CJT 155</td>
<td>Juvenile Delinquency</td>
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<td>CJT 251</td>
<td>Criminal Law</td>
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<td>CJT 253</td>
<td>Criminal Investigation</td>
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<tr>
<td>CJT 254</td>
<td>Criminal Evidence and Procedure</td>
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<td>FOS 250</td>
<td>Forensic Science</td>
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<tr>
<td>FOS 258</td>
<td>Basic Accident Investigation</td>
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</tr>
<tr>
<td>HLE 213</td>
<td>First Aid</td>
<td>3</td>
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</table>

*Required General Education Courses*  

- **30 Credits**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>EGL 101 and 132</td>
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<tr>
<td>Social Sciences</td>
<td>6</td>
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</tr>
<tr>
<td>SPH 109 and SPN 101</td>
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</tr>
</tbody>
</table>

### Minimum Required for A.A. Degree  

60 Credits

---

* Satisfies general education requirement (see pages 29–31)  
** Satisfies culminating experience requirement for the Associate of Applied Science (A.A.S.) degree

Police Science Option continues on next page
Police Science Option continues from previous page

Mathematics* ............................................. 3
MAT 112 or higher
Science* .................................................... 3
NTR 101
Social Sciences* ....................................... 9
PSY 101; SOC 101
SOC 203—This course will be embedded in the academy instruction and the theory will be taught by criminology instructors.
Computer Literacy* .................................... 3
CIS 101
(Note: The above general education courses may be offered in an accelerated one-semester session to accommodate the needs and time availability of students enrolled in the Prince George's Municipal Police Academy.)
Minimum Required for A.A.S. Degree ............ 60 Credits

Culinary Arts Program

This program of study introduces students to the range of skills and credentials required for a successful career in the culinary arts. Cooking, baking, and management courses are featured. Successful graduates will be prepared to enter the workforce as management trainees or to continue to four-year academic programs. Working closely with the Department Chair and Advising is strongly recommended.

Culinary Arts

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

(Pending MHEC approval)

Program Concentration ......................... 40 Credits
HSM 151 Introduction to the Hospitality Industry . . . . . 3
HSM 155 Sanitation .................................... 1
ACC 103 Accounting for Managers ............... 3
HSM 156 Catering and Banquet Planning .......... 3
HSM 163 Food Service Operations ................ 3
HSM 202 Food and Beverage Purchasing and Cost Control .................. 3
HSM 211 Hospitality Computer Operations ......... 3
HSM 291-293 Internship ** ......................... 3
Culinary Arts Electives ............................ 18

Required General Education Courses ....... 21 Credits
English Composition I* ............................ 3
English Composition II* ............................ 3
EGL 132 recommended
Humanities* ........................................ 3
Any SPH course from the general education list
Mathematics* ......................................... 3
MAT 112 or higher
Science* .............................................. 3
NTR 101 or NTR 110
Social Sciences* .................................. 3
General Education elective* .................... 3
Minimum Required for A.A.S. Degree ........... 61 Credits

Dietetics Program

Dietetics Option

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

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 Education requirements vary among receiving institutions.

Program Concentration ................. 21 Credits
NTR 101 Introductory Nutrition ........................ 3
CHM 101 General Chemistry I ...................... 4
CHM 102 General Chemistry II ..................... 3
CHM 103 General Chemistry II Lab............... 2
CHM 201 Organic Chemistry I ...................... 4
CHM 202 Organic Chemistry II ..................... 3
CHM 204 Organic Chemistry II Lab ............... 2

For transfer to University of Maryland College
Park .................................................. 10 Credits
NTR 110 Introduction to Food Science .............. 3
BIO 201 Microbiology .............................. 4
Social Science ..................................... 3

For transfer to University of Maryland Eastern Shore .................................................. 11 Credits
MAT 221 Statistics .................................. 3
BIO 101 General Biology or
BIO 114 Principles of Biology ...................... 3
BIO 205 Human Anatomy and Physiology I ...... 4
BIO 206 Human Anatomy and Physiology II ...... 4

Required General Education Courses .......... 31 Credits
English Composition I and II* .................... 6
Literature+ ......................................... 3
Humanities* ........................................ 6
Speech course (SPH 109 is recommended for transfer to UMCP)
Another course from humanities general education list+
Mathematics* ....................................... 3
MAT 135
Social Sciences* .................................. 9
Any HST course from general education list
PSY 101 General Psychology
SOC 101 Introduction to Sociology
Science* ............................................ 4
BIO 114 Principles of Biology
or
BIO 101 General Biology

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

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

First-time college students are expected to take PAS 101 Principles and Strategies of Successful Learning (3 Credits). PAS 101 is required for students when they take DVR 006. For more information, see Chapters 2, 6, and 8.
## Early Childhood Education Programs

In addition to the Early Childhood Education programs listed below, see Teacher Education programs on pages 75–78. 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 adviser, 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.)**

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECE 105</td>
<td>Principles and Practices in Early Childhood Education</td>
<td>3</td>
</tr>
<tr>
<td>ECE 151</td>
<td>Child Growth and Development</td>
<td>3</td>
</tr>
<tr>
<td>ECE 154</td>
<td>Observing and Recording Child Behavior</td>
<td>3</td>
</tr>
<tr>
<td>ECE 156</td>
<td>Introduction to Early Childhood</td>
<td>3</td>
</tr>
<tr>
<td>ECE 170</td>
<td>Multicultural Education in the Preschool Classroom</td>
<td>3</td>
</tr>
<tr>
<td>ECE 191</td>
<td>Early Childhood Program Management</td>
<td>3</td>
</tr>
<tr>
<td>ECE 251</td>
<td>Language Arts in Early Childhood Education</td>
<td>3</td>
</tr>
<tr>
<td>EDU 210</td>
<td>Processes and Acquisition of Reading</td>
<td>3</td>
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<tr>
<td>HLE 215</td>
<td>Introduction to Child Health</td>
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</table>

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

### Mastery in Early Childhood Education

**Certificate**

<table>
<thead>
<tr>
<th>Course Code</th>
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<tr>
<td>ECE 151</td>
<td>Child Growth and Development</td>
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<tr>
<td>ECE 154</td>
<td>Observing and Recording Child Behavior</td>
<td>3</td>
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<tr>
<td>ECE 156</td>
<td>Introduction to Early Childhood</td>
<td>3</td>
</tr>
<tr>
<td>ECE 251</td>
<td>Language Arts in Early Childhood Education</td>
<td>3</td>
</tr>
<tr>
<td>ECE 262</td>
<td>Fieldwork in Early Childhood Education</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>ECE 220 Internship in Special Education I</td>
<td>3</td>
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</table>

**Required General Education Courses** 24-26 Credits

<table>
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<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tr>
<td>ECE 151</td>
<td>Child Growth and Development</td>
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<tr>
<td>ECE 154</td>
<td>Observing and Recording Child Behavior</td>
<td>3</td>
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<tr>
<td>ECE 156</td>
<td>Introduction to Early Childhood</td>
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<td>ECE 251</td>
<td>Language Arts in Early Childhood Education</td>
<td>3</td>
</tr>
<tr>
<td>ECE 262</td>
<td>Fieldwork in Early Childhood Education</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Required for Certificate** 30 Credits

* Satisfies general education requirement (see pages 29–31)

** Satisfies culminating experience requirement for the Associate of Applied Science (A.A.S.) degree
Early Childhood Special Education  

Certificate
- ECE 151 Child Growth and Development .................. 3
- ECE 156 Introduction to Early Childhood Special Education ............. 3
- ECE 220 Internship in Special Education .................. 3
- ECE 260 Guiding Behavior in Early Childhood Education ............. 3

Total Required for Certificate ................................ 12 Credits

Early Childhood Education  

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

Program Concentration  ................. 21 Credits
- ECE 105 Principles and Practices in Early Childhood Education ............. 3
- ECE 151 Child Growth and Development .................................. 3
- ECE 156 Introduction to Early Childhood Special Education .................. 3
- ECE 170 Multicultural Education in the Preschool Classroom ............. 3
- ECE 257 Curriculum Development in Early Childhood Education .......... 3
- ECE 262 Fieldwork in Early Childhood Education* ................ 3
- EDU 210 Processes and Acquisition of Reading .................. 3

Required General Education Courses ........ 45 Credits
- English* ................................................. 9
  - EGL 101 Composition I
  - EGL 102 Composition II
  - EGL 223 Children’s Literature
- Humanities* .............................................. 3
  - ART 273 Integrated Arts
- Mathematics* ............................................ 12
  - MAT 105 Elements of Mathematics
  - MAT 106 Elements of Geometry and Logic
  - MAT 116 Elements of Probability and Statistics
- Science* .................................................. 12
  - BIO 101 General Biology
  - PSC 120 Exploring Chemistry and Physics Concepts
  - PSC 121 Exploring Earth and Space Science Concepts
- Social Sciences* ......................................... 9
  - HST 141 History of the United States I
  - GEO 101 Physical Geography
  - PSY 101 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 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.)

Economics

Economics Option  

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

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

Program Concentration .................................. 22-23 Credits
- ACC 101 Principles of Accounting I .................. 4
- ECN 103 Principles of Economics I .................. 3
- ECN 104 Principles of Economics II .................. 3
- ECN 199 Money and Banking .................. 3
- MAT 216 Applied Calculus I or
  - MAT 241 Calculus I for Science and Engineering .................. 3-4
- MAT 221 Statistics .................. 3
- MGT 101 Introduction to Business .................. 3

Required General Education

Courses/Elective ............................................. 40-42 Credits
- English Composition I and II* .................. 6
- Humanities* ............................................. 9
  - Choose one course from each group:
    - Group 1: SPH 101, SPH 105, SPH 109, SPH 111
    - Group 3: Any 200-level English literature course
- Mathematics* ............................................ 3-4
  - MAT 135 or MAT 136
- Science* .................................................. 7-8
  - Two courses, one course must carry laboratory credit.
- Social Sciences* ......................................... 9
  - Group 1: One history course from general education list
  - Group 2: POS 101 and SOC 101 recommended
- Computer Literacy* .................................. 3
- CIS 101
- Elective .................................................. 3
- Any credit course except PED

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

Education

Please see Early Childhood Education (pages 53–54) or Teacher Education (pages 75–78) sections of this chapter.
Electronic Engineering Technology Programs

Electronic engineers are needed by organizations that develop, manufacture, and service electronic and electrical equipment and systems. Graduates may work on communications equipment, radar and sonar units, industrial and medical monitoring and control devices, navigation equipment, and computer systems. The degree programs emphasize understanding electronics principles and troubleshooting concepts rather than how to repair specific equipment. With this background, students should be able to repair, modify, and design a wide variety of electronic equipment. Depending upon their eventual career goals, students can choose among two degree program options and a certificate. Students who wish to continue their studies toward a four-year Bachelor of Science in Electronic Engineering Technology (BSEET) degree should take the Electronic Engineering Technology A.A.S. This program is accredited by the Technology Accreditation Commission of ABET, Inc. (TAC/ABET), 111 Market Place, Suite 1050, Baltimore, MD 21202.

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

Electronic Engineering Technology

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

Program Concentration 33-34 Credits

<table>
<thead>
<tr>
<th>Course Code</th>
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<th>Credits</th>
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<tbody>
<tr>
<td>ENT 171</td>
<td>Circuits and Measurement Techniques</td>
<td>3</td>
</tr>
<tr>
<td>ENT 172</td>
<td>Circuit Analysis and Design</td>
<td>3</td>
</tr>
<tr>
<td>ENT 177</td>
<td>Introduction to Computing for Technology*</td>
<td>3</td>
</tr>
<tr>
<td>ENT 178</td>
<td>Analog Circuits</td>
<td>4</td>
</tr>
<tr>
<td>ENT 180</td>
<td>Digital Circuits</td>
<td>4</td>
</tr>
<tr>
<td>ENT 185</td>
<td>Circuit Evaluation and Repair</td>
<td>2</td>
</tr>
<tr>
<td>ENT 281</td>
<td>CPU Architecture</td>
<td>4</td>
</tr>
<tr>
<td>ENT 290</td>
<td>Systems Analysis Project*</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Engineering Technology electives</td>
<td>7-8</td>
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<tr>
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<td>(Consult with electronics faculty.)</td>
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Required General Education Courses 31 Credits

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<th>Course Title</th>
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<tr>
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<td>English Composition I and II*</td>
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<tr>
<td>SPH 101</td>
<td>Social Sciences*</td>
<td>3</td>
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<tr>
<td>MATH 130</td>
<td>Mathematics*</td>
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<tr>
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<td>MAT 135 and MAT 136 (or MAT 137) and MAT 241</td>
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<tr>
<td></td>
<td>PHYS 157 and lab science elective (PHY 101</td>
<td>8</td>
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<tr>
<td></td>
<td>recommended)</td>
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<tr>
<td></td>
<td>Social Sciences*</td>
<td>3</td>
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</table>

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

Electronic Service Technology Option

Code 634

Program Concentration 38-39 Credits

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tr>
<td>ENT 171</td>
<td>Circuits and Measurement Techniques</td>
<td>3</td>
</tr>
<tr>
<td>ENT 172</td>
<td>Circuit Analysis and Design</td>
<td>3</td>
</tr>
<tr>
<td>ENT 177</td>
<td>Introduction to Computing for Technology*</td>
<td>3</td>
</tr>
<tr>
<td>ENT 178</td>
<td>Analog Circuits</td>
<td>4</td>
</tr>
<tr>
<td>ENT 180</td>
<td>Digital Circuits</td>
<td>4</td>
</tr>
<tr>
<td>ENT 185</td>
<td>Circuit Evaluation and Repair</td>
<td>2</td>
</tr>
<tr>
<td>ENT 220</td>
<td>High-Reliability Soldering and Fabrication</td>
<td>2</td>
</tr>
<tr>
<td>ENT 281</td>
<td>CPU Architecture</td>
<td>4</td>
</tr>
<tr>
<td>ENT 290</td>
<td>Systems Analysis Project**</td>
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<tr>
<td></td>
<td>Engineering Technology electives</td>
<td>10-11</td>
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<td>(Consult with electronics faculty.)</td>
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Required General Education Courses 23 Credits

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<tr>
<td>ENGL 101</td>
<td>English Composition I and II*</td>
<td>6</td>
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<tr>
<td>HUM 101</td>
<td>Humanities*</td>
<td>3</td>
</tr>
<tr>
<td>SPH 101</td>
<td>Social Sciences*</td>
<td>3</td>
</tr>
<tr>
<td>MATH 134</td>
<td>Mathematics*</td>
<td>11</td>
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<tr>
<td></td>
<td>MAT 134 or higher</td>
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</tr>
<tr>
<td></td>
<td>Science*</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td>PHYS 157 and lab science elective (PHY 101</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td>recommended)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Social Sciences*</td>
<td>3</td>
</tr>
</tbody>
</table>

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

Electronic Analysis and Repair

Code 637

Certificate

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENT 171</td>
<td>Circuits and Measurement Techniques</td>
<td>3</td>
</tr>
<tr>
<td>ENT 172</td>
<td>Circuit Analysis and Design</td>
<td>3</td>
</tr>
<tr>
<td>ENT 178</td>
<td>Analog Circuits</td>
<td>4</td>
</tr>
<tr>
<td>ENT 180</td>
<td>Digital Circuits</td>
<td>4</td>
</tr>
<tr>
<td>ENT 185</td>
<td>Circuit Evaluation and Repair</td>
<td>2</td>
</tr>
<tr>
<td>ENT 220</td>
<td>High-Reliability Soldering and Fabrication</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>MAT 134 Trigonometry with Applications to</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Technology (or higher)</td>
<td></td>
</tr>
</tbody>
</table>

Total Required for Certificate 22 Credits

* Satisfies general education requirement (see pages 29–31)
** Satisfies culminating experience requirement for the Associate of Applied Science (A.A.S.) degree
## 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 Maryland EMT-I certification and pass the EMT-I examination.

### Emergency Medical Technician–Intermediate

**Certificate**

<table>
<thead>
<tr>
<th>Program Concentration</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMT 151 Prehospital Environment</td>
<td>2</td>
</tr>
<tr>
<td>EMT 152 Medical Emergencies</td>
<td>3</td>
</tr>
<tr>
<td>EMT 154 Advanced Airway Management</td>
<td>3</td>
</tr>
<tr>
<td>EMT 155 Paramedic Practice I</td>
<td>2</td>
</tr>
<tr>
<td>EMT 157 IV Therapy and Pharmacology</td>
<td>3</td>
</tr>
<tr>
<td>EMT 158 Shock and Trauma</td>
<td>4</td>
</tr>
<tr>
<td>EMT 159 Medical Math for Allied Health Professionals</td>
<td>2</td>
</tr>
<tr>
<td>EMT 160 Cardiology and EKG Interpretation</td>
<td>3</td>
</tr>
<tr>
<td>EMT 162 Paramedic Practice II</td>
<td>3</td>
</tr>
<tr>
<td>EMT 251 Special Patient Populations and Medical Emergencies II</td>
<td>3</td>
</tr>
<tr>
<td>EMT 200 Preparation for EMT-I Certification</td>
<td>2</td>
</tr>
<tr>
<td><strong>Total Required for Certificate</strong></td>
<td><strong>30 Credits</strong></td>
</tr>
</tbody>
</table>

### 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

**Certificate**

<table>
<thead>
<tr>
<th>Program Concentration</th>
<th>Credits</th>
</tr>
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<tbody>
<tr>
<td>EMT 253 Paramedic Practice III</td>
<td>3</td>
</tr>
<tr>
<td>EMT 252 Medical Emergencies and Patient Assessment II</td>
<td>3</td>
</tr>
<tr>
<td>EMT 254 Paramedic Practice IV</td>
<td>3</td>
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<tr>
<td>EMT 256 Preparation for EMT-P Certification</td>
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</tr>
<tr>
<td>BIO 205 Human Anatomy and Physiology I</td>
<td>4</td>
</tr>
<tr>
<td>BIO 206 Human Anatomy and Physiology II</td>
<td>4</td>
</tr>
<tr>
<td><strong>Required General Education Courses</strong></td>
<td><strong>21 Credits</strong></td>
</tr>
<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 109</td>
<td></td>
</tr>
<tr>
<td>Group 2: ART 101, PHL 101, PHL 133, or any foreign language course</td>
<td></td>
</tr>
<tr>
<td>Mathematics*</td>
<td>3</td>
</tr>
<tr>
<td>MAT 112</td>
<td></td>
</tr>
<tr>
<td>Science*—see program concentration</td>
<td></td>
</tr>
<tr>
<td>Social Science*</td>
<td>3</td>
</tr>
<tr>
<td>PSY 101</td>
<td></td>
</tr>
<tr>
<td>Computer Literacy*</td>
<td>3</td>
</tr>
<tr>
<td>CIS 101</td>
<td></td>
</tr>
<tr>
<td><strong>Total Required for A.A.S. Degree</strong></td>
<td><strong>70 Credits</strong></td>
</tr>
</tbody>
</table>

### Emergency Medical Technician–Paramedic

**Certificate**

<table>
<thead>
<tr>
<th>Program Concentration</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMT 253 Paramedic Practice III</td>
<td>3</td>
</tr>
<tr>
<td>EMT 252 Medical Emergencies and Patient Assessment II</td>
<td>3</td>
</tr>
<tr>
<td>EMT 254 Paramedic Practice IV</td>
<td>3</td>
</tr>
<tr>
<td>EMT 256 Preparation for EMT-P Certification</td>
<td>2</td>
</tr>
<tr>
<td>EMT 258 Study of Human Systems for Paramedics</td>
<td>4</td>
</tr>
<tr>
<td><strong>Required General Education Courses</strong></td>
<td><strong>7 Credits</strong></td>
</tr>
<tr>
<td>EGL 101 Composition I</td>
<td>3</td>
</tr>
<tr>
<td>BIO 101 General Biology</td>
<td>4</td>
</tr>
<tr>
<td><strong>Total Required for Certificate</strong></td>
<td><strong>52 Credits</strong></td>
</tr>
</tbody>
</table>
**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.

For more information about the Engineering Program, call 301-322-0151.

### Engineering

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

<table>
<thead>
<tr>
<th>Program Concentration</th>
<th>48 Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EGR 101 Introductory Engineering</td>
<td>3</td>
</tr>
<tr>
<td>EGR 102 Statics</td>
<td>3</td>
</tr>
<tr>
<td>MAT 241 Calculus I for Science and Engineering*</td>
<td>4</td>
</tr>
<tr>
<td>MAT 242 Calculus II for Science and Engineering</td>
<td>4</td>
</tr>
<tr>
<td>MAT 243 Calculus III for Science and Engineering</td>
<td>4</td>
</tr>
<tr>
<td>MAT 246 Differential Equations</td>
<td>4</td>
</tr>
<tr>
<td>(MAT 245 may be substituted for MAT 243 or MAT 246.)</td>
<td></td>
</tr>
<tr>
<td>PHY 103 General Physics I*</td>
<td>3</td>
</tr>
<tr>
<td>PHY 203 General Physics II*</td>
<td>3</td>
</tr>
<tr>
<td>PHY 204 General Physics III</td>
<td>4</td>
</tr>
<tr>
<td>CHM 101 General Chemistry I</td>
<td>4</td>
</tr>
<tr>
<td>CHM 102/103 General Chemistry II/ Lab</td>
<td>5</td>
</tr>
<tr>
<td>Engineering electives</td>
<td>6</td>
</tr>
<tr>
<td>EGR 201 EGR 202 EGR 203</td>
<td></td>
</tr>
<tr>
<td>EGR 205 EGR 206</td>
<td></td>
</tr>
<tr>
<td>EGR 244 or EGR 245</td>
<td></td>
</tr>
</tbody>
</table>

**Required General Education Courses**

<table>
<thead>
<tr>
<th>18 Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Composition I and II*</td>
</tr>
<tr>
<td>(EGL 134 recommended)</td>
</tr>
<tr>
<td>Humanities*</td>
</tr>
<tr>
<td>Choose one course from each group:</td>
</tr>
<tr>
<td>Group 1: SPH 101 or SPH 111</td>
</tr>
<tr>
<td>Social Sciences*</td>
</tr>
</tbody>
</table>

**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.)**

( Pending MHEC approval)

<table>
<thead>
<tr>
<th>Program Concentration</th>
<th>27 Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENT 171 Circuits and Measurement Techniques</td>
<td>3</td>
</tr>
<tr>
<td>ENT 177 Introduction to Computing for Technology</td>
<td>3</td>
</tr>
<tr>
<td>ENT 180 Digital Circuits</td>
<td>4</td>
</tr>
<tr>
<td>ENT 184 Introduction to Personal Computer Hardware</td>
<td>3</td>
</tr>
<tr>
<td>ENT 185 Circuit Evaluation and Repair</td>
<td>2</td>
</tr>
<tr>
<td>ENT 189 Network Hardware</td>
<td>3</td>
</tr>
<tr>
<td>ENT 283 Telecommunications</td>
<td>3</td>
</tr>
<tr>
<td>ENT 284 Computer Repair</td>
<td>4</td>
</tr>
<tr>
<td>ENT 290 Systems Analysis Project**</td>
<td>2</td>
</tr>
</tbody>
</table>

**Technical Electives**

<table>
<thead>
<tr>
<th>11-16 Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENT 163 Analog Circuit Analysis</td>
</tr>
<tr>
<td>ENT 164 Digital Logic Design</td>
</tr>
<tr>
<td>ENT 291 Communications Systems</td>
</tr>
<tr>
<td>ENT 292 Digital Design</td>
</tr>
<tr>
<td>ENT 293 Computer Architecture</td>
</tr>
<tr>
<td>ENT 294 Computer Organization</td>
</tr>
<tr>
<td>ENT 295 Computer Systems</td>
</tr>
<tr>
<td>ENT 296 Operating Systems</td>
</tr>
<tr>
<td>ENT 297 Computer Networking</td>
</tr>
<tr>
<td>ENT 298 Computer Networks and Security</td>
</tr>
<tr>
<td>ENT 299 Advanced Networking</td>
</tr>
<tr>
<td>ENT 390 Seminar in Engineering Technology</td>
</tr>
</tbody>
</table>

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.

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* Satisfies general education requirement (see pages 29–31)
** Satisfies culminating experience requirement for the Associate of Applied Science (A.A.S.) degree
Engineering Technology continues from previous page

Computer Engineering Technology
ENT 188 Personal Computer Configuration and Assembly ........................................... 1
ENT 286 Advanced PC Configuration and Repair ............................................................... 4
CIS 170 Operating Systems .......................................................... 3
CIS 272 UNIX Operating System .......................................................... 4

Electronics Engineering Technology
ENT 172 Circuit Analysis and Design .......................................................... 3
ENT 178 Analog Circuits .......................................................... 3
ENT 220 High-Reliability Soldering and Fabrication ......................................................... 2
ENT 281 CPU Architecture .......................................................... 4

Networking/Internetworking
ENT 194 Router Technology I .......................................................... 4
ENT 195 Router Technology II .......................................................... 4
ENT 196 Router Technology III .......................................................... 4
ENT 197 Router Technology IV .......................................................... 4

Space Engineering Technology
ENT 172 Circuit Analysis and Design .......................................................... 3
ENT 186 Fundamentals of Quality Assurance .......................................................... 3
ENT 190 Introduction to Space Technology .......................................................... 3
ENT 192 Quality Management: Engineering Process ......................................................... 3
ENT 220 High-Reliability Soldering and Fabrication ......................................................... 2

Transfer to Bachelor of Science in Engineering Technology (BSET) Program
MAT 135 College Algebra .......................................................... 3
MAT 136 Trigonometry and Analytic Geometry .......................................................... 4
MAT 241 Calculus I for Science and Engineering .......................................................... 4

Required General Education Courses ............. 23 Credits
English Composition I and II* .......................................................... 6
Humanities* .......................................................... 9
Any SPH course from general education list
Mathematics* .......................................................... 3
MAT 134 or higher
Science* .......................................................... 8
PHY 157
PHY 101 or PSC 102/102 recommended
Social Science* .......................................................... 3

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

---

English

English Option

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

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

---

Choose two courses from the following

<table>
<thead>
<tr>
<th>Literature surveys:</th>
</tr>
</thead>
<tbody>
<tr>
<td>EGL 201 British Literature from the Anglo-Saxon Period Through the 18th Century</td>
</tr>
<tr>
<td>EGL 203 British Literature of the 19th and 20th Centuries</td>
</tr>
<tr>
<td>EGL 205 American Literature from the Beginnings to the Late 19th Century</td>
</tr>
<tr>
<td>EGL 207 American Literature from the Late 19th Century to the Present</td>
</tr>
<tr>
<td>EGL 213 African-American Literature I</td>
</tr>
<tr>
<td>EGL 214 African-American Literature II</td>
</tr>
</tbody>
</table>

Choose one course from the following: ........................................ 3

<table>
<thead>
<tr>
<th>World Literature courses:</th>
</tr>
</thead>
<tbody>
<tr>
<td>EGL 209 World Literature from Ancient Times Through the Middle Ages</td>
</tr>
<tr>
<td>EGL 211 World Literature from the Renaissance to the Present</td>
</tr>
</tbody>
</table>

Take both of the following: .................................................. 6

<table>
<thead>
<tr>
<th>Literature courses:</th>
</tr>
</thead>
<tbody>
<tr>
<td>EGL 227 Applied Grammar</td>
</tr>
<tr>
<td>Any 200-level EGL literature or creative writing course (in addition to the three surveys taken to satisfy the above requirements)</td>
</tr>
</tbody>
</table>

Choose two courses from the following that complement the literature surveys selected: .................. 6

<table>
<thead>
<tr>
<th>History courses:</th>
</tr>
</thead>
<tbody>
<tr>
<td>HST 131 Ancient and Medieval History</td>
</tr>
<tr>
<td>HST 132 Modern History</td>
</tr>
<tr>
<td>HST 137 The World in the Twentieth Century</td>
</tr>
<tr>
<td>HST 141 History of the United States I</td>
</tr>
<tr>
<td>HST 143 History of the United States II</td>
</tr>
</tbody>
</table>

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:

<table>
<thead>
<tr>
<th>Group 1:</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPH 101, SPH 105, SPH 109, or SPH 111</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Group 2:</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 101, ART 273, MUS 101, PHL 101, THE 101, or any foreign language</td>
</tr>
</tbody>
</table>

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

MAT 112 or higher

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

Any two courses, one of which must carry laboratory credit:

<table>
<thead>
<tr>
<th>Social Sciences*</th>
</tr>
</thead>
<tbody>
<tr>
<td>EGL 203 British Literature of the 19th and 20th Centuries</td>
</tr>
<tr>
<td>EGL 205 American Literature from the Beginnings to the Late 19th Century</td>
</tr>
<tr>
<td>EGL 207 American Literature from the Late 19th Century to the Present</td>
</tr>
<tr>
<td>EGL 213 African-American Literature I</td>
</tr>
<tr>
<td>EGL 214 African-American Literature II</td>
</tr>
</tbody>
</table>

Select two courses from ANT, ECN, GEO, POS, PSY, or SOC.

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

CIS 101

Electives .......................................................... 6

Any credit courses except PED.

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

---

First-time college students are expected to take PAS 101 Principles and Strategies of Successful Learning (3 Credits). PAS 101 is required for students when they take DVR 006. For more information, see Chapters 2, 6, and 8.
## Food Science Program

### Food Science Option

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

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

**Program Concentration** ................................. 35-36 Credits

- NTR 101 Introductory Nutrition .......................... 3
- NTR 110 Introduction to Food Science .................. 3
- CHM 101 General Chemistry I ............................. 4
- CHM 102 General Chemistry II ............................ 3
- CHM 103 General Chemistry II Lab ....................... 2
- CHM 201 Organic Chemistry I ............................. 4
- CHM 202 Organic Chemistry II ............................ 3
- CHM 204 Organic Chemistry II Lab ....................... 2
- PHY 101 Introductory Physics I .......................... 4
- BIO 201 Microbiology  .................................... 4
- MAT 217 Applied Calculus II ............................ 4
  or
- MAT 242 Calculus II for Science and Engineering .... 3-4

**Required General Education Courses** ............ 31-32 Credits

- English Composition I and II* .......................... 6
- Humanities* + ........................................... 6
  One course must be a SPH course.
- Literature* ............................................... 3
- Mathematics* .......................................... 3-4
  - MAT 216 Applied Calculus I ........................ 3-4
  or
  - MAT 241 Calculus I for Science and Engineering ... 3-4
- Social Sciences* + ..................................... 9
  One course must be a history course.*
- BIO 114 Principles of Biology: Cellular and
  Molecular Biology  ....... ............................... 4

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

+ Note: General Education courses should be chosen to address UMCP’s CORE requirements.

## Forensic Science Program

The Associate of Science degree in Forensic Science is a recommended program of study for students pursuing a bachelor’s degree or wanting to enter the workforce. This science program requires that the student have a thorough grounding in the basic sciences such as chemistry, biology, physics, and mathematics. The incorporation of physical science, criminal investigation and the law provides a comprehensive understanding of the evidentiary process. Completion of this curriculum prepares the student in developing critical thinking skills, investigative techniques, and the analysis of data in the diverse field of forensic science. Forensic students should check with their prospective four-year institution or with a Prince George’s Community College academic adviser before registering for Forensic Science courses. For more information about the Forensic Science Program, call 301-322-0553.

### Forensic Science

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

**Program Concentration** ................................. 31 Credits

- BIO 250 Principles of Forensic Biology ................ 4
- CHM 102 General Chemistry II ........................... 3
- CHM 103 General Chemistry II Lab ....................... 2
- PHY 101 Introductory Physics I .......................... 4
  or
- CHM 205 Forensic Chemistry (Offered spring
  semester) ............................................... 4
- CJT 151 Introduction to Criminal Justice .............. 3
- CJT 251 Criminal Law .................................. 3
- FOS 250 Forensic Science ................................ 3
- FOS 255 Photography in the Forensic Sciences .......... 3
- FOS 259 Crime Scene Investigation ....................... 3

**Program Elective** ......................................... 3

Choose one of the following:
- PSY 213 Forensic Psychology
- FOS 251 Forensic Aspects of Death Investigation
- FOS 253 Fire and Arson Investigation
- FOS 254 Physical Identifiers (Fingerprinting
  Techniques)
- FOS 257 Firearms and Tool Marks Identification
- FOS 258 Basic Accident Investigation
- FOS 260 Computer Forensics
- FOS 291-293 Cooperative Education

**Required General Education Courses** ............ 32 Credits

- English* .................................................. 6
  - EGL 101 Composition I
  and
  - EGL 102 Composition II
  or
  - EGL 134 Technical Writing
- Humanities* ............................................. 6
  - PHL 110 or PHL 101
  or
  - SPH 109 or SPH 101
- Mathematics* .......................................... 3
  - MAT 135
- Science* .................................................. 8
  - BIO 114
  - CHM 101
- Social Sciences* ........................................ 6
  - PSY 101
  - SOC 101
- Computer Literacy* ..................................... 3
  - CIS 101

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

* Satisfies general education requirement (see pages 29–31)

** 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 adviser about transfer requirements. For more information about the General Studies Program, call 301-322-0151.

General Studies

Program Concentration

Code 310
Associate of Arts Degree (A.A.)

Required General Education Courses

English Composition I and II* ........................................ 6
Humanities* ............................................................... 6
Choose one course from each group:
Group 1: SPH 101, SPH 105, SPH 109, SPH 111
Group 2: ART 101, MUS 101, PHL 101, PHL 109, THE 101; or any foreign language course
Group 3: Any 200-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 101
Minimum Required for Certificate .............................. 30 Credits

Transfer Studies

Code 340
Certificate

This is a flexible certificate that, with the exception of English 101, 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 101
English Composition II ................................................ 3
EGL 102 recommended
Humanities .................................................................. 6
Choose two from the general education list in Chapter 4.

Social Sciences ................................................................ 9
Choose three from the general education list in Chapter 4.
Mathematics ................................................................. 3
MAT 112 or higher
Science ......................................................................... 3-4
Elective .......................................................................... 3
Minimum Required for Certificate .............................. 30 Credits

Health Education

Health Education Option

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

Code 230

Program Concentration ............................................. 20 Credits
HLE 115 Personal and Community Health .................. 3
HLE 213 First Aid-Responding to Emergencies/CPR FPR .......................... 3
HLE 221 Human Sexuality ........................................ 3
Health elective ............................................................ 3
Choose one of the following:
HLE 200 Application of Concepts for Fitness and Wellness
HLE 201 Health Issues in a Culturally Diverse Society
HLE 215 Introduction to Child Health
HLE 225 Health Issues for Women
CHM 101 General Chemistry I ................................. 4
BIO 101 General Biology or
BIO 114 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 101, SPH 105, SPH 109, SPH 111
Group 3: Any 200-level English literature course
Mathematics* ................................................................. 3
Science* ...................................................................... 8
BIO 205 and BIO 206
Social Sciences* ........................................................... 9
PSY 105 and SOC 101; and one history course from general education list.
Computer Literacy* ....................................................... 3
CIS 101
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 101 Principles and Strategies of Successful Learning (3 Credits). PAS 101 is required for students when they take DVR 006. For more information, see Chapters 2, 6, and 8.
Chapter 5—Programs of Study

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 care 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 198 Continuous Quality Improvement
(CQI) .................................................. 1

MHE 200 Introduction to Medical Terms for Health Professionals .................................. 1

MHE 290 Dysrhythmia Interpretation and ACLS Preparation ........................................ 2

MHE 292 Advanced Cardiac Life Support-Provider ....................................................... 1

Health Information Management

Formerly Health Information Technology
Associate of Applied Science Degree (A.A.S.)

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), 233 Michigan Avenue, Suite 2150, 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 .............................................. 41 Credits

HIM 150 Fundamentals of Health Information ........................................... 5
HIM 153 Medical Terminology .............................................. 4
HIM 154 Directed Clinical Practice I ......................................... 1
HIM 155 Disease Processes .............................................. 4
HIM 158 Principles and Applications of
ICD-9-CM ......................................................... 4
HIM 160 Principles and Applications of
CPT ............................................................ 2
HIM 251 Health Information Statistics
and Quality Improvement ........................................ 5
HIM 253 Health Information Management** ........................................... 3
HIM 255 Health Information in
Alternative Care .............................................. 2
HIM 256 Directed Clinical Practice II ........................................ 3
HIM 258 Directed Clinical Practice III** ........................................ 2
HIM 260 Medical Reimbursement and
Billing ........................................................ 3
MGT 155 Elements of Supervision ........................................... 3

Health Information Management continues on next page

* Satisfies general education requirement (see pages 29–31)
** Satisfies culminating experience requirement for the Associate of Applied Science (A.A.S.) degree
Health Information Management continues from previous page

Required General Education Courses ........... 26 Credits
  English Composition I and II* .................. 6
  EGL 101 and EGL 132
  Humanities* .................................. 3
  SPH 101 or SPH 105
  Mathematics* ................................ 3
  MAT 114
  Science* .................................... 8
  BIO 205 and BIO 206†
  Social Sciences* ............................... 3
  PSY 101
  Computer Literacy* ............................ 3
  CIS 101

Total Required for A.A.S. Degree ............. 67 Credits
†If not previously completed, BIO 206 must be taken concurrently with HIM 150.

Medical Coder/Billing Specialist Certificate 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 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
  HIM 150 Fundamentals of Health Information ...... 5
  HIM 153 Medical Terminology .................. 4
  HIM 155 Disease Processes ...................... 4
  HIM 158 Principles and Applications of ICD-9-CM 4
  HIM 160 Principles and Applications of CPT ........ 2
  HIM 256 Directed Clinical Practice II .......... 3
  HIM 260 Medical Reimbursement and Billing 3

Required General Education Courses .......... 14 Credits
  EGL 101 ...................................... 3
  BIO 205 and BIO 206† ......................... 8
  CIS 101 ....................................... 3

Total Required for Certificate ........ 39 Credits
†If not previously completed, BIO 206 must be taken concurrently with HIM 150.

Historical Fieldwork and Research

Historical Fieldwork and Research Option Code 295
of General Studies Associate of Arts Degree (A.A.)
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 help the student 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
  HST 141 History of the United States I ........ 3
  HST 143 History of the United States II ........ 3
  HST 233 History of the American Civil War .... 3
  HST 235 History of Maryland .................. 3
  HST 238 History of Prince George's County .. 3
  HST 245 African-American History ............. 3
  HST 297 Historic Sites Internship Experience ..
  ANT 201 Introduction to Archaeology ......... 3
  GEO 107 Physical/Historical Geography of Maryland 3

Required General Education Courses ........ 34-35 Credits
  English Composition I and II* ................. 6
  Humanities* ................................ 9
  Choose one course from each group:
  Group 1: SPH 101, SPH 105, SPH 109, SPH 111
  Group 3: Any 200-level English literature course
  Mathematics* ................................ 3
  Science* .................................... 7-8
  Two courses, one course must carry laboratory credit.
  Social Sciences* .............................. 6
  Two courses from ANT, ECN, POS, SOC, PSY
  Computer Literacy* ........................... 3
  CIS 101

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

First-time college students are expected to take PAS 101 Principles and Strategies of Successful Learning (3 Credits). PAS 101 is required for students when they take DVR 006. For more information, see Chapters 2, 6, and 8.
Chapter 5—Programs of Study

Hospitality Services Management Programs

Several new Hospitality Management programs are in development. For information about these and existing programs, please contact the Department Chair, 301-341-3090.

Hospitality Services Management

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

(Pending MHEC approval)

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.

Program Concentration

34 Credits

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HSM 151 Introduction to Hospitality Industry</td>
<td>3</td>
</tr>
<tr>
<td>HSM 163 Food Service Operations</td>
<td>3</td>
</tr>
<tr>
<td>HSM 155 Sanitation</td>
<td>1</td>
</tr>
<tr>
<td>HSM 253 Hospitality Sales and Marketing</td>
<td>3</td>
</tr>
<tr>
<td>MGT 161 Principles of Management</td>
<td></td>
</tr>
<tr>
<td>or MGT 261 Human Resource Management</td>
<td>3</td>
</tr>
<tr>
<td>ACC 103 Accounting for Managers</td>
<td>3</td>
</tr>
<tr>
<td>HSM 162 Hotel and Resort Operations I</td>
<td>3</td>
</tr>
<tr>
<td>HSM 211 Hospitality Computer Applications</td>
<td>3</td>
</tr>
<tr>
<td>HSM 207 Supervision in the Hospitality Industry</td>
<td>3</td>
</tr>
<tr>
<td>HSM 255 Understanding Hospitality Law</td>
<td>3</td>
</tr>
<tr>
<td>HSM 210 Managing Service in Food and Beverage</td>
<td>3</td>
</tr>
<tr>
<td>Operations</td>
<td></td>
</tr>
<tr>
<td>HSM 276 Hospitality Seminar**</td>
<td>3</td>
</tr>
</tbody>
</table>

Program Track

6 Credits

Choose one of the following tracks and complete the two courses listed for that track:

Conference and Event Management Track
- HSM 156 Catering and Banquet Planning
- HSM 152 Convention Management and Service

Food and Beverage Management Track
- HSM 202 Food and Beverage Purchasing and Cost Control
- HSM 204 Bar and Beverage Management

Lodging Management Track
- HSM 263 Hotel and Resort Operations II
- HSM 264 Security and Loss Prevention Management

Required General Education Courses

21-22 Credits

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Composition I*</td>
<td>3</td>
</tr>
<tr>
<td>English Composition II*</td>
<td>3</td>
</tr>
<tr>
<td>EGL 132</td>
<td></td>
</tr>
<tr>
<td>Humanities*</td>
<td>3</td>
</tr>
<tr>
<td>Any SPH course</td>
<td></td>
</tr>
</tbody>
</table>

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

Food Service Management

Letter of Recognition

HSM 151 Introduction to Hospitality Industry 3
HSM 155 Food Service Manager Training and Certification 1
HSM 156 Catering and Banquet Planning 3
HSM 163 Food Service Operations 3
Total Required for Letter of Recognition 10 Credits

Hotel/Motel Management

Letter of Recognition

HSM 151 Introduction to Hospitality Industry 3
HSM 162 Hotel and Resort Operations I 3
HSM 253 Hospitality Sales and Marketing 3
Electives 2
Choose two courses from the following:
- HSM 170-176, HSM 180-184
Total Required for Letter of Recognition 11 Credits

Information Security Programs

In addition to the Information Security programs listed below, see the Computer Information Systems programs on pages 45–48 and the Computer Science programs on pages 48–49.

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

Information Security

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

The Information Security Associate’s Degree Program enables students to become skilled computer systems security professionals and trains individuals for entry-level positions such as Data Security Analyst, Systems Security Administrator, and Network Security Administrator. In this program, students master the latest security technologies and 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 complete a substantive capstone project to enhance their portfolios and gain experience in the design and implementation of information network security systems.

* Satisfies general education requirement (see pages 29–31)
** Satisfies culminating experience requirement for the Associate of Applied Science (A.A.S.) degree
Information Security continues from previous page

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
CIS 101 Computer Literacy .................... 3
CIS 170 Understanding Operating Systems .... 3
CIS 162 Computer Security, Security+ ...... 3
CIS 163 Securing the Infrastructure .......... 3
CIS 166 Network Defense and Countermeasures .... 3
CIS 231 Windows 2003 Server Administration ... 3
CIS 269 Information Security Capstone** ...... 3
ENT 194 Router Technology I .................. 4
ENT 195 Router Technology II .................. 4
ENT 196 Router Technology III ................ 4
ENT 197 Router Technology IV ................ 4
Program Elective ........................................ 3-4
Choose one course from the following:
FOS 260 Computer Forensics
ENT 219 Wireless LANs
CIS 276 UNIX System Administration

Required General Education
Courses/Elective ................................. 21-22 Credits
English Composition I and II* .................. 6
Humanities* ............................................. 3
Mathematics* ......................................... 3
MAT 112 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

International Studies

International Studies Option .................. Code 293
of General Studies Associate of Arts Degree (A.A.)
This is a recommended program of study for students planning to pursue a bachelor’s degree in international studies.

Program Concentration ....................... 27 Credits
GEO 109 World Regional Geography ............ 3
HST 137 The World in the Twentieth Century* .... 3
HST 231 History of American Foreign Policy .... 3
HST 247 African History* or
HST 211 History of Russia and the Soviet Union* or
HST 223 History of Latin America and the Caribbean* .... 3
POS 201 Political Ideologies ....................... 3
POS 207 Introduction to International Politics ........................................ 3
POS 215 Introduction to Comparative Politics and Government ......................... 3
Any credit course except PED.
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 101, SPH 105, SPH 109, SPH 111
Group 2: ART 101, MUS 101, PHL 101, PHL 109,
THE 101, any foreign language
Group 3: Any 200-level English literature course
Mathematics* ........................................... 3
Science* ................................................. 7-8
Two courses, one must carry laboratory credit.
Social Sciences* ....................................... 6
ECN 103 and POS 101
Computer Literacy* ................................ 3
CIS 101

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

Certificate
(Pending MHEC approval)

This certificate will help to prepare students for an entry-level position in the field of information security. Upon completion of coursework, students will have the foundation needed to pursue CompTIA’s Security+ certification. Students wishing to pursue an A.A.S. degree may apply these credits to the Information Security A.A.S. degree. Students are also encouraged to obtain the Cisco CCNA Preparation certificate offered by the Engineering Technology Department, which also may be applied to the Information Security A.A.S. degree program.

CIS 101 Computer Literacy ....................... 3
CIS 170 Understanding Operating Systems .... 3
CIS 162 Computer Security, Security+ .......... 3
CIS 163 Securing the Infrastructure ............ 3
CIS 166 Network Defense and Countermeasures .. 3
Program Elective ........................................ 3-4
Choose one course from the following:
FOS 260 Computer Forensics
ENT 219 Wireless LANs
CIS 276 UNIX System Administration

Total Required for Certificate .............. 18-19 Credits

Information Security

Certificate
(Checked MHEC approval)

This certificate will help to prepare students for an entry-level position in the field of information security. Upon completion of coursework, students will have the foundation needed to pursue CompTIA’s Security+ certification. Students wishing to pursue an A.A.S. degree may apply these credits to the Information Security A.A.S. degree. Students are also encouraged to obtain the Cisco CCNA Preparation certificate offered by the Engineering Technology Department, which also may be applied to the Information Security A.A.S. degree program.

CIS 101 Computer Literacy ....................... 3
CIS 170 Understanding Operating Systems .... 3
CIS 162 Computer Security, Security+ .......... 3
CIS 163 Securing the Infrastructure ............ 3
CIS 166 Network Defense and Countermeasures .. 3
Program Elective ........................................ 3-4
Choose one course from the following:
FOS 260 Computer Forensics
ENT 219 Wireless LANs
CIS 276 UNIX System Administration

Total Required for Certificate .............. 18-19 Credits

First-time college students are expected to take PAS 101 Principles and Strategies of Successful Learning (3 Credits). PAS 101 is required for students when they take DVR 006. For more information, see Chapters 2, 6, and 8.
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 non-profit 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.)

Program Concentration ............................. 38-40 Credits
MKG 251 Introduction to Marketing .................... 3
MKG 263 International Marketing ..................... 3
MKG 271 Salesmanship ................................ 3
MKG 273 Retail Business Management ............... 3
MKG 277 Advertising .................................. 3
ACC 101 Principles of Accounting I
or ACC 103 Accounting for Managers .............. 3-4
BUS 122 Business Law I ................................ 3
MGT 101 Introduction to Business ................... 3
MGT 162 Financial Planning and Investments .......... 3
MGT 240 Strategic Management** .................. 3
Business-related Electives ................................
Choose from the following:
ACC 102-104 BUS 124 CAP 131
MGT 150 MGT 155 MGT 157
MGT 160 MGT 180 MGT 250-255
MGT 258-259 MGT 261 MGT 263
MGT 265-266 MGT 270 MGT 275
MGT 291-293 PHL 140 RLS 103
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 101 or SPH 111
Mathematics* .......................................... 6
Science* .................................................. 3-4
Social Sciences* ......................................... 3
Computer Literacy* ..................................... 3
CIS 101

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

Mathematics

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

This is a recommended program of study for students planning to pursue a bachelor’s degree in mathematics. It is also recommended for students planning to pursue a bachelor’s degree in economics, physics, or astronomy.

Program Concentration ............................ 30 Credits
MAT 241 Calculus I ..................................... 4
MAT 242 Calculus II ..................................... 4
MAT 243 Calculus III ................................... 4
MAT 245 Linear Algebra ................................ 4
MAT 246 Differential Equations ....................... 4
PHY 103 General Physics I ............................ 3
Lab science from the general education list .......... 4
PHY 203 or CHM 101 recommended
MAT 221 Statistics ..................................... 3

Required General Education
Courses/Elective ................................... 30 Credits
English Composition I and II* ......................... 6
Humanities* ............................................. 9
Choose one course from each group:
Group 1: SPH 101, SPH 105, SPH 109, SPH 111
Group 2: One humanities course from the general education list
Group 3: Any 200-level English literature course
Social Sciences* ......................................... 9
Choose one course from each group:
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 101
Elective .................................................. 3
Any credit course except PED.

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

* Satisfies general education requirement (see pages 29–31)
** Satisfies culminating experience requirement for the Associate of Applied Science (A.A.S.) degree
Music Option

This option provides study in music for those students who wish to major in music or music education at a four-year institution. The music curriculum also affords an excellent opportunity to choose electives that will enrich personal lifestyles. Music as an avocation can be developed through individual and ensemble instruction. Transferability: Students must become familiar with the requirements of the transfer institution.

Program Concentration

- 25 Credits
  - MUS 103 Concert Choir
  - or
  - MUS 111 Instrumental Ensemble
  - MUS 115 Theory I
  - MUS 116 Theory II
  - MUS 121 Class Piano I
  - or
  - MUS 123 Class Voice I
  - MUS 151 Digital Notation
  - MUS 215 Theory III
  - MUS 216 Theory IV
  - MUS 129-142 Applied Music
  - MUS 229-242 Advanced Applied Music

Required General Education Courses

- 37-38 Credits
  - English Composition I and II
  - Humanities
  - Choose one course from each group:
    - Group 1: SPH 101, SPH 105, SPH 109, SPH 111
    - Group 2: MUS 105
    - Group 3: Any 200-level English literature course
  - Mathematics* (MAT 113 recommended)
  - Science*
  - Two courses, one course must carry laboratory credit.
  - Social Sciences*
  - 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*
  - CIS 101

Minimum Required for A.A. Degree

- 62 Credits

Nuclear Medicine Technology

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), PMB #418, #1 2nd Avenue East, Suite C, Polson, MT 59860-2107; telephone: 406-883-0003; fax: 406-883-0022; e-mail: jrcnmt@centurytel.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.

Program Concentration

- 37 Credits
  - MHE 200 Introduction to Medical Terms
  - for Health Professionals
  - (Offered spring only)
  - NUM 155 Introduction to Nuclear Medicine Technology I
  - (Offered spring only)
  - NUM 156 Introduction to Nuclear Medicine Technology II
  - (Offered summer only)
  - NUM 251 Nuclear Medicine Techniques I
  - NUM 252 Nuclear Medicine Techniques II
  - NUM 253 Clinical Nuclear Medicine Technology I
  - NUM 254 Clinical Nuclear Medicine Technology II
  - NUM 255 Radiopharmacy and Radiation Chemistry
  - NUM 260 Clinical Nuclear Medicine Technology III
  - (Offered summer only)

Required General Education Courses

- 33 Credits
  - English Composition I and II
  - Humanities
  - Mathematics*
  - MAT 112 and MAT 114
  - Science*
  - BIO 205 and BIO 206; CHM 101 or PSC 115
  - Social Sciences*
  - PSY 101
  - Computer Literacy*
  - CIS 101

Total Required for A.A.S. Degree

- 70 Credits

First-time college students are expected to take PAS 101 Principles and Strategies of Successful Learning (3 Credits). PAS 101 is required for students when they take DVR 006. For more information, see Chapters 2, 6, and 8.
Nuclear Medicine Technology

Certificate

Prerequisites for NMT Certificate Option... 21 Credits
BIO 205/206 Human Anatomy and Physiology I and II 8
MAT 112 Mathematics for General Education 3
MAT 114 Statistics 3
CHM 101 General Chemistry I or
PSC 115 Fundamentals of Chemistry and Physics 4
CIS 101 Computer Literacy 3

Program Concentration... 36 Credits
NUM 155 Introduction to Nuclear Medicine Technology I 4
(Offered spring only)
NUM 156 Introduction to Nuclear Medicine Technology II 4
(Offered summer only)
NUM 251 Nuclear Medicine Techniques I 3
NUM 252 Nuclear Medicine Techniques II 3
NUM 253 Clinical Nuclear Medicine Technology I 7
NUM 254 Clinical Nuclear Medicine Technology II 9
NUM 255 Radiopharmacy and Radiation Chemistry 2
NUM 260 Clinical Nuclear Medicine Technology III 4
(Offered summer only)

Total Required for Certificate... 57 Credits

Nursing Programs

The Nursing Program prepares graduates to provide direct client care in a safe, effective manner across multiple settings. To achieve this goal, three educational options exist in the program: registered nurse (RN), licensed practical nurse (LPN), and LPN to RN. The registered nurse (RN) is prepared to manage the care of clients in any setting to achieve an optimal state of health. The RN uses the nursing process to assess and analyze the health needs and/or problems of clients, plan and implement appropriate actions based upon nursing diagnosis or identified client needs, and evaluate the extent to which expected outcomes are achieved. Graduates of the associate's degree Registered Nurse Program earn an Associate of Science degree (A.S.) and are eligible to sit for the RN licensure examination (NCLEX-RN). The RN program articulates with 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 semester 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, 350 Hudson Street, New York, New York 10014, Phone: 800-669-9656.

Nursing (RN)

Associate of Science Degree (A.S.)

Program Concentration... 34 Credits
NUR 101 Introduction to Nursing... 2
NUR 102 Foundation of Nursing Practice... 7
NUR 103 Reproductive Health... 3
NUR 104 Physiological Integrity I... 5
NUR 201 Nursing Care of Children and Family... 3
NUR 202 Physiological Integrity II... 5
NUR 203 Physiological and Psychosocial Integrity... 6
NUR 204 Management of Care and Professional Issues... 3

Required General Education Courses... 36 Credits
English Composition I and II†... 6
(EGL 134 recommended for Composition II)
Humanities*... 6
Choose one course from each group:
Group 1: SPH 109

Nursing (RN) continues on next page

* Satisfies general education requirement (see pages 29–31)
** Satisfies culminating experience requirement for the Associate of Applied Science (A.A.S.) degree

Code 325

Code 319
Nursing (RN) continues from previous page

Mathematics* ................................................. 3
MAT 112 or higher
Science* .................................................. 12
BIO 205, BIO 206 and BIO 201
Social Sciences* ......................................... 9
PSY 101, PSY 207 and SOC 101
Total Required for A.S. degree ................. 70 Credits
† Provides culminating experience for A.S. Degree.

Nursing (LPN) .................................................. 26 Credits

Program Concentration.......................... 26 Credits
NUR 100 Introduction to Practical Nursing ....3
NUR 102 Foundations of Nursing Practice ...7
NUR 103 Reproductive Health ....................3
NUR 104 Physiological Integrity I .................5
NUR 105 Adaptation and Practices-LPN ........8

Required General Education Courses ........ 20 Credits
EGL 101 Composition I: Expository Writing ....3
SPH 109 Interpersonal Communication ..........3
BIO 205 Human Anatomy and Physiology I ...4
BIO 206 Human Anatomy and Physiology II ...4
PSY 101 General Psychology ......................3
PSY 207 Human Growth and Development ...3

Total Required for Certificate .....................46 Credits

LPN to RN Transition .................................. Code 319
Associate of Science Degree (A.S.)

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 106, 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 106 per the Maryland LPN to RN articulation model. ........................................ 11
NUR 106 LPN to RN Transition†† ................... 6
NUR 201 Nursing Care of Children and Families .......... 3
NUR 202 Physiological Integrity II ............... 5
NUR 203 Physiological and Psychosocial Integrity† .......... 6
NUR 204 Management of Care and Professional Issues† ................................... 3

Required General Education Courses .......... 36 Credits
English Composition I and II* ..................... 6
(EGL 134 recommended for Composition II)
Humanities* ................... 6
Choose one course from each group:
Group 1: SPH 109
Group 2: ART 101, MUS 101, PHL 101, PHL 109,
THE 101, any foreign language

Note: Maryland license must be current at time of admission into the Transition Nursing Course, NUR 106.

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 106.

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 .................................. Code 841
Letter of Recognition
HRT 101 Principles of Ornamental Horticulture ................. 4
HRT 103 Principles of Landscape Contracting and Design or
HRT 105 Principles of Greenhouse Management or
HRT 108 Introduction to Turfgrass Management .................... 3
HRT 116 Woody Ornamental Plants I or
HRT 117 Woody Ornamental Plants II .................... 3
HRT 291 Cooperative Education ................................ 1
Total Required for Letter of Recognition ........ 11 Credits

Paralegal/Legal Assistant Programs

The Paralegal/Legal Assistant associate of applied science degree helps students qualify as legal assistants in government agencies, corporations, and private law firms. Legal assistants are in high demand in the Washington metropolitan area in public agencies, private legal firms, and related businesses. They assist lawyers with procedural activities in the practice of law, including researching information and drafting comments. For more information, call 301-322-0553.

First-time college students are expected to take PAS 101 Principles and Strategies of Successful Learning (3 Credits). PAS 101 is required for students when they take DVR 006. For more information, see Chapters 2, 6, and 8.
Paralegal/Legal Assistant

**Code 834**

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

**Program Concentration**.................. 30 Credits
- PAR 151 Introduction to Law for the Paralegal.......................... 3
- PAR 155 Techniques of Legal Research .......................... 3
- PAR 157 Contracts ........................................... 3
- PAR 160 Civil Litigation** .................................. 3
- PAR 161 Legal Ethics for Paralegals .................................. 3
- PAR 251 Legal Writing and Documents .................................. 3
- PAR 253 Torts ............................................. 3
- CJT 251 Criminal Law ...................................... 3
- CJT 254 Criminal Evidence and Procedure .......................... 3
- Elective ................................................. 3

Choose from the following:
- BUS 122 BUS 124 CAP 131
- Any CJT FOS 250 HST 141
- HST 143 PAR 158 PAR 159
- PAR 255 PAR 257 PHL 140
- POS 102 PSY 201 SPN 101
- PAR 291-293 Cooperative Education/Internship**

**Required General Education Courses**........ 33 Credits
- English Composition I and II* ..................................... 6
- Humanities* ................................................ 6
- SPH 101 and PHL 101
- Mathematics* ............................................. 3
- MAT 112
- Science* .................................................. 3
- Social Sciences* ........................................... 3
- PSY 101, SOC 101, POS 101 or POS 102, and
  SOC 201 or SOC 203
- Computer Literacy* ......................................... 3
- CIS 101

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

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Paralegal/Legal Assistant

**Code 835**

*Certificate*

**Program Concentration**.................. 27 Credits
- PAR 151 Introduction to Law for the Paralegal.......................... 3
- PAR 155 Techniques of Legal Research .......................... 3
- PAR 157 Contracts ........................................... 3
- PAR 160 Civil Litigation ............................................. 3
- PAR 251 Legal Writing and Documents .................................. 3
- PAR 253 Torts ............................................. 3
- CJT 251 Criminal Law ...................................... 3
- Elective ................................................. 6

Choose from the following:
- BUS 122 BUS 124 CAP 131
- CIS 101 any CJT FOS 250
- PAR 158 PAR 159 PAR 161
- PAR 255 PHL 140 PSY 101
- PSY 201 SOC 201 SOC 203
- SPN 101
- PAR 291-293 Cooperative Education/Internship

**Required General Education Courses**........ 6 Credits
- EGL 101 Composition I: Expository Writing .......................... 3
- POS 101 American National Government .................................. 3

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

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Physical Education

**Code 270**

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

**Program Concentration**.................. 24 Credits
- Physical Education PED 111 and PED 113 and the following six skill laboratories............................................. 10
- PED 157 PED 167 PED 179
- PED 165 PED 173 PED 181
- HLE 115 Personal and Community Health .................................. 3
- HLE 213 First Aid-Responding to Emergencies/CPR FPR .......................... 3
- CHM 101 General Chemistry I or
  - PHY 101 Introductory Physics I ...................................... 4
- Elective ................................................ 4
- BIO 101 or BIO 114 recommended

**Required General Education Courses**........ 38 Credits
- English Composition I and II* ..................................... 6
- Humanities* ................................................ 9
  - Choose one course from each group:
    - Group 1: SPH 101, SPH 105, SPH 109, SPH 111
    - Group 3: Any 200-level English literature course
- Mathematics* ............................................. 3
- Science* .................................................. 8
  - BIO 205 and BIO 206
- Social Sciences* ........................................... 9
  - Choose from each group:
    - Group 1: One history course from general education list
    - Group 2: Any two ANT, ECN, GEO, POS, PSY or SOC courses
- Computer Literacy* ......................................... 3
- CIS 101

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

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Pre-Law

**Code 292**

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

This is a suggested program of study for students planning to pursue a law degree. For more information about the Pre-Law program, call 301-322-0553.

**Program Concentration**.................. 36 Credits
- PHL 101 Introduction to Philosophy .................................. 3
- HST 141 History of the United States I* .................................. 3
- HST 143 History of the United States II* .......................... 3
- POS 101 American National Government** .................................. 3
- POS 102 State and Local Government* .................................. 3
- SOC 101 Introduction to Sociology* .................................. 3
- SPH 101 Introduction to Speech Communication* .......................... 3

* Satisfies general education requirement (see pages 29–31)
** Satisfies culminating experience requirement for the Associate of Applied Science (A.A.S.) degree

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*Pre-Law continues on next page*
Pre-Law continues from previous page

Electives ........................................... 15
PHL 115 and SPH 111 recommended

Required General Education
Courses/Elective ................................. 25-27 Credits
English Composition I and II* .................. 6
EGL 101 and 102 or 110
Humanities* ........................................ 3
Any 200-level English literature course
Mathematics* ...................................... 3
Science* ........................................... 7-8
Two courses, one course must carry laboratory credit.
Computer Literacy* .............................. 3
CIS 101
Elective ............................................. 3
Any credit course except PED.

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

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Pre-Medicine

Pre-Medicine Option  Code 305
of General Studies Associate of Arts Degree (A.A.)
This is a recommended program of study for students who intend to pursue a medical school education.

Program Concentration ......................... 32 Credits
BIO 113 Principles of Biology: Evolution, Ecology, and Behavior* ...................... 4
BIO 114 Principles of Biology: Cellular and Molecular Biology* ...................... 4
BIO 201 Microbiology* ........................... 4

Program Concentration electives ................ 20
Choose from the following:
BIO 203 Genetics .................................. 3
CHM 101 General Chemistry I* ............... 4
CHM 102 General Chemistry II* and
CHM 103 General Chemistry II Lab* ........ 5
CHM 201 Organic Chemistry I ................ 4
CHM 202 Organic Chemistry II and
CHM 204 Organic Chemistry II Lab ........ 5
PHY 101 Introductory Physics I and
PHY 102 Introductory Physics II ............. 8 or
PHY 103 General Physics I and
PHY 203 General Physics II and
PHY 204 General Physics III ................... 11
MAT 216 Applied Calculus I (strongly recommended) or
MAT 241 Calculus I for Science and Engineering ........................................... 3-4

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Pre-Pharmacy

Pre-Pharmacy Option  Code 306
of General Studies Associate of Arts Degree (A.A.)
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
BIO 114 Principles of Biology: Cellular and Molecular Biology* ...................... 4
BIO 201 Microbiology ............................... 4
CHM 101 General Chemistry I* ............... 4
CHM 102 General Chemistry II ................. 3
CHM 103 General Chemistry II Lab ............ 2
PHY 101 Introductory Physics I ................ 4
PHY 102 Introductory Physics II .............. 4
CHM 201 Organic Chemistry I ................. 4
CHM 202 Organic Chemistry II ............... 3
CHM 204 Organic Chemistry II Lab ........... 2
MAT 216-217 Applied Calculus I and II or
MAT 241 Calculus I for Science and Engineering ........................................... 4-6

Required General Education Courses ........ 30 Credits
English Composition I and II* ................. 6
Humanities* ...................................... 9
Choose one course from each group:
Group 1: SPH 101, SPH 105, SPH 109, SPH 111
Group 2: ART 101, MUS 101, PHL 101, PHL 109,
THE 101, any foreign language
Group 3: Any 200-level English literature course
Mathematics* .................................... 3
MAT 114 or MAT 221

First-time college students are expected to take PAS 101 Principles and Strategies of Successful Learning (3 Credits). PAS 101 is required for students when they take DVR 006. For more information, see Chapters 2, 6, and 8.
Psychology

Psychology Option

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

Program Concentration

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSY 101</td>
<td>General Psychology</td>
</tr>
<tr>
<td>PSY 201</td>
<td>Personality and Adjustment</td>
</tr>
<tr>
<td>PSY 203</td>
<td>Child Psychology</td>
</tr>
<tr>
<td>PSY 208</td>
<td>Abnormal Psychology</td>
</tr>
<tr>
<td>PSY 219</td>
<td>Social Psychology</td>
</tr>
<tr>
<td>PSY 211</td>
<td>Psychology and African Americans</td>
</tr>
</tbody>
</table>

Required General Education

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAT 216 or MAT 216 or MAT 241</td>
<td>Any 200-level English literature course</td>
</tr>
<tr>
<td>MAT 119 or MAT 216 or MAT 241</td>
<td>Mathematics* (3-4 credits)</td>
</tr>
<tr>
<td>MAT 135</td>
<td>Computer Literacy*</td>
</tr>
<tr>
<td>PSY 101</td>
<td>Social Sciences*</td>
</tr>
</tbody>
</table>

Minimum Required for A.A. Degree

63 Credits

Radiography Program

The Radiography Program prepares students to practice as a proficient, professional radiographer in culturally diverse health care settings. Through courses in patient care and education, radiographic procedures, radiation protection, equipment operation and evaluation, and quality control, image production 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 Board for Radiologic Technology.
Radiography Program continues from previous page

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; www.jrcert.org. One of the necessary technical standards for admission is for the student to submit evidence of physical examination and immunizations as outlined on the Radiography Program physical examination form. This physical examination 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
• Monitor radiation exposure by visual and auditory mode
• Work safely with patients who are susceptible or are in the contagious stage(s) of communicable diseases
• Establish and work toward goals in a responsible manner
• Work as a member of the health care team to care for patients while delivering ionizing radiation and maintaining high standards of professionalism

Radiography

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

Program Concentration ................. 41 Credits
RAD 141 Radiographic Techniques I .......... 3
RAD 142 Radiographic Techniques II .......... 3
RAD 143 Radiation Biology/Protection .......... 3
RAD 150 Principles of Image Production and Imaging Equipment .......... 3
RAD 151 Patient Care and Management .......... 2
RAD 153 Clinical Radiography I .......... 2
RAD 154 Clinical Radiography II .......... 4
RAD 155 Clinical Radiography III .......... 2
RAD 156 Clinical Radiography IV .......... 2
RAD 200 Advanced Radiography Practicum .......... 1
RAD 241 Radiographic Techniques III .......... 3
RAD 242 Radiographic Techniques IV .......... 2
RAD 243 Multiskilling for Imaging Professionals .......... 2
RAD 253 Clinical Radiography V .......... 4
RAD 254 Clinical Radiography VI** .......... 4
RAD 257 Radiography Seminar .......... 1

Required General Education Courses .......... 27 Credits
English Composition I and II* .......... 6
Humanities* .......... 3
SPH 109
Mathematics* .......... 3
MAT 112

Science* .......... 11
BIO 205, BIO 206 and PHY 156
Social Sciences* .......... 3
PSY 101
Computer Literacy* .......... 1
MHE 200

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

Residential Property Management

The Residential Property Management program was developed at the request of and in cooperation with the Apartment and Office Building Association (AOBA) property managers. Individuals who complete the Residential Property Management A.A.S. degree will have a well-rounded business education that will qualify them for employment as residential property managers. Individuals who complete the Residential Property Management certificate will have a basic understanding of residential property management components.

Residential Property Management Option

Code 427

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

Program Concentration ................. 41-42 Credits
MGT 101 Introduction to Business .......... 3
MGT 160 Principles of Management .......... 3
MGT 162 Financial Planning and Investments .......... 3
MGT 165 Customer Service .......... 3
MGT 261 Human Resource Management .......... 3
MGT 272 Managing Workplace Diversity .......... 3
MKG 251 Introduction to Marketing .......... 3
ACC 103 Accounting for Managers or
ACC 101 Principles of Accounting I .......... 3-4
BUS 122 Business Law I .......... 3
BUS 124 Business Law II .......... 3
RPM 101 Introduction to
Residential Property Management .......... 3
RPM 102 Maintenance for Residential Property Management .......... 3
RPM 291-293 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 101, SPH 105, or SPH 109
Mathematics* .......... 3
MAT 112 or higher
Science* .......... 3-4
Social Sciences* .......... 3
Any ECN course
Computer Literacy* .......... 3
CIS 101

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

First-time college students are expected to take PAS 101 Principles and Strategies of Successful Learning (3 Credits). PAS 101 is required for students when they take DVR 006. For more information, see Chapters 2, 6, and 8.
Residential Property Management  Code 429
Certificate
MGT 101 Introduction to Business ................. 3
MGT 160 Principles of Management ............... 3
BUS 122 Business Law I ......................... 3
RPM 101 Introduction to Residential Property Management .................. 3
RPM 102 Maintenance for Residential Property Management ................. 3
RPM 291-293 Cooperative Education ................ 3
EGL 101 Composition I ......................... 3
Total Required for Certificate ................... 21 Credits

Respiratory Therapy Program

The Respiratory Therapy Program prepares students to work in a variety of health care settings, to care for patients with acute and chronic respiratory disease, to assist in the treatment of trauma patients, and to provide life support to critically ill newborn, pediatric and adult patients. Students receive a solid foundation in principles of cardiopulmonary physiology and respiratory care practices prior to providing hands-on care within actual clinical settings. Clinical experiences begin with basic general care and progress to extensive experience in adult medical and surgical intensive care and neonatal/pediatric intensive care units. Throughout the curriculum, students are expected to develop a caring commitment to the patient along with safe and effective respiratory care. Students rotate through renowned and respected clinical sites, including Prince George’s Hospital Center, Washington Hospital Center, Children’s National Medical Center, Washington Adventist Hospital, Anne Arundel Medical Center, Southern Maryland Hospital Center, and Gladys Spellman Specialty Hospital. The Respiratory Therapy Program is fully accredited by the Committee on Accreditation for Respiratory Care (CoARC); 1248 Harwood Road; Bedford, Texas 76021-4244; telephone: 817-283-2835; fax: 817-354-8519. Graduates of the program are eligible to take both the entry level and advanced practitioner exam. Upon successful completion of the respective exam.

Respiratory Therapy  Code 313
Associate of Applied Science Degree (A.A.S.)
Program Concentration ....................... 38 Credits
RST 153 Principles and Practice of Respiratory Therapy I ..................... 3
RST 157 Principles of Cardiopulmonary Physiology ......................... 4
RST 160 Principles of Ventilatory Diseases ..................... 3
RST 163 Principles and Practice of Respiratory Therapy II .................. 5
RST 173 Clinical Practice in Respiratory Therapy III ...................... 3
(Offered summer only)
RST 174 Ventilators and Introduction to Critical Care ..................... 3
(Offered summer only)
RST 249 Neonatal Respiratory Care .................... 2
RST 250 Pharmacology for Respiratory Therapy .................................... 3
RST 253 Clinical Practice in Critical Care I ...................... 5
RST 262 Trends in Respiratory Therapy .................. 2
RST 263 Clinical Practice in Critical Care II** .................. 5
Required General Education Courses .......... 31 Credits
English Composition I and II* .................. 6
Humanities* ..................................... 3
SPH 109 Mathematics* ......................... 3
MAT 112 Science* .................................. 16
BIO 205, BIO 206, BIO 201, and PSC 115 or CHM 101
Social Sciences* .................................. 3
PSY 101 Total Required for A.A.S. Degree .................. 69 Credits

Sociology

Sociology Option  Code 309
of General Studies Associate of Arts Degree (A.A.)
This is a recommended program of study for students interested in pursuing a bachelor’s degree in sociology.

Program Concentration ......................... 15 Credits
SOC 101 Introduction to Sociology .................. 3
SOC 102 Marriage and Family ..................... 3
SOC 201 Social Problems ......................... 3
SOC 203 Criminology ......................... 3
SOC 204 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 101, SPH 105, SPH 109, SPH 111
Group 2: ART 101, MUS 101, PHL 101, PHL 109,
THE 101, any foreign language
Group 3: Any 200-level English literature course
Mathematics* ..................................... 3
MAT 119 Science* .................................. 7-8
Two courses, one must carry laboratory credit
Social Sciences* .................................. 9
Group 1: One history course (HST 141 or 143
recommended)
Group 2: Two courses from social sciences general
education list, one course must be a non-
discipline.
Computer Literacy* ......................... 3
CIS 101 Electives .................................. 9
Any credit courses except PED.
Minimum Required for A.A. Degree .................. 61 Credits

* Satisfies general education requirement (see pages 29–31)
** Satisfies culminating experience requirement for the Associate of Applied Science (A.A.S.) degree
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 of Gebbard 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. Follow the requirements of the transfer institution. For more information on the Space Technology Institute and the Space Engineering Technology Program, call 301-322-0751.

Space Engineering Technology

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

Program Concentration

Required General Education Courses

Program Concentration

38-39 Credits

ENT 190 Introduction to Space Technology

ENT 192 Quality Management:
  Engineering Process

Programming elective

CIS 113 or ENT 177

ENT 171 Circuits and Measurement
  Techniques

ENT 172 Circuit Analysis and Design

ENT 178 Analog Circuits

ENT 180 Digital Circuits

ENT 185 Circuit Evaluation and Repair

ENT 290 Systems Analysis Project

Technical Electives

Choose three or more courses from the following:

ENT 220 High-Rel. Soldering/Fabrication

ENT 256 Computer-Aided Electronic Design

ENT 273 Electronic Communication

ENT 281 CPU Architecture

ENT 283 Telecommunications

ENT 296-298 Cooperative Education

Required General Education Courses

23 Credits

English Composition I and II

SPH 101

Mathematics

MAT 134 or higher

Social Sciences

Minimum Required for A.A.S. Degree

61 Credits

Computer Systems Technology Option

Code 671

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

Program Concentration

38-39 Credits

ENT 190 Introduction to Space Technology

ENT 192 Quality Management:
  Engineering Process

Programming elective

CIS 113 or ENT 177

CIS 161 Software Quality Assurance

CIS 170 Understanding Operating Systems

CIS 272 UNIX Operating System

CIS 213 Advanced Programming: C++

Technical electives

Choose three or more courses from CIS, ENT or approved MAT courses.

Required General Education Courses

23 Credits

English Composition I and II

SPH 101

Mathematics

MAT 134 or higher

Science

PHY 157 and lab science elective (PHY 101 recommended)

Minimum Required for A.A.S. Degree

62 Credits

Quality Assurance Technology Option

Code 672

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

Program Concentration

38-39 Credits

ENT 190 Introduction to Space Technology

ENT 192 Quality Management:
  Engineering Process

Programming elective

CIS 113 or ENT 177

ENT 171 Circuits and Measurement

ENT 186 Fundamentals of Quality Assurance

ENT 201 Configuration Management and Project Integrity

ENT 202 Quality Improvement Techniques

MAT 114 Introduction to Statistics

Technical electives

Choose from the following courses:

ENT 160 Introduction to CAD with AutoCAD

ENT 172 Circuit Analysis and Design

ENTS 220 High-Reliability Soldering/Fabrication

ENT 296-298 Cooperative Education

Other technical elective (see department chair)

Required General Education Courses

23 Credits

English Composition I and II

SPH 101

Mathematics

MAT 134 or higher

First-time college students are expected to take PAS 101 Principles and Strategies of Successful Learning (3 Credits). PAS 101 is required for students when they take DVR 006. For more information, see Chapters 2, 6, and 8.
Science* ............................................. 8
PHY 157 and lab science elective
(PHY 101 recommended)
Social Sciences* ................................. 3

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

### Quality Assurance Certificate

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 171 Circuits and Measurement Techniques ............................................ 3
- ENT 186 Fundamentals of Quality Assurance .................................................. 3
- ENT 201 Configuration Management and Project Integrity ............................ 3
- MAT 134 Trigonometry with Applications to Technology (or higher) .......... 4

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

### Teacher Education Programs

In addition to the Teacher Education programs listed below, see Early Childhood Education degree and certificate programs on pages 53–54.

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.

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.

There is also an alternative route to certification through the Resident Teacher Certification Program, which Prince George's County Public Schools and Prince George's Community College offer. The Resident Teacher Certification (RTC) is issued to applicants who have met the following qualifications:

1. Hold a bachelor’s degree from an accredited institution with a concentration in a discipline appropriate to assignment in an elementary or secondary school curriculum.

2. Receive a B average or better in courses related to the assignment.

3. Submit qualifying scores on teacher certification tests—PRAXIS I and II.

4. Additional hours of study will be specified by the respective school system.

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 203 Introduction to Special Education (elementary and secondary)
- EDU 205 Assessment of Students (elementary and secondary)
- EDU 210 Processes and Acquisition of Reading (elementary only)
- EDU 211 Instruction of Reading (elementary only)
- EDU 212 Assessment of Reading (elementary only)
- EDU 213 Materials for Teaching Reading (elementary only)
- EDU 214 Teaching Reading in the Content Areas: Part I (secondary only)
- EDU 215 Teaching Reading in the Content Areas: Part II (secondary only)
- EDU 220 Special Education Methods: Birth—12th Grade (Generic Special Education, all levels)
- EDU 221 Special Education Methods: Birth—6th Grade (Generic Special Education, elementary only)
- EDU 222 Special Education Methods: Grade 6—Age 21 (Generic Special Education, secondary only)
- EDU 223 Special Education Assessment Part I: Birth—12th Grade (Generic Special Education, all levels)
- EDU 224 Special Education Assessment Part II: Birth—12th Grade (Generic Special Education, all levels)
- EDU 240 Elementary Methods (elementary only)
- EDU 250 Secondary Methods (secondary only)
- PSY 203 Child Psychology (elementary only)
- PSY 204 Adolescent Psychology (secondary only)
- PSY 206 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.
Teaching (Elementary A.A.T.)  
Associate of Arts in Teaching Degree (A.A.T.)

Program Concentration .................................. 18 Credits
EDU 200 Foundations of Education .................. 3
EDU 233 Field Experience for Foundations of Education** ......................................... 1
EDU 209 Introduction to Special Education .......... 3
EDU 234 Field Experience for Special Education** ......................................................... 1
EDU 235 Field Experience for Educational Psychology .................................................... 1
EDU 210 Processes and Acquisition of Reading** ............................................................... 3
PSY 203 Child Psychology ................................ 3
PSY 206 Educational Psychology ..................... 3

Required General Education Courses ............. 48 Credits
English Composition I and II* ............................... 6
Humanities* .................................................. 6
ART 273 Integrated Arts
SPH 109 Interpersonal Communication
Mathematics* ................................................. 12
MAT 105 Elements of Mathematics
MAT 106 Elements of Geometry and Logic
MAT 116 Elements of Probability and Statistics
Science* ...................................................... 12
BIO 101 General Biology
PSC 120 Exploring Chemistry and Physics Concepts
PSC 121 Exploring Earth and Space Science Concepts
Social Sciences* ............................................. 9
HST 141 History of the United States I
POS 101 American National Government
PSY 101 General Psychology
Health/Physical Education ................................ 3
HLE 230 Integrated Health and Physical Education

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

(Note: 2.75 GPA and passing grade on PRAXIS I exam 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.)

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

Program Concentration .................................. 33-34 Credits
CHM 101 General Chemistry I* ......................... 4
CHM 102 General Chemistry II* ....................... 3
CHM 103 General Chemistry II Laboratory .......... 2
CHM 201 Organic Chemistry I ........................... 4
CHM 202 Organic Chemistry II ......................... 3
CHM 204 Organic Chemistry II Laboratory .......... 2
MAT 241 Calculus I for Science and Engineering* ......................................................... 4
MAT 242 Calculus II for Science and Engineering* ......................................................... 4
PHY 103 General Physics I .............................. 3
PHY 203 General Physics II .............................. 4
(PHYS 203 General Physics II will transfer to all institutions offering chemistry and secondary teacher certification.)

or

PHY 101 Introductory Physics I ....................... 4
PHY 102 Introductory Physics II ...................... 4
(PHYS 101 Introductory Physics I will transfer to Towson University, Hood College, Columbia Union College, Goucher College, or Frostburg State University)

Pre-Professional Courses ....................... 15 Credits
EDU 200 Foundations of Education ................ 3
EDU 233 Field Experience for Foundations of Education** ........................................... 1
EDU 209 Introduction to Special Education .......... 3
EDU 234 Field Experience for Special Education** ......................................................... 1
PSY 206 Educational Psychology ..................... 3
EDU 235 Field Experience for Educational Psychology** ................................................. 1
PSY 204 Adolescent Psychology ....................... 3

Required General Education Courses ............. 15 Credits
English* .................................................... 6
EGL 101 Composition I
EGL 102 Composition II
Humanities* .................................................. 6
ART 273 Integrated Arts
SPH 109 Interpersonal Communication
Social Sciences* ............................................. 3
PSY 101 General Psychology

Minimum Required for A.A.T. Degree ........ 63 Credits
(Note: 2.75 GPA and passing grade on PRAXIS I exam 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.)

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

Program Concentration .................................. 23-24 Credits
MAT 241 Calculus for Science and Engineering ................. 4
MAT 242 Calculus II for Science and Engineering ............. 4
MAT 243 Calculus III for Science and Engineering ............. 4
MAT 245 Linear Algebra .................................. 4
PHY 103 General Physics I .............................. 3
PHY 203 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 101 Introductory Physics I ....................... 4
Teaching Physics
(Secondary A.A.T.)

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

PHY 103 General Physics I* .......................... 3
PHY 203 General Physics II* ......................... 4
PHY 204 General Physics III .......................... 4
MAT 241 Calculus for Science and Engineering* ............................................. 4
MAT 242 Calculus II for Science and Engineering ................................................. 4
MAT 246 Differential Equations .......................... 4
CHM 101 General Chemistry .......................... 4
BIO 101 General Biology .............................. 4

Pre-Professional Courses ............................... 15 Credits

EDU 200 Foundations of Education ..................... 3
EDU 233 Field Experience for Foundations of Education* ............................................. 1
EDU 203 Introduction to Special Education ............. 3

Required General Education Courses .................. 24 Credits

English* ................................................... 6
EGL 101 Composition I ................................. 1
EGL 102 Composition II ................................. 1
Humanities* .............................................. 6
ART 273 Integrated Arts ................................. 1
SPH 109 Interpersonal Communication .......................... 1
Social Sciences* ........................................ 6
PSY 101 General Psychology ........................... 6
One history course from the general education list
One nonhistory course from the general education list

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

(Note: 2.75 GPA and passing grade on PRAXIS I exam 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.)
Teaching Spanish (Secondary A.A.T.)
continues from previous page

Science* ....................................... 7
Two courses, one of which has a laboratory component
Social Sciences* ............................ 9
PSY 101 General Psychology
One history course from general education list
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 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.)

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.)
(Pending MHEC approval)

Program Concentration .................... 30 Credits
Specific courses will vary by option.

Program Electives ......................... 9 Credits
Choose any CIS, CSM, or ENT courses.

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

English Composition I and II* ............... 6
Humanities* .................................. 3
SPH 101 recommended
Mathematics* .................................. 3
MAT 134 or higher
Science* ...................................... 3-4
PHY 157 recommended
Social Sciences* ........................... 3
Computer Literacy* .......................... 3
CIS 101

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.)
(Pending MHEC approval)

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 .................... 30 Credits

ECT 101 Electrical Construction Technology Year 1A ......................... 3
ECT 102 Electrical Construction Technology Year 1B .......................... 3
ECT 103 Electrical Construction Technology Year 2A .......................... 3
ECT 104 Electrical Construction Technology Year 2B .......................... 3
ECT 201 Electrical Construction Technology Year 3A .......................... 3
ECT 202 Electrical Construction Technology Year 3B** ...................... 3
ECT Electives ................................. 12

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 101 recommended
Mathematics* .................................. 3
MAT 134 or higher
Science* ...................................... 3-4
PHY 157 recommended
Social Sciences* ........................... 3
Computer Literacy* .......................... 3
CIS 101

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

Electrical Construction Technology

Certificate

(Pending MHEC approval)

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 .................... 18 Credits

ECT 101 Electrical Construction Technology Year 1A ......................... 3
ECT 102 Electrical Construction Technology Year 1B .......................... 3
ECT 103 Electrical Construction Technology Year 2A .......................... 3
ECT 104 Electrical Construction Technology Year 2B .......................... 3
ECT 201 Electrical Construction Technology Year 3A .......................... 3
ECT 202 Electrical Construction Technology Year 3B ...................... 3

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

First-time college students are expected to take PAS 101 Principles and Strategies of Successful Learning (3 Credits). PAS 101 is required for students when they take DVR 006. For more information, see Chapters 2, 6, and 8.
Program Electives ........................................ 6 Credits
Choose any CIS, CSM, or ENI 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 101 recommended
- Mathematics* ..................................... 3
- MAT 134 or higher
- Science* ............................................. 3-4
- PHY 157 recommended
- Social Sciences* ................................... 3
- Computer Literacy* .............................. 3
- CIS 101

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

Theatre

Theatre Arts Option .......................... Code 012
of General Studies Associate of Arts Degree (A.A.)
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 113 Fundamentals of Design ................. 3
- THE 115 Technical Theatre ...................... 3
- THE 201 Principles of Acting I .................. 3
- THE 203 Fundamentals of Script Analysis ....... 3
- THE 205 Fundamentals of Theatre
  History I ........................................... 3
- Electives ........................................... 9
  Choose three courses from the following:
  - SPH 107 Voice and Diction
  - SPH 117 Oral Interpretation of Literature
  - THE 109 Fundamentals of Movement
  - THE 202 Principles of Acting II
  - TRF 131 Introduction to Radio, Television and Film
  - PAS 101 Principles and Strategies of Successful Learning

Theatre Performance Track
- THE 105 Play Production ........................ 3
- THE 115 Technical Theatre ...................... 3
- THE 201 Principles of Acting I .................. 3
- THE 203 Fundamentals of Script Analysis ....... 3
- THE 109 Fundamentals of Movement ............ 3
- THE 202 Principles of Acting II .................. 3
- SPH 107 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 101, SPH 109 or SPH 111

Theatre and Entertainment Technology  ......... Code 355
Certificate
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 103 Introduction to Stage Technology .... 1
- THE 104 Staging/Grips ........................... 4
- THE 106 Theatrical Rigging ...................... 4
- THE 108 Lighting for the Stage ................. 4
- THE 110 Concert and Stage Sound Reinforcement .............................................. 4
- THE 204 Theatrical Audiovisual/Multimedia
  for Special Events .................................. 3
- THE 206 Theatre Computer Automation
  and Control ....................................... 3
- THE 208 Stage Scenery Construction .......... 4
- THE 210 Concert and Stage Special Effects .. 3
- THE 212 Film and Studio Mechanics ........... 3

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

* Satisfies general education requirement (see pages 29–31)
** Satisfies culminating experience requirement for the Associate of Applied Science (A.A.S.) degree
**Visual Communication Program**

In addition to the Visual Communication degree and certificates listed below, see the Art Option on pages 36–37.

The Visual Communication Program (VISCOMM) is designed to provide students with proficiency in production methods, digital media, and traditional design skills related to visual communication careers. This academic program meets the business community's technological need for formally trained design professionals. Included within this program are courses that enrich the student's experience beyond workforce training.

The certificate options in VISCOMM are of shorter duration, with a concentration in specialized areas.

Should students decide to continue their education, the program is designed for maximum course transfer. Those students are encouraged to consult with an academic adviser. Students seeking a career in this field but who do not wish to earn a degree or certificate can acquire basic visual communication skills. Additionally, students who wish to upgrade and enrich their existing skills to enhance their careers will benefit from this program.

### Visual Communication/Graphic Design

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

**Program Concentration** ................. 40 Credits

<table>
<thead>
<tr>
<th>Course/Elective</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 101 Introduction to Art</td>
<td>3</td>
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<tr>
<td>or</td>
<td></td>
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<tr>
<td>ART 270 Art Survey I</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td></td>
</tr>
<tr>
<td>ART 271 Art Survey II</td>
<td>3</td>
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<tr>
<td>or</td>
<td></td>
</tr>
<tr>
<td>ART 274 Contemporary Art</td>
<td>3</td>
</tr>
<tr>
<td>ART 151 Basic Design</td>
<td>3</td>
</tr>
<tr>
<td>ART 153 Drawing I</td>
<td>3</td>
</tr>
<tr>
<td>ART 157 Introduction to Computer Graphics</td>
<td>3</td>
</tr>
<tr>
<td>ART 158 Portfolio Development for Visual Art**</td>
<td>1</td>
</tr>
<tr>
<td>ART 161 Commercial Art I</td>
<td>3</td>
</tr>
<tr>
<td>ART 162 Publication Design Using Computers</td>
<td>3</td>
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<tr>
<td>ART 164 Color Theory and Application</td>
<td>3</td>
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<tr>
<td>ART 261 Commercial Art II</td>
<td>3</td>
</tr>
<tr>
<td>ART 257 Lettering, Typography, and Layout</td>
<td>3</td>
</tr>
<tr>
<td>ART 262 Design and Illustration on Computers</td>
<td>3</td>
</tr>
<tr>
<td>ART 265 Animation and Multimedia I</td>
<td>3</td>
</tr>
<tr>
<td>ART 272 African-American Art</td>
<td>3</td>
</tr>
<tr>
<td>Art Studio Elective</td>
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</tbody>
</table>

**Required General Education**

<table>
<thead>
<tr>
<th>Courses/Electives</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>3</td>
</tr>
<tr>
<td>SPH 101, SPH 105, SPH 109, or SPH 111</td>
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</tr>
<tr>
<td>Mathematics*</td>
<td>3</td>
</tr>
<tr>
<td>MAT 112 or higher</td>
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<tr>
<td>Science*</td>
<td>3-4</td>
</tr>
<tr>
<td>Social Sciences*</td>
<td>3</td>
</tr>
<tr>
<td>ART 273 Integrated Arts*</td>
<td>3</td>
</tr>
<tr>
<td>Elective</td>
<td>3</td>
</tr>
<tr>
<td>Any credit course except PED</td>
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</tr>
</tbody>
</table>

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

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### Graphic Design

*Certificate*  

**Code 344**

<table>
<thead>
<tr>
<th>Course/Elective</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EGL 101 Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ART 101 Introduction to Art</td>
<td></td>
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<tr>
<td>or</td>
<td></td>
</tr>
<tr>
<td>ART 270 Art Survey I</td>
<td>3</td>
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<tr>
<td>or</td>
<td></td>
</tr>
<tr>
<td>ART 271 Art Survey II</td>
<td>3</td>
</tr>
<tr>
<td>ART 151 Basic Design</td>
<td>3</td>
</tr>
<tr>
<td>ART 153 Drawing I</td>
<td>3</td>
</tr>
<tr>
<td>ART 157 Introduction to Computer Graphics</td>
<td>3</td>
</tr>
<tr>
<td>ART 158 Portfolio Development for Visual Art</td>
<td>1</td>
</tr>
</tbody>
</table>

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

### Illustration

*Certificate*  

**Code 343**

<table>
<thead>
<tr>
<th>Course/Elective</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EGL 101 Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ART 101 Introduction to Art</td>
<td></td>
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<tr>
<td>or</td>
<td></td>
</tr>
<tr>
<td>ART 270 Art Survey I</td>
<td>3</td>
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<tr>
<td>or</td>
<td></td>
</tr>
<tr>
<td>ART 271 Art Survey II</td>
<td>3</td>
</tr>
<tr>
<td>ART 151 Basic Design</td>
<td>3</td>
</tr>
<tr>
<td>ART 153 Drawing I</td>
<td>3</td>
</tr>
<tr>
<td>ART 154 Painting I</td>
<td>3</td>
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<tr>
<td>or</td>
<td></td>
</tr>
<tr>
<td>ART 159 Watercolor I</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td></td>
</tr>
<tr>
<td>Art Studio Elective</td>
<td>3</td>
</tr>
<tr>
<td>ART 157 Introduction to Computer Graphics</td>
<td>3</td>
</tr>
<tr>
<td>ART 161 Commercial Art I</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td></td>
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<tr>
<td>ART 262 Design and Illustration on Computers</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td></td>
</tr>
<tr>
<td>ART 163 Commercial Illustration I</td>
<td>3</td>
</tr>
<tr>
<td>ART 263 Commercial Illustration II</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td></td>
</tr>
<tr>
<td>ART 264 Computer Painting</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td></td>
</tr>
<tr>
<td>ART 253 Drawing II</td>
<td>3</td>
</tr>
<tr>
<td>ART 258 Digital Photography</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td></td>
</tr>
<tr>
<td>ART 266 Digital Imaging</td>
<td>3</td>
</tr>
<tr>
<td>ART 158 Portfolio Development for Visual Art</td>
<td>1</td>
</tr>
</tbody>
</table>

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

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First-time college students are expected to take PAS 101 Principles and Strategies of Successful Learning (3 Credits). PAS 101 is required for students when they take DVR 006. For more information, see Chapters 2, 6, and 8.
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)

Certificate Programs

Architectural Drafting (662)

Computer Information Systems options

Engineering Drafting (664)

(513, 516, 518, 519, 532, 533, 534)

Drafting Technology (660)

Forensic Science Technology (815)

Early Childhood Education Transfer Option

Medical Office Management (466)

of Teacher Education (215)

Medical Transcriptionist (781)

Information Technology—All options

Microcomputer Applications Specialist (527)

(027, 028, 037, 038)

Microcomputer Systems (515)

Investigative Forensics (814)

Office Technology—All options (461, 462, 463)

Medical Office Management (465)

Microcomputer Systems (517)

Office Administration—All options (451, 455)

Currently enrolled students with questions about graduation requirements in any of these programs should consult with the department chair of the individual program.
Course Descriptions

Course Numbering Information

001-099—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.

100-299—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) 102, Composition II, cannot be taken unless EGL 101 (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. 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)

ACCT 100 Fundamentals of Accounting. 3 Credits
Preparation for ACC 101 for students lacking background in accounting. Enroll in ACC 100 directly or transfer from ACC 101 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 101 or higher.)

ACCT 101 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 100 or ACC 103. Prerequisites: Math (DVM with P4 or appropriate test score) and reading proficiency or ACC 100 with C or higher or ACC 103.

ACCT 102 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 101. (Honors version available, spring only)

ACCT 103 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.

ACCT 104 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 100 or ACC 101.

ACCT 105 Payroll Accounting. 1 Credit
Covers payroll preparation, payroll rules, recordkeeping and payroll tax reporting. Prerequisite: Reading proficiency.

ACCT 107 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 100 or ACC 101 or ACC 103.
ACC 108 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 101, or ACC 103 and CIS 101.

ACC 109 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 100 or ACC 101 or ACC 103.

ACC 110 QuickBooks III. 1 Credit
Students will learn budgeting, job costing and nonprofit accounting using QuickBooks software. Prerequisites: ACC 107 or ACC 109.

ACC 201 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 102 with C or higher. Classroom sections offered fall semester only. Online sections offered spring semester only.

ACC 202 Intermediate Accounting II. 3 Credits
Accounting principles applied to corporations, including stockholders' equity and liability sections of the balance sheet. Prerequisite: ACC 201 with C or higher.

ACC 203 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 102. Classroom sections offered fall semester only. Online sections offered all semesters.

ACC 204 Principles of Auditing. 3 Credits
Analysis of audit functions and responsibilities. Emphasis on examining accounting records and drawing valid audit conclusions. Prerequisites: ACC 202; MAT 114 completed or concurrent.

ACC 207 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 102. Offered fall semester only.

ACC 208 Spreadsheet Accounting. 3 Credits
Applies spreadsheet skills to financial and managerial accounting applications, analysis, and problem solving. Prerequisites: ACC 102 and CIS 101. 3 class hours with open lab. 3 class hours with open lab.

ACC 212 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 102.

ACC 221 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 101.

ACC 222 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 102 and ACC 221.

ACC 225 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 102 and MAT 112.

ACC 281 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 202, ACC 203, ACC 204, ACC 207, ACC 221 and BUS 122.

ACC 282 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 202, ACC 203, ACC 204, ACC 207, ACC 221 and BUS 122.

ACC 283 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 202, ACC 203, ACC 204, ACC 207, ACC 221 and BUS 122.

ACC 284 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 202, ACC 203, ACC 204, ACC 207, ACC 221 and BUS 122.

ACC 289H Honors Colloquium in Accounting. 3 Credits
This Honors colloquium will examine special topics in the field of accounting 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.

ACC 291–293 Cooperative Education. 1–3 Credits
African-American Studies (AFA)

African American Studies Office
Marlboro Hall, Room 2112
301-322-0800

AFA 101 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 201 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 289H 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 101 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 103 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 201 Introduction to Archaeology. 3 Credits
Survey of archaeology, including its development in America and an overview of archaeological methodologies. Prerequisite: Reading proficiency.

ANT 203 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 101, ANT 103, PSY 101, SOC 101, SPH 101, or SPH 109.

ANT 205 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 101, ANT 103, ANT 203, HST 247 or SOC 101.

ANT 213 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 103 or SOC 101.

ANT 289H 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
301-322-0942

ARB 100 Elementary Arabic. 3 Credits
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.

Art (ART)

Art and Music Department
Marlboro Hall, Room 1034
301-322-0966

ART 101 Introduction to Art. 3 Credits H
The art of seeing is developed through the examination of the fundamentals of visual art. Emphasis is on exploration and understanding of styles, techniques, principles and major innovations of art. Both lecture and hands-on teaching methods may be used to involve the student in the creative process. Artistic ability or experience are not required. Prerequisite: Reading proficiency. (Honors version available)
ART 151 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. Formerly ART 111. 6 studio hours.

ART 153 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. Formerly ART 103. 6 studio hours.

ART 154 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. Formerly ART 105. 6 studio hours.

ART 155 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. Formerly ART 113. 6 studio hours.

ART 156 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. Formerly ART 125. 6 studio hours.

ART 157 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. Formerly ART 127. 6 studio hours.

ART 158 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 151, ART 153, completion of a 200-level studio art course and a second 200-level studio course completed or concurrent. (Formerly ART 108. Students may not receive credit for both ART 108 and ART 158.) 3 studio hours.

ART 159 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. Formerly ART 109. 6 studio hours.

ART 160 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. Formerly ART 123. 6 studio hours.

ART 161 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. Formerly ART 115. Prerequisite: ART 151 or ART 157. 6 studio hours.

ART 162 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. Formerly ART 133. Prerequisite: ART 157. 6 studio hours.

ART 163 Commercial Illustration I. 3 Credits
Investigates the various media, techniques, and artistic concepts that produce quality commercial illustration. Formerly ART 121. Prerequisite: ART 153. 6 studio hours.

ART 164 Color Theory and Application. 3 Credits
Introduces students to the history, psychology and physics of color by building on concepts introduced in ART 151, Basic Design. In all disciplines, a working knowledge of color principles is vital in creating effective, successful works of art. Through lectures, studio projects and museum visits, students will develop a vocabulary of color and a working understanding of various color systems. In the studio, students will create original artworks that explore aesthetic color relationships and the psychological application of color. Through class critiques and written assignments, students will learn how to evaluate and discuss their own work as well as the work of their peers. Prerequisite: ART 151. 6 studio hours.

ART 165 Illustration. 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 will also 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 251 Design II. 3 Credits
A continuation of ART 151, 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 will also 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 151. Formerly ART 212. 6 studio hours.

ART 253 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. Formerly ART 104. Prerequisite: ART 153. 6 studio hours.

ART 254 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. Formerly ART 106. Prerequisite: ART 154. 6 studio hours.

ART 255 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. Formerly ART 114. Prerequisite: ART 155. 6 studio hours.

ART 256 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. Formerly ART 226. Prerequisite: ART 156. 6 studio hours.

ART 257 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. Formerly ART 119. Prerequisite: ART 162. 6 studio hours.

ART 258 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 259 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. Formerly ART 110. Prerequisite: ART 159. 6 studio hours.

ART 260 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. Formerly ART 224. Prerequisite: ART 160. 6 studio hours.

ART 261 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. Formerly ART 215. Prerequisite: ART 161. 6 studio hours.

ART 262 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. Formerly ART 132. Prerequisite: ART 157. 6 studio hours.

ART 263 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. Formerly ART 122. Prerequisite: ART 163. 6 studio hours.

ART 264 Computer Painting. 3 Credits
In-depth use and investigation of bit-mapped graphics (paint) programs. Formerly ART 130. Prerequisite: ART 157. 6 studio hours.

ART 265 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. Formerly ART 128. Prerequisite: ART 157. Students will also be expected to have an aptitude for learning a variety of software packages. 6 studio hours.

ART 266 Digital Imaging. 3 Credits
Advanced techniques in computer graphics creation and image manipulation. Includes use of scanners, digital cameras and CD-ROM sources. Formerly ART 227. Prerequisite: ART 157. 6 studio hours.

ART 267 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. Formerly ART 129. Prerequisite: ART 157. Students will also be expected to have an aptitude for learning a variety of software packages. 6 studio hours.
ART 270 Art Survey I. 3 Credits  H
A survey of art and architecture from prehistoric times through Gothic Art. Works of painting, sculpture, and architecture are analyzed both in terms of their style, iconography, and technique, and in terms of their significance within the historical, social, religious, and economic context in which they were produced. Formerly ART 201. Prerequisite: Reading proficiency.

ART 271 Art Survey II. 3 Credits  H
Survey of art and architecture from the Renaissance to the 20th century. Works of painting, sculpture, and architecture are analyzed both in terms of their style, iconography, and technique, and in terms of their significance within the historical, social, religious, and economic context in which they were produced. Formerly ART 202. Prerequisite: Reading proficiency.

ART 272 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. Formerly ART 203. Prerequisite: Reading proficiency. 3 class hours.

ART 273 Integrated Arts. 3 Credits  H
Introduces the student to the areas of visual arts, dance, music, and theater through an exploration of representative works. This experience will enhance self-expression and provide a better understanding of the human experience. The course meets part of the Maryland State integrative arts requirement for the Associate of Arts degree in teaching. Prerequisite: Reading proficiency. 3 class hours.

ART 274 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 and English proficiency.

ART 275 Animation and Multimedia II. 3 Credits
A continuation of ART 265. 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 265. 6 studio hours.

ART 278 Digital Photography II. 3 Credits
This course is a continuation of ART 258, 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 digital 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 258.

ART 289H 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 291-293 Cooperative Education. 1–3 Credits

Biology (BIO)

Biological Sciences Department
Chesapeake Hall, Room 100
301-322-0420

BIO 101 General Biology. 4 Credits  Sc
University-parallel introductory biology for non-science majors. Cells and cell processes, tissues, microorganisms, vertebrate anatomy and physiology, and genetics. Credit may not be earned for both BIO 101 and BIO 103, or BIO 114. Prerequisite: Reading proficiency. 3 class/3 lab hours. (Honors version available.)

BIO 102 General Plant Biology. 4 Credits  Sc
University parallel introductory plant biology course. Topics covered will include but are not limited to plant classification, structure, function, and growth and development. Practical application of plant use in our daily life will also be presented. Prerequisite: reading proficiency. 3 class/3 lab hours.

BIO 108 Reproduction Biology. 4 Credits  Sc
An examination of biological principles and contemporary issues in reproductive biology. Demonstration of critical thinking, reasoning, and writing skills is expected. Prerequisite: Reading proficiency. 3 class/3 lab hours.

BIO 110 Forensic Biology. 4 Credits  Sc
An introduction to the principles and concepts of the biological aspects of forensic science. An examination of the role of the laboratory in criminal investigation and human identification using forensic pathology, serology, anthropology, molecular biology and other specializations. Prerequisite: Reading proficiency.

BIO 111 Environmental Biology. 3 Credits  Sc
Survey of basic scientific principles needed to understand current environmental problems and evaluate alternatives for solving those problems. Prerequisite: Reading proficiency. (Note: Periodically, linked sections of BIO 111 and BIO 112 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 111 also must register for the corresponding BIO 112 section.)

BIO 112 Environmental Biology Laboratory. 1 Credit  Sc
Supplements BIO 111, providing laboratory and field experiences relevant to environmental issues. Prerequisite: BIO 111 completed or concurrent. 3 lab hours.
BIO 113 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 113, BIO 101, or BIO 104). Prerequisite: CHM 101. 3 class/3 lab hours.

BIO 114 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 114. In addition, students may not take BIO 114 if they have completed BIO 101.) Prerequisite: CHM 101. (Honors version available). 3 class/3 lab hours.

BIO 129 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 201 Microbiology. 4 Credits
Structure and function of microorganisms and their role in pathology. Laboratory includes culture methods, staining and identification of bacteria. Prerequisite: BIO 101 or BIO 103 or BIO 114 or BIO 205. 2 class/4 lab/1 recitation hours.

BIO 203 Genetics. 3 Credits
Genetics and heredity. Analysis of classical and molecular genetics, emphasizing contemporary issues. Prerequisite: BIO 101 or BIO 114. 3 class/2 recitation hours. (Offered spring only)

BIO 205 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 101. DVM 007 completed or appropriate score on math placement test. 3 class/3 lab/1 recitation hours.

BIO 206 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 205. 3 class/3 lab/1 recitation hours.

BIO 209 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 209 and BIO 209. Prerequisites: BIO 114 and CHM 101. 3 class/3 lab hours.

BIO 210 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 Aquarium in Baltimore. Prerequisite: BIO 101 or equivalent. (Note: This course may also be offered in the travel study format, featuring a trip to a tropical marine location, such as Florida, Mexico, Jamaica or Belize.)

BIO 225 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 103. 2 class/4 lab/1 recitation hours.

BIO 250 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 114 and CHM 101. 3 class/3 lab hours.

BIO 289H 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 291-293 Cooperative Education. 1–3 Credits

**Business (BUS)**

*Criminal Justice, Forensic Science and Legal Studies Department*
*Bladen Hall, Room 208*
*301-322-0553*

**BUS 122 Business Law I. 3 Credits**
Basic theory and applications of business law; covers contracts, agency and property. Prerequisite: MGT 101.

**BUS 124 Business Law II. 3 Credits**
Second semester of sequence. Covers partnership law, corporations, sales and commercial paper. Prerequisite: BUS 122.
Career Assessment and Planning (CAP)

Career Assessment and Planning Department
Bladen Hall, Room 122
301-322-0886

CAP 102 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 102 and CAP 110.)

CAP 103 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 105 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 110 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 both CAP 110 and CAP 102 or CAP 130.)

CAP 111 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 130 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 130 and CAP 110.)

CAP 131 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 132 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 133 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 101 General Chemistry I. 4 Credits Sc
University-parallel introductory chemistry sequence. Structure of matter, bonding, reactions, and changes of state. Prerequisite: MAT 104 or appropriate test score. 3 class/3 lab/1 rec hours.

CHM 102 General Chemistry II. 3 Credits Sc
Continuation of university-parallel sequence. Systems in equilibrium, thermodynamics, electrochemistry, kinetics and nuclear chemistry. Prerequisite: CHM 101.

CHM 103 General Chemistry II Laboratory. 2 Credits Sc
Introduction to quantitative, qualitative and instrumental analysis with applications to a broad range of chemical systems. Prerequisite: CHM 102 completed or concurrent. 1 class/3 lab hours.

CHM 112 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 101. 3 class/4 lab hours.

CHM 201 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 102. 3 class/4 lab hours.

CHM 202 Organic Chemistry II. 3 Credits Sc
Continuation of CHM 201 with emphasis on reaction mechanisms, synthesis and spectroscopy of organic compounds. Prerequisite: CHM 201.

CHM 204 Organic Chemistry II Laboratory. 2 Credits Sc
Experiments in organic synthesis and analysis of compounds from CHM 202 with emphasis on microscale and instrumental techniques, including spectroscopy. Prerequisite: CHM 202 completed or concurrent. 4 lab hours.
CHM 205 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 205 and CHM 205). Prerequisites: CHM 102 and 103. 3 class/4 lab hours. (Offered spring only)

CHM 289H 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 291-293 Cooperative Education. 1–3 Credits

Chinese (CHN)

Language Studies Department
Bladen Hall, Room 310
301-322-0942

CHN 100 Chinese for Beginners. 3 Credits
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.

CHN 101 Elementary Chinese. 3 Credits
A continuation of CHN 100 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 100.

College Learning Skills (CLS)

Career Assessment and Planning Department
Bladen Hall, Room 122
301-322-0886

CLS 103 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
Marlboro Hall, Room 111
301-322-0752

All CIS prerequisites must be passed with a grade of C or higher.

CIS 099 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 101, or upon advice after screening on the first day of CIS 101. Also recommended for any student, including those who have already taken CIS 101, 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 100 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 101, or upon advice after screening on the first day of CIS 101. 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 101 or higher. May be substituted for CIS 125.) 1 class/1 lab hour.

CIS 101 Computer Literacy. 3 Credits
CL
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 101 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 101 by presenting their three certificates to the transfer evaluator in the Office of Admissions and Records. (Note: CIS 099, “IC3 Test Preparation,” is available as a test preparation course. Students with little or no computer experience...
CIS 101 continues from previous page

should consider taking CIS 100, “Using a Personal Computer,” to get the necessary prerequisite skills. All students take a screening test during their first class in CIS 101. Results are used to advise students regarding which course to take.

Prerequisite: Reading proficiency. 3 class hours with open lab. (Honors version available.)

CIS 103 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 103. Prerequisite: CIS 101 completed or concurrent. 3 class/3 lab hours.

CIS 104 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 101. 2 class/2 lab hours.

CIS 113 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. (Credit may not be received for both CIS 113 and CIS 111.) Prerequisite: CIS 101 completed or concurrent. 3 class/3 lab hours.

CIS 115 Introduction to Database Management Systems. 4 Credits
Introduction to database management techniques using Microsoft Access. Includes fundamentals of database design and programming with emphasis on relational file processing. (Formerly CIS 172; credit may not be received for both CIS 115 and CIS 111.) Prerequisite: CIS 133; CIS 103 or CIS 113 recommended. 3 class/2 lab hours.

CIS 120 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 101 or equivalent. 3 class/3 lab hours.

CIS 121 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 241 completed or concurrent; CIS 103 or CIS 120 or CIS 213 recommended. 3 class/3 lab hours.

CIS 122 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 121; MAT 242 completed or concurrent; CIS 120 recommended. 3 class/3 lab hours.

CIS 125 Operating the Keyboard. 1 Credit
Develops basic skills to operate the computer keyboard by using the “touch” system. Alphabetic, numeric and special symbols will be taught. (Formerly OAD 150; Students may not receive credit for both OAD 150 and CIS 125.) Prerequisite: Reading proficiency. 1 class/1 lab hour.

CIS 129 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. (Formerly OAD 129; Students may not receive credit for both CIS 129 and OAD 129.) Prerequisite: CIS 125/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 133 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 101 or ENT 177, or equivalent. 2 class/2 lab hours.

CIS 137 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 is also presented. Prerequisite: CIS 101. 2 class/2 lab hours.

CIS 139 Intermediate Microsoft Word. 1 Credit
Builds on the knowledge and skills developed in CIS 129. Reinforces business letter styles and presents reports and tables. Textbook and disk required. (Formerly OAD 139. Students may not receive credit for both CIS 139 and OAD 139.) Prerequisite: CIS 129/OAD 129 or equivalent. 1 class/1 lab hour.
CIS 140 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. (Formerly CIS 175; credit may not be received for both CIS 175 and CIS 140.) Prerequisite: CIS 101 or ENT 177, or equivalent.

CIS 161 Software Quality Assurance. 3 Credits
Fundamental concepts of testing 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 101 or equivalent.

CIS 162 Computer Security, Security+. 3 Credits
This introduction to computer 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 170. 2 class/2 lab hours.

CIS 163 Securing the Network Infrastructure. 3 Credits
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 162 and CIS 170. 2 class/2 lab hours.

CIS 166 Network Defense and Countermeasures. 3 Credits
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 163. 2 class/2 lab hours.

CIS 170 Understanding Operating Systems. 3 Credits
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 is also on the main topics covered in the A+ Operating Systems Technologies Examination. Prerequisites: Reading proficiency; CIS 101 or ENT 177 or equivalent (completed or concurrent). 2 class/2 lab hours.

CIS 180 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 101 or equivalent, completed or concurrent. 2 class/2 lab hours.

CIS 185 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 180 or ART 157. 2 class/2 lab hours.

CIS 186 Advanced Web Development. 3 Credits
A continuation of CIS 185 that will expand the student’s knowledge of JavaScript. 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 185. 2 class/2 lab hours.

CIS 203 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 203). Prerequisite: CIS 103 (formerly CIS 214). 3 class/3 lab hours.

CIS 207 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 133 required; CIS 137 completed or concurrent; and ENT 184 recommended. 2 class/2 lab hours.

CIS 208 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 103 or CIS 113. 3 class/2 lab hours.
CIS 213 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 113 or equivalent. 3 class/3 lab hours.

CIS 218 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 208 or equivalent. 3 class/2 lab hours.

CIS 220 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 120 or equivalent. 3 class/3 lab hours.

CIS 224 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 185 and CIS 186. 3 class/2 lab hours.

CIS 230 Windows 2003 (XP) Professional. 3 Credits
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 140 or equivalent. 2 class/2 lab hours.

CIS 231 Windows 2003 Server Administration. 3 Credits
Students will learn Windows 2003 server administration and configuration. Topics covered include installing 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. Prerequisites: CIS 170 or CIS 230. 2 class/2 lab hours.

CIS 232 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 231. 2 class/2 lab hours.

CIS 233 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 231. 2 class/2 lab hours.

CIS 235 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 233. 2 class/2 lab hours.

CIS 236 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 231. 2 class/2 lab hours.

CIS 237 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 232. 2 class/2 lab hours.

CIS 239 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. (Formerly OAD 212. Credit may not be received for both CIS 239 and OAD 212 Prerequisites: Reading proficiency; CIS 133 or permission of department chair. 1 class/1 lab hour.

CIS 241 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. (Formerly CIS 280; credit may not be received for both CIS 241. Prerequisites: CIS 140 or equivalent. 2 class/2 lab hours.)
CIS 242 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 will also be emphasized. Students will perform a basic Novell NetWare installation. Prerequisite: CIS 241. 2 class/2 lab hours.

CIS 269 Information Security Capstone. 3 Credits
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 166. 2 class/2 lab hours.

CIS 272 UNIX Operating System. 4 Credits
An introduction to the features of the UNIX operating system, including the file system, with an emphasis on programming using a UNIX shell. Prerequisite: CIS 103 or CIS 113, or equivalent. 3 class/3 lab hours.

CIS 276 UNIX System Administration. 4 Credits
An introduction to the procedures and concepts related to the functions of a UNIX system administrator. Topics include interdependencies of file systems, backups and restores, management of user accounts, peripheral devices, troubleshooting, and security. Prerequisites: CIS 170. 3 class/3 lab hours.

CIS 284 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. (Formerly CIS 254; credit may not be received for both CIS 254 and CIS 284.) Prerequisites: CIS 207 or CIS 213 or CIS 231 or CIS 242 or CIS 272. 3 class/3 lab hours.

CIS 289H 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 291-293 Cooperative Education. 1–3 Credits

Construction Management (CSM)

Construction Management Department
Marlboro Hall, Room 1095
301-341-3075

CSM 141 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 145 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 146 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 146 and ENT 161.) (May also be taken as a noncredit course, CST 382: Construction Methods and Materials)

CSM 147 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 2000 with special emphasis on the planning process. (May also be taken as a noncredit course, CST 354: Construction Planning and Scheduling)

CSM 148 Construction Estimating I. 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)

CSM 150 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 112, completed or concurrent.

CSM 151 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 160 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 183 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 185 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 186 Construction Codes. 3 Credits
Overview of the current version of the International Building Code, with emphasis on commercial construction.

CSM 241 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 245 Construction Management II. 3 Credits
Contracting requirements of the construction project. Requirements stated in contract documents incorporate the scope of work and terms and conditions between the client and constructor. Course emphasizes the importance of economics and legal ramifications of the project documents. Prerequisite: CSM 145. (May also be taken as a noncredit course, CST 396: Construction Management II)

CSM 285 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.

Correctional Services (COS)

Criminal Justice, Forensic Science and Legal Studies Department
Bladen Hall, Room 208
301-322-0553

COS 151 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.

COS 153 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.

COS 251 Community-Based Corrections. 3 Credits
A survey of the types of programs in operation and the managerial practices underlying these programs.

COS 253 Probation and Parole. 3 Credits
A survey of the dimensions of probation and parole, including responsibilities, goals, techniques and impact.

Criminal Justice (CJT)

CJ151 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.

CJ152 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.

CJ153 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 153 and CJT 153.) Prerequisite: Reading proficiency.

CJ154 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.

CJ155 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.

CJ156 Victimology. 1 Credit
The victims of crime and their impact on the administration of justice. 3 class hours for 5 weeks.

CJ170 Domestic Violence. 1 Credit
Domestic violence and the ways in which the criminal justice system deals with this problem. 3 class hours for 5 weeks.

CJ171 Criminal Law. 3 Credits
The study of substantive criminal law as applied to the local, state and federal systems. Court decisions are used to address various sources and types of criminal laws. Prerequisite: Reading proficiency.
CJT 253 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 254 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 256 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 291–293 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.

Developmental Math (DVM)

Developmental Mathematics Department
Marlboro Hall, Room 2118
301-322-0495

The Developmental Mathematics sequence prepares students for programs that require MAT 104 as a prerequisite. All students enrolling in their first DVM course must take CAP 103, “Math Confidence Building”, (1 credit) during that same semester.

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<th>P3 grade in</th>
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DVM 002 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 003 and DVM 007. The math placement exam is given on the last day of the course. This score will determine actual placement in the appropriate DVM or MAT class. One-credit-hour equivalent unit (CEU). P1, P3, or P4 grade and CEU awarded for successful completion. 1 class/1 lab hour per week.

DVM 003 Prealgebra. 0 Credits (4 CEUs)
Preparation for DVM 007 Review of basic arithmetic operations; applications including ratio and proportion, percent, geometry, measurement and statistics; signed numbers and equations. Four-credit-hour load equivalent. P3 grade and CEUs awarded for successful completion. Prerequisites: Reading proficiency or concurrent enrollment; and satisfactory basic mathematics placement test score is required. 4 class/1 lab hour per week.

DVM 007 Introductory Algebra. 0 Credits (4 CEUs)
Preparation for MAT 104. Linear equations and inequalities, graphing, polynomials, algebraic fractions, radicals, quadratic equations and applications. Four credit-hour load equivalent. P4 grade and CEUs awarded for successful completion. Prerequisite: Reading proficiency or concurrent enrollment; and satisfactory basic mathematics placement test score is required. 4 class/1 lab hour per week.

DVM 008 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 003 and DVM 007. The math placement exam is given on the last day of the course. This score will determine actual placement in the appropriate DVM or MAT class. One-credit-hour equivalent unit (CEU). P3, P4, or P grade and CEU awarded for successful completion. Prerequisite: Satisfactory placement score or P3 in DVM 003. 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 005 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 load equivalent. P1 or P2 grade and Continuing Education Units (CEUs) awarded for successful completion. 3 class/2 lab hours.

DVR 006 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 load equivalent. P grade and CEUs awarded for successful completion. Successful completion meets the reading proficiency for 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 100 Basic Concepts in Early Childhood Education. 3 Credits
Required for those not meeting the reading test score prerequisite for ECE 151. Covers basic topics in child development for early childhood educators with emphasis on improving reading, writing and presentation skills.

ECE 101 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. degree program. Preparation to take course equivalency tests for ECE 151 and ECE 257 is included. Prerequisite: 90-hour child care course in Continuing Education and permission of the department chairman.

ECE 105 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 151.

ECE 151 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 100 with a grade of “C” or better.

ECE 154 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 151.

ECE 156 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 151. (Honors version available.)

ECE 165 Planning Programs for Infants and Toddlers. 3 Credits
Designing and implementing a developmentally appropriate program for infants and toddlers. Prerequisite: ECE 151.
ECE 170 Multicultural Education in the Preschool Classroom.  
*3 Credits*
Cultural diversity with emphasis on understanding cultural pluralism and avoiding stereotyping. Prerequisite: Reading proficiency. (Honors version available.)

ECE 191 Early Childhood Program Management.  
*3 Credits*
Basic organization, management and operation of child care/early childhood education programs. Prerequisite: ECE 151.

ECE 220 Internship in Special Education.  
*3 Credits*
Guided introductory experience in developmental programs for children with special needs. The weekly seminar focuses on the professional role and responsibilities of the special educator. Principles of quality developmental education, contemporary practices and professional trends and issues will be covered with emphasis on ongoing professional development and self-evaluation skills. Students will begin to prepare a professional portfolio reflecting their experience. Prerequisites: ECE 151 and ECE 156. 2 class/6 field hours. A grade of "C" or better is required for graduation.

ECE 251 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 151.

ECE 257 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 will also explore current theories, philosophies and models of curriculum development within the field of early childhood education. Prerequisite: ECE 151 completed or concurrent.

ECE 259 Planning for Creativity.  
*3 Credits*
Curriculum activities and techniques to enhance creativity of young children. Prerequisite: ECE 151. (Offered fall semester only)

ECE 260 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 151.

ECE 262 AAT 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 257, ECE 151, and ECE 156. 2 class hours/6 field hours. A grade of "C" or better is required for graduation.

ECE 291–293 Cooperative Education.  
*1–3 Credits*

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**Economics (ECN)**

**Anthropology, Economics and Sociology Department**

**Marlboro Hall, Room 2054**

**301-322-0525**

**ECN 101 Economic Development. 3 Credits**  
**SS**
Development of American capitalism, including evolution of the capitalistic system and roles of agriculture, manufacturing, trade, transportation, communication, money and banking, government, and international trade. Prerequisite: Reading proficiency.

**ECN 103 Principles of Economics I. 3 Credits**  
**SS**
First semester of university-parallel sequence. Introduction to economic macroanalysis, emphasizing gross national product, national income, consumption, investment, taxation, government spending and monetary and fiscal policies. Prerequisites: Reading and mathematics (DVM with P3 or appropriate test score) proficiencies.

**ECN 104 Principles of Economics II. 3 Credits**  
**SS**
Second semester of university-parallel sequence. Introduction to economic microanalysis, focusing on the role of the individual consumer and the behavior of businesses under different market conditions. Prerequisites: Reading and mathematics (DVM with P3 or appropriate test score) proficiencies.

**ECN 199 Special Topics: Money and Banking I. 3 Credits**  
This special topics course provides an in-depth study of the Federal Reserve System, financial institutions, and the nature and effectiveness of the Federal Reserve's use of monetary policy tools. This course is the first of two that prepare students to make a presentation before the Federal Reserve Bank in Baltimore. (Also offered as MGT 199. Students may not receive credit for both ECN 199 and MGT 199.) Prerequisites: Math proficiency; ECN 103 with a B or higher.

**ECN 289H Honors Colloquium in Economics. 3 Credits**
This Honors colloquium will examine special topics in the field of economics and its relevance across disciplinary perspectives. The issues to be addressed in each colloquium will vary from semester to semester. These courses are designed for students in the Honors Program, but are open to others with the approval of the Honors coordinator or the instructor. Prerequisite: Reading proficiency and permission of instructor or Honors coordinator.

**ECN 291–293 Cooperative Education. 1–3 Credits**

**ECN 299 Special Topics: Money and Banking II. 1 Credit**
Uses the concepts learned in ECN 199 to develop a presentation on monetary policy that a team of students will deliver to the Federal Reserve officials at the Federal Reserve Bank in Baltimore. (Also offered as MGT 299. Students may not receive credit for both ECN 299 and MGT 299.) Prerequisite: ECN 199 or MGT 199.


**Electrical Construction Technology (ECT)**

_Engineering Technology Department_  
_Marlboro Hall, Room 201_  
_301-322-0751_

ECT course enrollment is restricted to participants in the IBEW Local 26 apprenticeship program.

**ECT 101 Electrical Construction Technology, Year 1A. 3 Credits**  
Study of conductor types, conduit, electrical symbols, and blueprint reading. Basic electrical circuit calculations using voltage, current, and power. The combination of ECT 101 and 102 equates to ACE's 0001NJAT course. Prerequisite: member of the IBEW Local 26 apprenticeship program. 2 class/2 lab hours.

**ECT 102 Electrical construction Technology, Year 1B. 3 Credits**  
Study of parallel and series DC circuits, superposition, Kirchoff's voltage and current laws; Thévenin and Norton equivalent circuits; three-wire, single-phase circuits with grounding. The combination of ECT 101 and 102 equates to ACE's 0001NJAT. Prerequisites: ECT 101; member of the IBEW Local 26 apprenticeship program. 2 class/2 lab hours.

**ECT 103 Electrical Construction Technology, Year 2A. 3 credits**  
Study of multimeter and oscilloscope use and AC circuits, including series and parallel capacitive and inductive circuits. The combination of ECT 103 and 104 equates to ACE's 0002NJAT. Prerequisites: ECT 102; member of the IBEW Local 26 apprenticeship program. 2 class/2 lab hours.

**ECT 104 Electrical Construction Technology, Year 2B. 3 Credits**  
Analysis of series and parallel RC, RL, and RLC circuits. Includes series and parallel resonance, filters, power factor, transformers, threephase systems. The combination of ECT 103 and 104 equates to ACE's 0002NJAT. Prerequisites: ECT 103; member of the IBEW Local 26 apprenticeship program. 2 class/2 lab hours.

**ECT 201 Electrical Construction Technology, Year 3A. 3 Credits**  
Analysis and measurement of semiconductor circuits—diodes, transistors, rectifier circuits, amplifiers, operational amplifiers, and SCRs. The combination of ECT 201 and 202 equates to ACE's 0003NJAT. Prerequisites: ECT 104; member of the IBEW Local 26 apprenticeship program. 2 class/2 lab hours.

**ECT 202 Electrical Construction Technology, Year 3B. 3 Credits**  
Study of the complete electrical system, including grounding and overcurrent protection systems, three-phase transformers using WYE and DELTA connections, motor control circuits and protection. The combination of ECT 201 and 202 equates to ACE's 0003NJAT. Prerequisites: ECT 201; member of the IBEW Local 26 apprenticeship program. 2 class/2 lab hours.
EDU 212 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 213 Materials for Teaching Reading. 3 Credits
Intended for elementary in-service teachers and career changers. It introduces students to a variety of materials to be used for the purposes of developing phonemic awareness, phonics, vocabulary, comprehension, and fluency. Students will learn to select and evaluate materials as well as utilize the expertise of parents and other members of the community to help fulfill goals of the reading program. Prerequisite: In-service teacher or departmental approval.

EDU 214 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 215 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 214.

EDU 220 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 221 Special Education Methods: Birth—6th Grade. 3 Credits
Students develop knowledge and skills in planning lessons for diverse learners, teaching oral language, writing, reading, mathematics and content area material to students with special needs in both early childhood and elementary settings. In addition, students will explore special topics including inclusion, transitioning and social skills development. Prerequisite: In-service teacher seeking Generic Special Education Certification.

EDU 222 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 223 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 224 Special Education Assessment Part II: Birth—12th Grade. 3 Credits
Fosters development of knowledge and skills in assessment, administration, interpretation, programming and alignment of test data with teaching standards. Trends in informal assessment, observation techniques, family assessment, vocational assessment, work sample analysis, task analysis, portfolios and teacher-made tests will be explored. Prerequisite: In-service teacher seeking Generic Special Education Certification.

EDU 233 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 200, completed or concurrent.

EDU 234 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 203, completed or concurrent.

EDU 235 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 206 to processes of teaching and learning at a local school. Students may also provide assistance to classroom teachers as requested. Prerequisite: PSY 206, completed or concurrent.

EDU 240 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 250 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.

EDU 280 Resident Teacher Program Pre-Internship Preparation. 4 Credits
Open only to candidates admitted to the Resident Teacher Program through the screening process conducted by Prince George's County Public School system and the college. Candidates will learn the essential concepts of child or adolescent development, educational psychology, special education, foundations of education, methods of teaching, and assessment to prepare them for the teaching internship experience and the residency year to follow. Students will keep a portfolio of learning artifacts to document achievement of course outcomes. Prerequisite: selection to Resident Teacher Candidacy by Screening Committee of PCGPS and PGCC staff. 4 lecture hours.

EDU 281 Resident Teacher Program Internship. 4 Credits
Consists of four or eight weeks of active learning in a Prince George's County Public School classroom under the supervision of the teacher of record and the Prince George's Community College supervisor. This is a total immersion learning activity intended to prepare the candidate for the residency year to follow. Students will demonstrate a beginning level of proficiency with the knowledge and skills delineated in the INTASC standards. Twenty hours of seminars will take place during the period. Students will plan and teach two lessons which will be observed by the college supervisor. The classroom cooperating teacher will also observe lessons. Students will write reflection papers after each observation and will document their learning by keeping a portfolio. Prerequisites: Successful completion of the pre-internship instruction (EDU 280) and the first MSDE specified reading course (EDU 210 for elementary; EDU 214 for secondary candidates) 1 lecture/8 lab hours.

EDU 282 Resident Teacher Year—Mentoring for Success I. 3 Credits
Resident teachers having completed pre-internship training and the internship are now the teacher of record in a PGCP's classroom. This course, which extends throughout the first semester, will support the students' progress from "beginning" teacher to "professional" teacher. The college instructor will observe each teacher during the Residency Year. Each observation will be followed by an extended discussion. All resident teachers will meet once per month (4 times) for a 3-hour seminar on topics selected from a list or suggested by the students. All topics will support the deepening of their understanding and automatize classroom behaviors based on INTASC standards. Prerequisites: EDU 280; EDU 281; Department approval.

EDU 283 Resident Teacher Year—Mentoring for Success II. 3 Credits
A continuation of EDU 282, this course extends throughout the second semester and supports their progress from "beginning" teacher to "professional" teacher. The college instructor will observe each teacher during the Residency Year. Each observation will be followed by an extended discussion. All resident teachers will meet once per month (4 times) for a 3-hour seminar on topics selected from a list or suggested by the students. All topics will support the deepening of their understanding and automatize classroom behaviors based on INTASC standards. Prerequisites: EDU 280; EDU 281; EDU 282.

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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 151 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 152, EMT 154, EMT 155, EMT 157, and EMT 159 concurrent.

**EMT 152 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 151, EMT 154, EMT 155, EMT 157, EMT 159 concurrent. 2 class/2 lab hours.

**EMT 154 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 151, EMT 152, EMT 155, EMT 157, EMT 159 concurrent. 2 class/2 lab hours.

**EMT 155 Paramedic Practice I. 2 Credits**
Provides the paramedic student with an opportunity to integrate and apply knowledge and skills introduced in EMT 151 and 152. Precepted patient care experiences are facilitated in various settings: extended care facilities, hospital emergency departments, intensive care and surgical departments. Prerequisite: EMT-B. EMT 151, EMT 152, EMT 154, EMT 157 and EMT 159 concurrent. 8 clinical hours/week.

**EMT 157 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 151, EMT 152, EMT 154, EMT 155 and EMT 159 concurrent. 2 class/2 lab hours.
EMT 158 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 151, EMT 152, EMT 154, EMT 155, EMT 157, EMT 159, EMT 160, EMT 162, EMT 200, and EMT 251 concurrent. 3 class/2 lab hours.

EMT 159 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 151, EMT 152, EMT 154, EMT 155 and EMT 157 concurrent. 2 class hours.

EMT 160 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 151, EMT 152, EMT 154, EMT 158, EMT 162, EMT 200, and EMT 251 concurrent. 3 class/2 lab hours.

EMT 162 Paramedic Practice II. 3 Credits
Supervised experience is provided in the hospital and field setting correlating with knowledge, skills and techniques presented in EMT 155, 157 and 159. Emphasis is placed on patient assessment, cardiac and respiratory emergencies, shock and trauma. Prerequisites: EMT 151, EMT 152, EMT 154, EMT 155, EMT 157, and EMT 159. EMT 160, EMT 200 and EMT 251 concurrent. 12 clinical hours/week.

EMT 200 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 151, EMT 152, EMT 154, EMT 155, EMT 157 and EMT 159 with grades of C or higher. EMT 158, EMT 160, EMT 162 and EMT 251 concurrent. 4 lab hours.

EMT 251 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 151, EMT 152, EMT 155, EMT 157 and EMT 159. EMT 160, EMT 162, and EMT 200 concurrent. 2 class/2 lab hours.

EMT 252 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 253 concurrent. 2 class/2 lab hours.
EMT 253 Paramedic Practice III. 4 Credits
Supervised experience is provided correlating knowledge and skills presented in EMT 251. 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 252 concurrent. 16 clinical hours/week.

EMT 254 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 252 and EMT 253. EMT 258* and EMT 256 concurrent. 16 clinical hours/week.

EMT 256 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 252 and EMT 253. EMT 258* and EMT 254 concurrent. 4 lab hours.

EMT 258 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 253 and EMT 252 with C or higher. EMT 254 and EMT 256 concurrent. 3 class/2 lab hours.

* Certificate option only. Degree option must take BIO 205 and BIO 206 instead.

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**Engineering (EGR)**

*Physical Sciences and Engineering Department*
*Chestapeake 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 101 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 241 completed or concurrent. 2 class/3 lab hours.

**EGR 102 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 241, EGR 101 and PHY 103; MAT 242 completed or concurrent.

**EGR 201 Dynamics. 3 Credits**
Kinematics and kinetics of particles, systems, and bodies in planar motion. Prerequisites: MAT 242, EGR 102 and PHY 103.

**EGR 202 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 242 and EGR 102.

**EGR 203 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 246 and PHY 103.

**EGR 205 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 242.

**EGR 206 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 242 and PHY 203.

**EGR 244 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 101 and EGR 203. 3 class hours.

**EGR 245 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 101, EGR 203, and EGR 244. 1 class/3 lab hours.

**EGR 289H Honors Colloquium in Engineering. 3 Credits**
This Honors colloquium will examine special topics in the field of engineering and its relevance across disciplinary perspectives. The issues to be addressed in each colloquium will vary from semester to semester. These courses are designed for students in the Honors Program, but are open to others with the approval of the Honors coordinator or the instructor. Prerequisite: Reading proficiency and permission of instructor or Honors coordinator.

**EGR 291–293 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.**
ENT 160 Introduction to CAD with AutoCAD. 3 Credits
Techniques for creating, editing and dimensioning two-dimensional CAD drawings. Prerequisite: Drafting background helpful but not required. 2 class/3 lab hours.

ENT 164 Three-Dimensional CAD with AutoCAD. 3 Credits
Creation of three-dimensional AutoCAD drawings using wire-frame models, surface models and solid models. Prerequisite: ENT 160. 2 class/3 lab hours.

ENT 171 Circuits and Measurement Techniques. 3 Credits
Analysis of linear electronic circuits and systems. Includes network theorems and hands-on use of electronic test equipment. Prerequisites: MAT 104 or MAT 134, completed or concurrent. 1 class/1 recitation/5 lab hours (open-lab format).

ENT 172 Circuit Analysis and Design. 3 Credits
Analysis and design of reactive circuits, including use of phasor and j-operator techniques. Covers capacitors, inductors, transformers and filters, and use of electronic instrumentation. Prerequisites: ENT 171; MAT 104 or 134 or higher, completed or concurrent. 1 class/1 recitation/5 lab hours (open-lab format).

ENT 177 Introduction to Computing for Technology. 3 Credits
Introduction to computer operating systems, such as MS-DOS and Windows XP/Vista; introduction to an engineering problem-solver, such as MathCad; and an introduction to a high-level programming language, such as C++. Prerequisite: ENT 171 completed or concurrent, or permission of department chair. 2 class/3 lab hours.

ENT 178 Analog Circuits. 4 Credits
Diodes, transistors, simple amplifiers, power supplies, operational amplifiers and integrated circuits. Prerequisites: ENT 171 completed and MAT 134 or higher, completed or concurrent. 3 class/3 lab hours.

ENT 180 Digital Circuits. 4 Credits
Digital circuits from simple gates to complex gate arrays (FPGA). Encoders, multiplexers, adders, counters and flip-flops. Number systems, Boolean algebra and combinatorial logic. (Formerly ENT 274; students may not receive credit for both ENT 180 and ENT 274.) Prerequisite: ENT 171, completed or concurrent. 3 class/3 lab hours.

ENT 183 Fiber Optics. 3 Credits
Basic principles of fiber optics and data transmission using lasers and photodiodes. Current state-of-the-art GHz transceivers and their noise measurements and their use in fiber optic network systems. Prerequisite: ENT 274 or ENT 180. 2 class/1 lab hour.

ENT 184 Introduction to Personal Computer Hardware. 3 Credits
Hands-on assembly, reconfiguration and upgrades for IBM-compatible personal computers. Basic hardware/software fault isolation. No electronics background required. 2 class/2 lab hours.

ENT 185 Circuit Evaluation and Repair. 2 Credits
Reverse engineering from circuit to schematic, troubleshooting techniques, test equipment and assembly techniques. Prerequisite: ENT 171. 1 class/3 lab hours (open-lab format).

ENT 186 Fundamentals of Quality Assurance. 3 Credits
Fundamental principles, tools, and application of quality assurance (QA). Extensive utilization of case studies and personalized implementation of QA to product, job and business. Prerequisite: MAT 134 or higher, completed or concurrent, or permission of department chair. 3 class hours.

ENT 188 Personal Computer Configuration and Assembly. 1 Credit
Students will learn how to configure and assemble a personal computer, install software and optimize operation. (Note: Students must purchase components necessary to assemble their own computers. Prerequisite: ENT 184 or permission of department chair.)

ENT 189 Network Hardware. 3 Credits
Installation and operation of a computer network from the physical, rather than software or user, standpoint. Students will build and test working networks and associated wiring. 2 lecture/2 lab hours.

ENT 190 Introduction to Space Technology. 3 Credits
Satellite technology, reliability and testing. Includes propulsion and launch systems, spacecraft structures, power systems, telemetry, tracking, and command/control/communication operations. Prerequisites: MAT 104 or MAT 134 or higher, completed or concurrent, or permission of department chair.

ENT 192 Quality Management: Engineering Process. 3 Credits
Principles of quality management applied to engineering processes: leadership, customer and supplier focus, quality measurements and metrics, quality tools, benchmarking, QFD, and continuous quality improvement. Principles reinforced with practical case studies. 3 class hours.

ENT 194 Router Technology I. 4 Credits
First of a sequence leading to CCNA certification. Covers the OSI model, network addressing schemes, data encapsulations, IP addressing system, subnets and TCP/IP protocols. This course charges an additional $32.00 per credit hour Information Technology Certification fee. Prerequisite: CIS 140 recommended. 3 class/2 lab hours.

ENT 195 Router Technology II. 4 Credits
Second of a sequence leading to CCNA certification. Loading software, configuring and verifying IP addresses, establishing the initial configuration of a router, adding routing protocols to the configuration, and troubleshooting techniques. This course charges an additional $32.00 per credit hour Information Technology Certification fee. Prerequisite: ENT 194. 3 class/2 lab hours.

ENT 196 Router Technology III. 4 Credits
Classless routing, OSPF and EIGRP routing protocols, switching and virtual LANs, Spanning Tree Protocol, and trunking using VTP are included. This course charges an additional $32.00 per credit hour Information Technology Certification fee. Prerequisite: ENT 195. 3 class/2 lab hours.

ENT 197 Engineering Drawings. 4 Credits
Techniques for creating engineering drawings. Techniques for creating, editing and dimensioning two-dimensional CAD drawings. Prerequisite: Drafting background helpful but not required. 2 class/3 lab hours.

ENT 198 Drafting. 3 Credits
Techniques for creating engineering drawings. Techniques for creating, editing and dimensioning two-dimensional CAD drawings. Prerequisite: Drafting background helpful but not required. 2 class/3 lab hours.

ENT 199 Engineering Graphics. 4 Credits
Techniques for creating engineering drawings. Techniques for creating, editing and dimensioning two-dimensional CAD drawings. Prerequisite: Drafting background helpful but not required. 2 class/3 lab hours.
ENT 197 Router Technology IV. 4 Credits
Configuring NAT, PAT, and DHCP to increase usable addresses, and configuring Wide Area Networks (WANs). WAN design and router configuration using serial links with PPP encapsulation, ISDN and DDR, and frame relay. This course charges an additional $32.00 per credit hour Information Technology Certification fee. Prerequisite: ENT 196. 3 class/2 lab hours.

ENT 201 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 202 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 114. 3 class hours.

ENT 219 Wireless LANs. 3 Credits
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 189 or ENT 194 completed. ENT 273 recommended but not required. 2 class/2 lab hours.

ENT 220 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 171 or permission of department chair. 1 class/2 lab hours.

ENT 256 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 178, ENT 180 or ENT 274. 1 class/3 lab hours.

ENT 266 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 160. 2 class/3 lab hours.

ENT 268 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 160. Individual-study course equivalent to 2 class/3 lab hours.

ENT 273 Electronic Communication. 4 Credits
AM, FM and SSB circuits using oscillators, modulators, audio/RF amplifiers, mixers and detectors. Prerequisites: ENT 178; and MAT 134 or higher, completed or concurrent. 3 class/3 lab hours.

ENT 281 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 177, and ENT 180 or ENT 274. 3 class/3 lab hours.

ENT 283 Telecommunications. 3 Credits
Data communication systems, including LAN and WAN networks, modems and interfaces, and software protocols and standards. Prerequisite: Computer or electronics background.

ENT 284 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 184. 3 class/3 lab hours.

ENT 286 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 284. 3 class/3 lab hours.

ENT 290 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 178 or ENT 189 or ENT 281 or ENT 284. 3 class/3 lab hours.

ENT 296-298 Cooperative Education. 1–3 Credits

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English (EGL)

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EGL 100 Introduction to Composition. 4 Credits
Preparation for EGL 101. Grammar and punctuation, sentence construction, paragraph development and short essay writing. Prerequisite: Reading and writing proficiency or P grade in DVR 005. May be taken concurrently with DVR 006. Does not fulfill English requirements for graduation or transfer. Not open to students who have completed EGL 101. 4 class hours.

EGL 101 Composition I: Expository Writing. 3 Credits
University-parallel freshman English. Fundamentals of effective prose writing, including required essays and a research paper. Prerequisite: Reading and writing proficiency, or C grade or higher in EGL 100 or ESL 202, or a grade of D in EGL 100 with acceptable Writing Sample, or a P grade in EGL 099. (Honors version available.)
EGL 102 Composition II: Writing About Literature.  
**3 Credits**
E
Second semester composition using literature as the subject for discussion and writing. Study various kinds of literature (e.g., drama, poetry, short story). EGL 110, EGL 132 or EGL 134 also will fulfill the Composition II requirement. Prerequisite: EGL 102 (a grade of C or higher). (Honors version available.)

EGL 104 Media Writing. **3 Credits**
History of mass media; study and writing of news articles, editorials, columns, reviews, radio and TV scripts. Prerequisite: EGL 101 with C or higher, or permission of instructor.

EGL 110 Composition II: Writing About Issues and Ideas.  
**3 Credits**
E
Second semester composition. Reading, analyzing and writing about contemporary issues, demonstrating clear reasoning and persuasive writing skills. EGL 102, EGL 132 or EGL 134 also will fulfill the Composition II requirement. Prerequisite: EGL 101 (a grade of C or higher).

EGL 132 Composition II: Writing for Business. **3 Credits**
E
Second semester composition. Students develop and sharpen critical thinking and writing skills, applying them to materials from business and the professions with an emphasis on evidence-based analysis, evaluation, interpretation and persuasive presentation. EGL 102, EGL 110 or EGL 134 also will fulfill the Composition II requirement. Prerequisite: EGL 102 (a grade of C or higher).

EGL 134 Composition II: Writing About Technical Topics.  
**3 Credits**
E
Second semester composition. Includes preparation of various types of technical business, government and scientific communications, including resumes; progress, examination, and recommendation reports; proposals; and memoranda. EGL 102, EGL 110 or EGL 132 also will fulfill the Composition II requirement. Prerequisite: EGL 101 (a grade of C or higher).

EGL 136 Principles of Editing. **3 Credits**
Practice in editing manuscripts and evaluating publication formats. Prerequisite: EGL 101.

EGL 201 British Literature from the Anglo-Saxon Period Through the 18th Century. **3 Credits**
H
British literature to around 1800 and its historical and cultural background. Offered every other year. Prerequisite: EGL 102 or EGL 110 or EGL 132 or EGL 134.

EGL 203 British Literature of the 19th and 20th Centuries.  
**3 Credits**
H
British literature from the Romantic period to modern times and its historical and cultural background. Offered every other year. Prerequisite: EGL 102 or EGL 110 or EGL 132 or EGL 134.

EGL 205 American Literature from the Beginnings to the Late 19th Century. **3 Credits**
H
American literature from the colonial period to the Civil War and its social and intellectual backgrounds. Offered every other year. Prerequisite: EGL 102 or EGL 110 or EGL 132 or EGL 134.

EGL 207 American Literature from the Late 19th Century to the Present*. **3 Credits**
H
American literature from the Civil War to the present and its social and intellectual backgrounds. Prerequisite: EGL 102 or EGL 110 or EGL 132 or EGL 134.

EGL 209 World Literature from Ancient Times Through the Middle Ages. **3 Credits**
H
Study of world literary masterpieces from ancient times through the medieval period. Offered every other year. Prerequisite: EGL 102 or EGL 110 or EGL 132 or EGL 134.

EGL 211 World Literature from the Renaissance to the Present. **3 Credits**
H
Contemporary world literature in English from England and America and other countries such as Africa, India, France, and the Caribbean. Offered every other year. Prerequisite: EGL 102 or EGL 110 or EGL 132 or EGL 134.

EGL 213 African-American Literature I. **3 Credits**
H
Study of African-American folk tradition and literature from pre-1800s to 1920. Prerequisite: EGL 102 or EGL 110 or EGL 132 or EGL 134.

EGL 214 African-American Literature II*. **3 Credits**
H
A study of African-American literature from the early 1900s to the present. Prerequisite: EGL 102 or EGL 110 or EGL 132 or EGL 134.

EGL 215 Introduction to Creative Writing. **3 Credits**
Techniques of writing fiction, poetry and plays with critique of student work. Prerequisite: EGL 101.

EGL 216 Advanced Creative Writing. **3 Credits**
An intensive, genre-specific workshop which aims to further the philosophies, issues and possibilities of craft explored in its predecessor, EGL 215. This course will encourage the serious creative writing student to pursue more sophisticated and complex expression in a selected genre (fiction, poetry or drama). Although the course will contain reading and analysis of contemporary authors, the focus will be on the creation of original work with constructive feedback from peers considered during the revision process. Prerequisites: EGL 102 or EGL 110 or EGL 132 or EGL 134; and EGL 215 or permission of instructor.

EGL 217 Major American Writers. **3 Credits**
H
Study of major American writers, selected each semester from among: Poe and Hawthorne; Fitzgerald and Hemingway; Thoreau and Twain; Hughes and Wright; and Toni Morrison and Zora Neale Hurston. Offered every other year. Prerequisite: EGL 102 or EGL 110 or EGL 132 or EGL 134.

EGL 221 The Shakespeare Plays. **3 Credits**
H
Introduction to the drama of Shakespeare using text and videos. Prerequisite: EGL 102 or EGL 110 or EGL 132 or EGL 134.

EGL 223 Children’s Literature. **3 Credits**
H
Study of various genres in children’s literature with focus on analysis of the content and quality of works from nursery level through the elementary grades. Prerequisite: EGL 102 or EGL 110 or EGL 132 or EGL 134.
EGL 225 Literature for Teenagers. 3 Credits  
Analysis of the content and quality of literature written for adolescents. Offered every other year. Prerequisite: EGL 102 or EGL 110 or EGL 132 or EGL 134.

EGL 227 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 227. Prerequisites: EGL 101 and EGL 102 with grades of C or better.

EGL 232 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 102 or EGL 110 or EGL 132 or EGL 134. (Honors version available.)

EGL 233 Modern Literature. 3 Credits  
Major writers, their themes and their views of the modern world. Offered every other year. Prerequisite: EGL 102 or EGL 110 or EGL 132 or EGL 134.

EGL 237 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 102 or EGL 110 or EGL 132 or EGL 134.

EGL 239 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 102 or EGL 110 or EGL 132 or EGL 134.

EGL 241 Mythology, Legend and Folklore. 3 Credits  
Overview of myth, legend and folklore, tracing themes and motifs common to Western and other literatures. Prerequisite: EGL 102 or EGL 110 or EGL 132 or EGL 134.

EGL 243 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 102 or EGL 110 or EGL 132 or EGL 134.

EGL 244 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 102, EGL 110, EGL 132, or EGL 134.

EGL 250 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 102 or EGL 110 or EGL 132 or EGL 134.

EGL 289H 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 291-293 Cooperative Education. 1–3 Credits

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**English as a Second Language (ESL)**

**Language Studies Department**

Bladen Hall, Room 310

301-322-0942

All ESL courses meet for 3 class hours and 1 additional lab hour per week, or equivalent.

ESL 081 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 082 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 100 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 082 (a grade of C or higher) or placement by exam.

ESL 101 English as a Second Language: Intermediate I. 3 Credits  
For nonnative speakers whose writing and speaking skills are limited. Practice in low intermediate American English grammar, sentence structure and paragraph writing. Prerequisite: ESL 100 (a grade of C or higher) or placement by exam.

ESL 102 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 101 (a grade of C or higher) or placement by exam.
ESL 105 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 081 (a grade of C or higher) or placement by exam.

ESL 106 English as a Second Language: Advanced Reading Skills. 3 Credits
Continuation of ESL 105. Focus on reading, word and study skills, vocabulary expansion, and summary writing. Prerequisites: ESL 102 (a grade of C or higher) and ESL 105 (a grade of C or higher) or placement by exam.

ESL 201 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 102 (a grade of C or higher) or placement by exam.

ESL 202 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 201 (a grade of C or higher) or placement by exam.

Forensic Science (FOS)

FOS 250 Introduction to Forensic Science. 3 Credits
An introduction to the scientific discipline directed at the recognition, identification and evaluation of physical evidence through application of the natural sciences to criminal investigation. Emphasis is placed on the role of the forensic scientist. (Formerly FOS 101. Students may not receive credit for both FOS 101 and FOS 250.) Prerequisite: Reading proficiency.

FOS 251 Forensic Aspects of Death Investigation. 3 Credits
A medicolegal examination of death from mutual cooperation between the medical examiner and the homicide investigator. (Formerly FOS 151. Students may not receive credit for both FOS 151 and FOS 251.) Prerequisites: FOS 250 and reading proficiency.

FOS 252 Forensic Aspects of Drug Identification and Abuse. 3 Credits
An understanding of the nature of poisoning, the pharmacokinetics of drug interaction on brain neurochemistry and other organ systems in the human body. This course is an overview of how the human cravings for illicit and licit drugs affect human behavior. (Formerly FOS 152. Students may not receive credit for both FOS 152 and FOS 252.) Prerequisite: FOS 250 and reading proficiency. (Honors version available.)

FOS 253 Fire and Arson Investigation. 3 Credits
A study of the standards or guidelines for proper fire scene investigation. (Formerly FOS 153. Students may not receive credit for both FOS 153 and FOS 253.) Prerequisite: FOS 250.

FOS 254 Physical Identifiers (Fingerprinting Techniques). 3 Credits
An examination and application of the science of fingerprints, using current methods of detection, development and preservation. This course will also examine basic fingerprint identification theory, processing techniques and the fingerprint identification role within forensic science. (Formerly FOS 154. Students may not receive credit for both FOS 154 and FOS 254.) Prerequisite: FOS 250 and Reading proficiency.

FOS 255 Photography in the Forensic Sciences. 3 Credits
An introduction to the use of digital photography in the documentation of evidence associated with crime scenes. (Formerly FOS 155. Students may not receive credit for both FOS 155 and FOS 255.) Prerequisite: FOS 250.

FOS 256 Basic Accident Investigation. 3 Credits
An understanding of the latest methods of conducting traffic accident investigations. (Formerly FOS 156. Students may not receive credit for both FOS 156 and FOS 256.) Prerequisite: Reading Prerequisite: FOS 250.

FOS 257 Firearms and Tool Marks Identification. 3 Credits
A study of firearms identification, ballistics, shot and powder patterns, cartridge casings and tool marks. (Formerly FOS 157. Students may not receive credit for both FOS 157 and FOS 257.) Prerequisite: FOS 250.

FOS 258 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 258.) Prerequisite: Reading Prerequisite: FOS 250.

FOS 259 Crime Scene Investigation. 3 Credits
A practical hands-on approach to evidence identification, documentation, collection and handling from the crime scene to the crime laboratory to presentation in court. A fixed lens 35 mm camera or digital camera is required by the student. (Formerly FOS 159. Students may not receive credit for both FOS 159 and FOS 259.) Prerequisite: FOS 250.

FOS 260 Computer Forensics: Investigation of Computer-Related Crime. 3 Credits
The investigation of computer-related crime, such as threatening e-mail, child pornography, and Internet-related crimes. Formerly FOS 160. Students may not receive credit for both FOS 160 and FOS 260. Prerequisites: CIS 101 and FOS 250. 2 class/2 lab hours.

FOS 259–293 FOS Internship. 1–3 Credits
The internship is a practicum with measurable learning objectives designed to broaden the educational experience. Students are assigned to appropriate governmental and private agencies. 3-9 practicum hours.
French (FRN)

Language Studies Department
Bladen Hall, Room 310
301-322-0946

FRN 101 French for Beginners. 3 Credits  H
Introduction to the language (reading, writing, understanding and speaking) and to the culture of France and Francophone countries.

FRN 102 French for Advanced Beginners. 3 Credits  H
Continued development of French language skills and cross-cultural understanding begun in FRN 101. Prerequisite: FRN 101 or two years of high school French or equivalent.

FRN 201 Intermediate French I. 3 Credits  H
Intermediate study of the French language and Francophone culture, building on the foundation of French for Beginners. Prerequisite: FRN 102 or three years of high school French or equivalent.

FRN 202 Intermediate French II. 3 Credits  H
Continuation of FRN 201 with emphasis on the culture of France and other Francophone countries. Prerequisite: FRN 201 or four years of high school French or equivalent.

FRN 204 Advanced Conversation. 3 Credits  H
Advanced preparation for students who wish to develop fluency and confidence in speaking French. Prerequisite: FRN 201 or four years of high school French or equivalent.

Geography (GEO)

History, Political Science and Geography Department
Marlboro Hall, Room 3078
301-322-0561

GEO 100 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 101 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 102 Physical Geography Laboratory. 1 Credit  SS, Sc
Laboratory work complementary to theories and principles of GEO 101. Climate, the biosphere, and the earth's landforms. Prerequisites: GEO 101 completed or concurrent, and reading proficiency. 3 lab hours.

GEO 107 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 109 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
301-322-0514

HLE 115 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 200 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 200 and PED 200.

HLE 201 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 213 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 215 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 151.

HLE 221 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 225 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 230 Integrated Health and Physical Education. 3 Credits
This course focuses on foundational knowledge about the interrelationship of behavior and health. It incorporates the concepts of movement to learning and development of motor skills and the leading of a healthy lifestyle.

HLE 289H 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 153 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 150 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 101, BIO 205; HIM 153 completed or concurrent. 4 class/2 lab hours. (Offered fall only)

**HIM 153 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 154 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 150. 4 clinical hours. (Offered spring only)

**HIM 155 Disease Processes. 4 Credits**
Basic concepts of health and disease; causes, etiology, incidence and treatment of illnesses. Prerequisites: HIM 153 and BIO 205/206. (Offered spring only)

**HIM 158 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 150, HIM 153, and BIO 205/206; HIM 155 completed or concurrent or permission of program director. 3 class/2 lab hours. (Offered spring only)

**HIM 160 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 158 and HIM 155 or permission of program director. 2 class/1 lab hours. (Offered summer only)

**HIM 195–199 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 251 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 114, HIM 158 and HIM 160. 4 class/2 lab hours. (Offered fall only)

**HIM 253 Health Information Management. 3 Credits**
Focuses on the management of a health information department and information technology. Prerequisites: HIM 251 and MGT 155. (Offered spring only)

**HIM 255 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 251; HIM 258 concurrent, or permission of program director. (Offered spring only)

**HIM 256 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 154, HIM 155, HIM 158 and HIM 160; HIM 251 and HIM 260 concurrent or permission of program director. 12 clinical hours. (Offered fall only)

**HIM 258 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
### History (HST)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>HST 223</td>
<td>History of Latin America and the Caribbean.</td>
<td>SS</td>
<td>Latin American history from independence to the present, with an overview of the colonial period. Prerequisite: Reading proficiency.</td>
</tr>
<tr>
<td>HST 231</td>
<td>History of American Foreign Policy.</td>
<td>3</td>
<td>Foreign policy of the U.S. from 1775 to the present. America as a world power in the 20th century. Prerequisite: Reading proficiency.</td>
</tr>
<tr>
<td>HST 233</td>
<td>History of the American Civil War.</td>
<td>3</td>
<td>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.</td>
</tr>
<tr>
<td>HST 235</td>
<td>History of Maryland.</td>
<td>3</td>
<td>The political, economic, social and cultural history of Maryland from the colonial era to the present. Prerequisite: Reading proficiency.</td>
</tr>
<tr>
<td>HST 236</td>
<td>History of Nazi Germany.</td>
<td>3</td>
<td>Hitler’s ideology, the rise of the National Socialist movement, the Nazi regime, World War II and the Holocaust. Prerequisite: Reading proficiency.</td>
</tr>
<tr>
<td>HST 238</td>
<td>History of Prince George's County.</td>
<td>3</td>
<td>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.</td>
</tr>
<tr>
<td>HST 245</td>
<td>African-American History.</td>
<td>3</td>
<td>History of African-Americans from their arrival in the New World to the present. Prerequisite: Reading proficiency. (Honors version available.)</td>
</tr>
<tr>
<td>HST 247</td>
<td>African History.</td>
<td>3</td>
<td>Survey of African history from early cultures through European colonialism to modern African nationhood. Prerequisite: Reading proficiency.</td>
</tr>
<tr>
<td>HST 289H</td>
<td>Honors Colloquium in History.</td>
<td>3</td>
<td>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.</td>
</tr>
<tr>
<td>HST 297</td>
<td>Historic Sites Internship Experience.</td>
<td>3</td>
<td>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.</td>
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</table>

**Notes:**
- **CL** = Computer Literacy Req.
- **E** = English Req.
- **H** = Humanities Req.
- **M** = Math Req.
- **Sc** = Science Req.
- **SS** = Social Science Req.
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 289: e.g. EGL 289, POS 289.

Horticulture (HRT)

Biological Sciences Department
Chesapeake Hall, Room 100
301-322-0420

HRT 101 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 103 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 105 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 108 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 110 Promoting Professionalism in Ornamental Horticulture. 2 Credits
Techniques for effective communication and positive professional relationships with business clientele.

HRT 112 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 114 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 116 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 117 Woody Ornamental Plants II. 3 Credits
(See description for HRT 116.) Focus on deciduous trees. 2 class/2 lab hours.

HRT 120 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 121 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 123 Interior Plantscape Maintenance. 2 Credits
Indoor plant care and maintenance, including pest control and environmental requirements. 1 class/2 lab hours.

HRT 125 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 127 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 129 Nursery and Garden Center Management. 2 Credits
Principles and techniques of nursery/garden center operation. 1 class/2 lab hours.

HRT 130 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 291-293 Cooperative Education. 1–3 Credits
Hospitality Services Management (HSM)

Nutrition, Foods and Hospitality Management Department
Chesapeake Hall, Room 100
301-322-0703

HSM 151 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 155 Food Service Manager Training and Certification in Sanitation. 1 Credit
Sanitation requirements as developed by the National Institute for the Food Service Industry. Successful completion qualifies students for national certification as a certified food manager.

HSM 156 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 162 Hotel and Resort Operations I. 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 163 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 170 Pastry Making. 1 Credit
Demonstration of tortes, tarts and puff pastry. 1 class/2 lab hours for 5 weeks.

HSM 171 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 173 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 174 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 175 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 176 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 177 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 178 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 179 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 180 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 182 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 183 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 184 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 185 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 186 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 187 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 188 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 189 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 253 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 263 Hotel and Resort Operations II. 3 Credits
Functions of housekeeping, security, engineering and maintenance operations in property management and their coordination. Prerequisite: HSM 162.

HSM 291-293 Cooperative Education. 1–3 Credits

Humanities (HUM)

History, Political Science and Geography Department
Marlboro Hall, Room 3078
301-322-0561

HUM 198 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 101 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 142 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 101 or equivalent.

MGT 150 Developing a Professional Image. 1 Credit
Techniques for developing a professional image. Attire, nuances of nonverbal communication, and office etiquette.

MGT 155 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 157 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 160 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 162 Financial Planning and Investments. 3 Credits
Financial planning concepts, their application and the risk factor in the management of finances. Prerequisite: Reading proficiency.

MGT 165 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 171 The Business Plan. 1 Credit
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. 5-week format. (Offered fall only)

MGT 180 Microcomputer Applications for the Business Manager. 3 Credits
Introduction to computer business applications: word processing, spreadsheets, databases, graphics and communications. Prerequisite: Reading proficiency.

MGT 190 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 196 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 199 Special Topics: Money and Banking I. 3 Credits
Provides an in-depth study of the Federal reserve System, financial institutions, and the nature and effectiveness of the Federal reserve's use of monetary policy tools. This course is the first of two that prepare students to make a presentation before officials at the Federal Reserve Bank in Baltimore. Also offered as ECN 199. Students may not receive credit for both ECN 199 and MGT 199. Prerequisite: ECN 103 with B or higher and math proficiency.

MGT 240 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 101 or equivalent.

MGT 250 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 251 Introduction to Source Selection. 3 Credits
Experiencing the source selection process, developing a source selection plan, proposal preparation and evaluation. Content of course includes best and final offer (BAFO), contract format, proposal design, request for proposals (RFP), invitation for bid (IFB), types of source selection, cooperative purchasing, performance base contracting, best value procurement and open solicitations. Prerequisite: Reading proficiency.

MGT 252 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 253 Procurement Law. 3 Credits
The fundamental rules, regulations, policies and laws pertaining to procurement, changes in the law, remedies for bidders, procurement integrity and ethics. Prerequisite: Reading proficiency.

MGT 254 Contract Administration. 3 Credits
Management of the contract from beginning to the end to comply with the guidelines of the government rules and standards of the contract. Role of the contract officer and the agreement to complete the terms of the contract. Prerequisite: Reading proficiency.

MGT 255 Cost and Price Analysis. 3 Credits
Application of fundamental concepts and evaluation of contract price and cost principles. Prerequisites: Reading and math proficiencies.

MGT 258 Compensation and Benefits Management. 3 Credits
Fundamental concepts of compensation management, theory of organizational reward systems and methods of compensating employees. Topics include compensation objectives, employee benefits options, internal and pay structures, incentive programs, performance appraisals, union and government roles in compensation, and international pay systems. Prerequisite: Reading proficiency.

MGT 259 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 261 Human Resource Management. 3 Credits
Principles and practices of human resource management in the business organization. Prerequisite: Reading proficiency.

MGT 263 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 265 Purchasing, Contracting and Materials Management. 3 Credits
Procurement and materials management, including specifications, source selection, pricing, contracting and inventory control. Prerequisite: Reading proficiency.

MGT 266 Conflict Management
Powerful techniques for dealing effectively and confidently with difficult situations. Building and strengthening more cooperative and productive working relationships. Prerequisite: Reading proficiency.

MGT 268 Entrepreneurship. 3 Credits
Coverage of the basic characteristics of entrepreneurship and the free enterprise system. The course is designed to acquaint students with the many diverse areas of entrepreneurship, from beginning to end, including but not limited to: identifying a viable product or service, target markets, financing, and ethics. It is designed to provide further understanding of the vital role of business ownership in a free society.

MGT 270 Stress Management in the Workplace. 3 Credits
Designed to provide a comprehensive approach to stress management. Through a combination of lectures, experiential learning and self assessment, students will have an opportunity to develop their own strategy for stress management. Prerequisite: Reading proficiency.

MGT 272 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 160 recommended.

MGT 275 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 275 and MGT 275.) Prerequisites: Reading and oral proficiency. (Honors version available.)

MGT 286 Cyber Law. 3 Credits
Examines current and emerging cyber law issues that are critical to business, government, and individuals. Students will examine jurisdiction; protection of intellectual property; contracts and licensing agreements; sales tax; raising equity capital online; privacy; obscenity in cyberspace; defamation; internet and information security; computer crime; and ethics. The goal is to address these issues in a practical, business-oriented manner and to advance sophistication in the field. As this is a dynamic discipline, subject areas and course materials may vary, as needed, with future developments in the field. Prerequisite: reading proficiency. BUS 122 recommended.

MGT 288 Disaster Recovery and Risk Management. 3 Credits
Provides individuals and organizations with tools to prepare for and recover from both natural and man-made disasters. Students will gain an understanding of risk and crisis management, the need for business continuity and information assurance planning, as well as addressing the leadership, human, organizational and public policy components of disasters. The final project will be a disaster recovery management plan. Prerequisite: reading proficiency.

MGT 289H 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 296 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 101 or equivalent.

MGT 291–293 Cooperative Education. 1–3 Credits

MKG 251 Introduction to Marketing. 3 Credits
Principles and techniques of marketing goods and services, including advertising, sales promotion, retailing, and wholesaling. Prerequisite: Reading proficiency.

MKG 253 International Marketing. 3 Credits
An understanding of the principles of marketing within the context of the international market. Prerequisite: Reading proficiency.

MKG 271 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 273 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 277 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 291–293 Cooperative Education. 1–3 Credits

Marketing (MKG)

Business Management Department
Bladen Hall, Room 210
301-322-0080

MKG 251 Introduction to Marketing. 3 Credits
Principles and techniques of marketing goods and services, including advertising, sales promotion, retailing, and wholesaling. Prerequisite: Reading proficiency.

MKG 253 International Marketing. 3 Credits
An understanding of the principles of marketing within the context of the international market. Prerequisite: Reading proficiency.

MKG 271 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 273 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 277 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 291–293 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 the use of the computer and/or a graphing calculator. The Mathematics Sequences chart on page 119 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 103 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 007 or DVM 008 completed. Does not satisfy general education mathematics requirement.

MAT 104 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. (Formerly MAT 102) Credit may not be received for both MAT 104 and MAT 102, nor for both MAT 104 and MAT 107, the predecessor of MAT 102. Also includes content of MAT 101. Credit may not be received for both MAT 104 and MAT 101.) Prerequisites: Math placement score, DVM 007 completed, or equivalent. Reading placement score or DVR 006 completed or concurrent, or equivalent, and CAP 103 completed or concurrent. Does not satisfy general education mathematics requirement. Student must have graphing calculator.

MAT 105 Elements of Mathematics. 4 Credits
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 104 with grade of C or better. 3 class/2 lab hours.

MAT 106 Elements of Geometry and Logic. 4 Credits
Designed for students in elementary education. Review and analysis of geometrical principles, logic and the application of computer methods to these topics. Prerequisite: MAT 105 with grade of C or better. 3 class/2 lab hours.

MAT 112 Finite Mathematics. 3 Credits
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 104 with grade of C or better.

MAT 113 Mathematics for the Liberal Arts. 3 Credits
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 104 with grade of C or better.

MAT 114 Introduction to Statistics. 3 Credits
Basic statistical concepts and their applications in a variety of fields. (Credit may not be received for both MAT 114 and MAT 116.) Prerequisite: Math placement score or MAT 104 with grade of C or better. (Honors version available.)

MAT 116 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 114 and MAT 116 nor for both MAT 116 and MAT 119. Prerequisite: MAT 105 with grade of C or better.

MAT 119 Probability. 3 Credits
Probability and probability distributions. May be used as math elective for nontechnical majors. Intermediate algebra required. (Formerly MAT 129. Credit may not be received for both MAT 119 and MAT 129 or MAT 116.) Prerequisite: Math placement score or MAT 104 with grade of C or better.

MAT 134 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. (Formerly MAT 108. Credit may not be received for both MAT 108 and MAT 134.) Prerequisite: Math placement score or MAT 104 with grade of C or better. 3 class/1 lab hours.

MAT 135 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. (Replaces MAT 125 and MAT 131, and MAT 141.) Prerequisite: Mathematics placement score, or MAT 104 with grade of C or better or MAT 134 with grade of C or better. 3 class/1 recitation hour.

MAT 136 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. (Replaces MAT 132 and MAT 133 and MAT 142.) Prerequisite: Math placement score or MAT 135 with grade of C or better. 4 class/1 recitation hour.

MAT 137 Precalculus. 5 Credits

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 135-136 for qualified students. Prerequisites: Grade of A or B in MAT 104 in addition to completion of high school level geometry and trigonometry, or qualified for MAT 241 on the basis of SAT or college placement test.

MAT 198 Independent Preparation for Calculus. 3–4 Credits

Individualized program to help highly motivated students prepare for MAT 241, Calculus I for Science and Engineering. Provides a fast-track approach for students to progress more quickly into study of calculus and related science, engineering and technology courses. Prerequisites: Satisfactory completion of high school level algebra, intermediate algebra, geometry and trigonometry, and PGCC mathematics placement test (or SAT), reading and language proficiency, and permission of Mathematics Department.

MAT 216 Applied Calculus I. 3 Credits

Introductory calculus with applications in business, social sciences and other fields. (Formerly MAT 126. Credit may not be received for both MAT 126 and MAT 216.) Prerequisite: Math placement score or MAT 135 with grade of C or better. (Honors version available.)

MAT 217 Applied Calculus II. 3 Credits

Continuation of MAT 126 for students needing a two-semester applied calculus sequence. Trigonometric functions, integration techniques, Taylor polynomials, series, and introduction to differential equations and statistical methods. (Formerly MAT 127. Credit may not be received for both MAT 127 and MAT 217.) Prerequisite: MAT 216 with grade of C or better or MAT 241 with grade of C or better.

MAT 221 Statistics. 3 Credits

Introduction to statistical concepts and applications, including probability, random variables, sampling, hypothesis testing, regression, ANOVA and EXCEL will be used. Prerequisites: MAT 135 with grade of C or better. 3 class/1 recitation hour. (Note: Student must have a graphing calculator.)
MAT 241 Calculus I for Science and Engineering. 4 Credits  M
Functions and their graphs and introduction to differential and
integral calculus. Prerequisite: Mathematics placement score or
MAT 136 with grade of C or better.

MAT 242 Calculus II for Science and Engineering. 4 Credits  M
Integral calculus with applications of polar coordinates and
transcendental functions. Prerequisite: MAT 241 with grade of C
or better.

MAT 243 Calculus III for Science and Engineering. 4 Credits  M
Vector calculus, multiple integration and partial derivatives.
Prerequisite: MAT 242 with grade of C or better.

MAT 245 Linear Algebra. 4 Credits  M
Concepts of linear algebra, including vector spaces, theory of
linear equations, matrices and determinants using MATLAB.
Prerequisite: MAT 241 with grade of C or better.

MAT 246 Differential Equations. 4 Credits  M
Linear and nonlinear first order equations, linear higher order
equations, Cauchy-Euler equations, Laplace transforms, infi-
nite series solutions and systems of equations using MATLAB.
Prerequisite: MAT 242 with grade of C or better. )

MAT 250 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 216 or MAT 241
with grades of C or better. 6 class/1 recitation hour

MAT 291–293 Cooperative Education. 1–3 Credits

Multi-Disciplinary
Health Education (MHE)

Allied Health Department
Lanham Hall, Room 304
301-322-0733

MHE 198 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 qual-
ity and measurable outcomes in health care delivery. Professional
continuing education units (CEUs) pending.

MHE 200 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 290 Dysrhythmia Interpretation and ACLS Preparation.
2 Credits
Designed for second-year students in health technology programs
or licensed health care professionals. Review of electrical con-
ductivity 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 251 or
NUM 156 or RAD 241 or RST 174 with minimum grade of C; or
licensed health care professional.

MHE 292 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.

Multi-Disciplinary
English/History (MLD)

History, Political Science and Geography Department
Marlboro Hall, Room 3078
301-322-0561

MLD 141 Multi-Disciplinary EGL 101/HST 141.
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 101 and HST 141. Prerequisites: Reading and writing profi-
cency, or C or higher in EGL 100 or in ESL 202, or a P in EGL 099.

MLD 143: Multi-Disciplinary EGL 102/HST 143.
6 Credits  E, SS
A dual, interdisciplinary course using literature and literary
analysis to augment the study of American history from the
Civil War through the present. The course incorporates university-
parallel study of and writing about American literature by
gender ( e.g., fiction, poetry, drama), including essays, a research
paper, online/special projects and a writing-lab component.
Students will earn credit for both EGL 101 and HST 143.
Prerequisites: Reading and writing proficiency, or EGL 101 with
a C or better. 6 lecture hours.
Music (MUS)

Art and Music Department  
Marlboro Hall, Room 1068  
301-322-0955

MUS 100 Fundamentals of Music Theory. 3 Credits  
Preparation for MUS 115 for those lacking a strong background. Basic principles of music theory. 2 class/2 lab hours.

MUS 101 Music Appreciation. 3 Credits  
H  
Appraisal of the different styles of music from the Middle Ages to the present time. Not open to music majors. Prerequisite: Reading proficiency.

MUS 103 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 105 Survey of Music Literature. 3 Credits  
H  
Survey of musical repertoire. Prerequisites: Reading proficiency and MUS 115 or permission of instructor.

MUS 111 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 115 Theory I. 3 Credits  
Principles of music theory. Primary triads and inversion, cadence, form, keyboard, solfege, dictation. Prerequisite: Placement exam or MUS 100. 2 class/4 lab hours.

MUS 116 Theory II. 3 Credits  
Continuation of MUS 115. Secondary triads, nonharmonic tones, dominant and supertonic seventh chords and inversions, keyboard, solfege, dictation. Prerequisite: MUS 115. 2 class/4 lab hours.

MUS 121 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 122 Class Piano II. 1 Credit  
Group instruction for advanced beginners. Practice facilities available. Prerequisite: MUS 121 or referral. 2 lab hours.

MUS 123 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 124 Class Voice II. 1 Credit  
English, Italian, German, and French pronunciation in song literature, stage presence and recital planning. 2 lab hours.

MUS 125 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 129–142 Applied Music (Private Instruction).* 2 Credits  
MUS 129-130 Voice  
MUS 131-132 Woodwind  
MUS 133-134 Brass  
MUS 135-136 Strings, including Jazz, Classical and Bass Guitar  
MUS 137-138 Percussion  
MUS 139-140 Piano  
MUS 140-142 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 150 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.

Music continues on next page
Music continues from previous page

MUS 151 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 198 Owl Pep Band. 1 Credit
Group performance for instrumentalists. Covers relevant musical concepts such as scales, rhythmic patterns, chord construction, form, musical interpretation and basic transposition. The instructor will lead the students in the development of instrumental techniques and the rehearsal of assigned literature. The ensemble will perform at athletic events and college functions with literature suitable for such occasions. Prerequisite: Audition and permission of instructor. 3 lab hours.

MUS 215 Theory III. 3 Credits
Continuation of MUS 116. Modulation to closely related keys, all seventh chords, altered chords, analysis, keyboard, solfege, dictation. Prerequisite: MUS 116. 6 lab hours.

MUS 216 Theory IV. 3 Credits
Continuation of MUS 215. Augmented-sixth chords, foreign modulation, and extended chords, musical analysis and composition. Prerequisite: MUS 215. 6 lab hours.

MUS 221 Class Piano III. 1 Credit
Emphasis on sight reading, musicianship, transposition, harmonization, improvisation and keyboard fluency. Prerequisite: MUS 122 or permission of instructor. 2 lab hours.

MUS 222 Class Piano IV. 1 Credit
Ensemble playing, duets, two-piano, sight reading, harmonizing melodies and basic accompanying. Prerequisite: MUS 221 or permission of instructor. 2 lab hours.

MUS 229–242 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 129 and 130 in order to enroll in MUS 229. They must then earn a "C" or better in MUS 229, to qualify for enrollment in MUS 230.

- MUS 229-230 Voice
- MUS 231-232 Woodwind
- MUS 233-234 Brass
- MUS 235-236 Strings, including Jazz, Classical and Bass Guitar
- MUS 237-238 Percussion
- MUS 239-240 Piano
- MUS 241-242 Organ

* Special Fee: $250.00 for private instruction, one hour per week per semester.

MUS 248 Conducting. 2 Credits
Fundamental aspects of manual technique, score reading, rehearsal techniques. Prerequisite: MUS 115 or equivalent.

MUS 289H 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 291–293 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 155 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 205/206; MAT 112/114; CHM 101 or PSC 115; CIS 101; and PHY 150, all with a grade of C or higher. 12 class hours for 5 weeks. (Offered spring only)

NUM 156 Introduction to Nuclear Medicine Technology II. 4 Credits
Continuation of NUM 155. Orientation to clinical nuclear medicine, medical terminology, professional ethics and conduct, patient care and radiation safety. Prerequisite: NUM 155. 6 class hours for 10 weeks. (Offered summer only)

NUM 251 Nuclear Medicine Techniques I. 3 Credits
In-depth coverage of clinical procedures, instrumentation, diagnostic computer systems and advanced imaging techniques, including tomography. Prerequisites: NUM 156; NUM 253 concurrent. (Offered fall only)

NUM 252 Nuclear Medicine Techniques II. 3 Credits
Continuation of NUM 251. Clinical nuclear medicine, department records and administration, radiation safety, and radiation biology. Prerequisites: NUM 251 and NUM 253; NUM 254 concurrent. (Offered fall only)

NUM 253 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 156. 21 clinical hours. (Offered fall only)
Chapter 6—Course Descriptions

NUM 254 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 253, 27 clinical hours. (Offered spring only)

NUM 255 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 156. 2 class/1 lab hour. (Offered fall only)

NUM 260 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 252 and NUM 254. 36 clinical hours for 5 weeks. (Offered summer only)

Nursing (NUR)

Nursing Department
Lanham Hall, Room 312
301-322-0731

RN Nursing Program prerequisites, EGL 101, NUR 101, BIO 205, BIO 206, PSY 101 and MAT 112 or higher. All require a grade of C or better. No RN Nursing Program prerequisite can be repeated more than once. LPN Program prerequisites, EGL 101, NUR 100, BIO 205, BIO 206, and PSY 101 also require a grade of C or higher. No LPN Program prerequisite can be repeated more than once. Students must achieve a 2.50 GPA in the required prerequisites for either program.

NUR 100 Introduction to Practical Nursing (PN). 3 Credits
This is an introductory course with a focus on preparing the student for the rigorous study required for clinical nursing courses. The patient-needs framework and nursing process concepts form the basis of the curriculum. Microbiology concepts related to nursing practices will be mastered by the students. Nursing history, dosage calculations, ethical and legal concepts, critical thinking and test-taking skills are content areas for this course. The student will be introduced to the socialization process of practical nurses. Upon satisfactory completion of this course and other prerequisites the student is eligible to petition for admission into the Practical Nursing Program. Prerequisites: EGL 101, BIO 205, placement for college level algebra, listed as curriculum code 311 (practical nurse petitioner), BIO 206 and PSY 101 concurrent. 15 weeks/3.5 class/10 clinical/2 lab hours.

NUR 102 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 psychosocial 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 100 or NUR 101, PSY 101, BIO 206, BIO 201 completed or concurrent, admission into the nursing program (LPN or RN). 15 weeks/3.5 class/10 clinical/2 lab hours.

NUR 103 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 102, PSY 207 completed or concurrent. 15 weeks/1.5 class/4 clinical (12 weeks)/1.5 lab hours.
NUR 104 Physiological Integrity I: Nursing the Client with Acute and Chronic Health Alterations. 5 Credits
This course is designed to assist students to meet the health care needs of patients with commonly occurring acute and chronic health disorders. Physiological and psychosocial adaptation, prevention and early detection and self-care will be emphasized with a focus on maintaining a safe, effective care environment and the application of previously learned skills and information. Pharmacological concepts will be integrated throughout the course content. Clinical experiences will be provided in a variety of supervised, structured health care settings. Prerequisites: NUR 102; PSY 207 completed or concurrent. 15 weeks/2.5 class/8 clinical/1.5 lab hours.

NUR 204 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 work force. This is a culminating experience course for the RN program. Prerequisites: NUR 201 and NUR 202. 15 weeks: 2 class/4 clinical hours. (40 clinical hours may be concentrated over four to five weeks)

NUR 202 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 103 and NUR 104. 15 weeks: 2.5 class/8 clinical/1.5 lab hours.

NUR 105 Adaptation and Practices—PN. 8 Credits
This course includes the multifaceted approach to health promotion of children and adults with complex health needs. Nursing interventions for the patient with complex health problems in the areas of safe and effective care, psychosocial adaptation, and physiological adaptation are included. The nursing role is developed with emphasis on health maintenance, health promotion and disease prevention. Selected clinical practices in the community and acute care settings allow the student to analyze and synthesize valuable skills and knowledge. Content also includes transition into practice, issues of the nursing profession, roles of the practical nurse and NCLEX-PN preparation. This is the culminating experience course for the PN program. Prerequisites: satisfactory completion of NUR 100, NUR 102, NUR 103, NUR 104 and completion of all other general education requirements for LPN certificate. 10 weeks: 6 class/18 clinical/4.5 lab hours. (Offered summer only)

NUR 106 LPN to RN Transition. 6 Credits
This course is designed to prepare licensed practical nurses for entry into the second year of the Associate Degree Nursing Program. The nursing role is differentiated with emphasis on health maintenance, health promotion and disease prevention. Content will be presented within the patient-needs framework and include topics such as role transitioning, nursing process, documentation, communication and legal and ethical issues. The PGCC curriculum framework will be explored. Selected content from the first year of the associate degree program in physiological integrity, growth and development, and dosage calculation will be reviewed. Supervised clinical practice in selected acute care and community settings will be provided. Independent study and review of previously learned concepts of nursing care of the maternity and newborn patient will be required. Upon satisfactory completion of this course the student is eligible to enroll in NUR 201 and NUR 202. Prerequisites: Admission to the Transition Program. 12 weeks: 5 class/5 clinical/4.75 lab hours. (Offered fall and spring)

NUR 201 Nursing Care of Children and Families. 3 Credits
This course is designed to prepare students to meet the healthcare needs of children and their families from infancy through adolescence. Physiologic and psychosocial adaptation, safety and infection control, prevention and early detection of illness, and health promotion and maintenance will be emphasized. Pharmacological concepts will be integrated throughout the course. Clinical experience will be provided in a variety of supervised healthcare settings and community sites. Prerequisites: NUR 103, NUR 104. 15 weeks: 1.5 class/4 clinical (for 12 weeks)/1.5 lab hours.

NUR 203 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 201 and NUR 202. 15 weeks: 3 class/20 clinical/1.5 lab hours.

NUR 289H Honors Colloquium in Nursing. 3 Credits
This Honors colloquium will examine special topics in the field of nursing and their relevance across disciplinary perspectives. The issues to be addressed in each colloquium will vary from semester to semester. These courses are designed for students in the Honors Program, but are open to others with the approval of the Honors Coordinator or the instructor. Prerequisites: Reading proficiency and permission of instructor or Honors Coordinator.
### Nutrition (NTR)

**NTR 101 Introductory Nutrition. 3 Credits**
Addresses basic information about essential nutrients and their functions in the body as well as known and hypothesized relationships between long-term diets and development of chronic diseases. The course addresses current issues in nutrition and food safety research. Course content includes current issues in weight management, interactions between nutritional status and physical fitness, and food safety. Formerly BIO 115. Students cannot receive credit for both BIO 115 and NTR 101. Prerequisite: Reading proficiency. 3 class hours. (Honors version available)

**NTR 110 Introduction to Food Science. 3 Credits**
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 110 and BIO 116. Prerequisite: Reading proficiency. 3 class hours.

**NTR 120 Nutrition for Infants and Young Children. 3 Credits**
Addresses basic information about essential nutrients and their functions in the body with a special emphasis on the needs of the infant and young child through age 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. 3 class hours.

### Paralegal (PAR)

**PAR 151 Introduction to Law for the Paralegal. 3 Credits**
An overview of the law, the court system and the role of the paralegal in preparing cases for trial and appeal. Prerequisite: Reading proficiency.

**PAR 155 Techniques of Legal Research. 3 Credits**
Develops legal research skills. Students utilize a law library for preparing legal research assignments. Prerequisites: Reading proficiency and EGL 100.

**PAR 157 Contracts. 3 Credits**
Survey of laws governing the formation and breach of contracts, including defenses, statutes and remedies. Prerequisite: PAR 155.

**PAR 158 Employment Law. 3 Credits**
This course examines the rights and duties of employers and employees and the role of the paralegal as part of the team representing each. Topics include the rights and duties of all parties when hiring, promoting, transferring, and terminating employees; privacy and discrimination issues; hour and wage laws; the role of government and labor unions; and injury-on-the-job issues. Prerequisite: Reading proficiency.

**PAR 159 Domestic Relations. 3 Credits**
Prenuptial and separation agreements and the laws affecting separation, divorce, alimony, child support, custody and visitation. Prerequisite: PAR 155.

**PAR 160 Civil Litigation. 3 Credits**
Survey of the rules regulating civil suits with practical exercises in interviewing clients and witnesses, analyzing documents, and drafting pleadings. Prerequisite: PAR 155.

**PAR 161 Legal Ethics for Paralegals. 3 Credits**
Designed to address the subject of ethical considerations which apply to both lawyers and paralegals when dealing with clients, the courts, and other parties to disputes. Prerequisite: Reading proficiency.

**PAR 251 Legal Writing and Documents. 3 Credits**
Style and techniques of legal writing. Practice in drawing pleadings, agreements, contracts, deeds, mortgages, wills, trial briefs and memoranda. Prerequisites: PAR 155 and EGL 101.

**PAR 253 Torts and Insurance Law. 3 Credits**
Torts recognizable in Maryland and defenses. Personal injury actions and insurance claims. Prerequisites: PAR 155.

**PAR 255 Real Estate Transaction. 3 Credits**
The paralegal’s role in the sale and titling of residential property. Not designed to meet Maryland real estate licensure requirements. Prerequisites: PAR 155 and PAR 251.

**PAR 257 Drafting Wills and Probating Estates in Maryland. 3 Credits**
Organization and jurisdiction of the orphans’ court and the procedures required in drafting wills and administering estates. Prerequisites: PAR 155 and PAR 251.

**PAR 291–293 PAR Internship. 1–3 Credits**
The internship is a practicum with measurable learning objectives designed to broaden the educational experience. Students are assigned to appropriate governmental and private agencies. 3-9 practicum hours.
Planning for Academic Success (PAS)

Career Assessment and Planning Department  
Bladen Hall, Room 122  
301-322-0886

PAS 101 Principles and Strategies of Successful Learning.  
3 Credits  
An introduction to knowledge and strategies designed to promote success in the college environment. The course focuses on developing 1) interpersonal and self-management skills and attitudes and 2) critical thinking and study skills needed to achieve academic success. Students will acquire a working/practical knowledge of the college’s resources, services, procedures, and requirements. Self-assessments serve as tools to identify values and goals for individual life planning and academic achievement. Co-requisite: DVR 006.

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 101 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 109 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 110 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 115 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 117 Eastern Philosophy. 3 Credits  
Eastern philosophical and religious thoughts and their influence on relationships between East and West. Prerequisite: Reading proficiency.

PHL 119 Philosphic Ideas in Imaginative Literature. 3 Credits  
Philosphic ideas in creative writings from Shakespeare to Sartre and from Job to Tolstoy. Prerequisite: Reading proficiency.

PHL 127 Thinking About Religion. 3 Credits  
Philosophical foundations of religious thought and the response of humanity to religious claims. Prerequisite: Reading proficiency.

PHL 133 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.

PHL 135 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 137 Philosophy and Feminism. 3 Credits  
H  
A philosophical exploration of the feminist perspective, its foundation and its ramifications. Prerequisite: Reading proficiency.

PHL 140 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 222 Metaphysics. 3 Credits  
Exploration of the basic criteria for determining what is real; the sensible versus the supersensible; the tangible versus the non-physical; the concrete versus the abstract. Prerequisite: Reading proficiency.

PHL 289H 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*
*301-322-0514*

**PED 100 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 103 to transfer to other institutions. These courses meet for half a semester or are late starting. Activities include aerobic workout, badminton, touch football, indoor soccer, softball, and combination activities. 1 class/2 lab hours.

**PED 103 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, tennis and volleyball. Courses are designed to introduce beginner and intermediate students to the skills, theories, fundamentals, strategies, etiquette, and safety considerations of these activities.

- **Aerobic Base:**
  - Step aerobics for beginning and intermediate students. Activities include other aerobic activities, muscle toning, use of hand weights and nutritional information. Cardio Kickboxing, Aerobic Dance and Cardio Fitness are classes with an emphasis on cardiorespiratory endurance.

- **Swimming:**
  - Beginner, intermediate and advanced swimming classes are offered. Courses include instruction on strokes, skills and water safety. Water exercise classes include water workout, aquatics, and a combination class that includes weight training and water workout. Classes are taught in shallow water as well as deep water. Ability to swim is not necessary, buoyancy belts are provided for individuals on request.

- **Social Dance:**
  - **Ballroom I:** Basic skills associated with leading and following are introduced. Dances include Foxtrot, Waltz, Swing, Cha Cha and Merengue.
  - **Ballroom II:** More advanced figures in dances than level I. Dances include the Tango, Rhumba, Polka, Mambo and Disco.
  - **Country Western:** Basic steps are introduced for the Texas two-step, Country Waltz, Shuffle, and Cha Cha. Various line and circle dances are also introduced.

**Hand Dancing:** Basic steps are introduced, turns, start, release and not release turns, wraps, swings, along with history and etiquette.

**Other classes available:**
- Lifeguarding, Walking and Hiking.

**PED 111 Introduction to Physical Education. 2 Credits**
Physical education as a profession, including its history, opportunities, and education requirements. Includes field trips and other experiences. (Offered fall only)

**PED 113 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 151 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 152 Motor Development and the Exceptional Child II. 3 Credits**
Motor development and its relationship to the exceptional child. Refining practical motor development skills by working with children with disabilities. For early childhood, special, and elementary education transfer students. Prerequisite: PED 151. 2 class/2 lab hours.

**PED 153-181 Skills Laboratories. 1 Credit Each**
Basic skills and techniques in sport and physical activities for physical education majors. Recommended for youth league coaches. 3 lab hours.

- PED 157 Swimming
- PED 165 Baseball
- PED 167 Basketball
- PED 173 Tennis
- PED 179 Golf
- PED 181 Weight Training/Physical Fitness

**PED 291-293 Cooperative Education. 1–3 Credits**
Physical Science (PSC)

Physical Sciences and Engineering Department
Chesapeake Hall, Room 100
301-322-0420

PSC 101 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 102 Introduction to Astronomy Laboratory. 1 Credit  Sc
Laboratory experience in astronomy, including astronomical observations and techniques for studying spectra, planetary characteristics, stars, and galaxies. Prerequisites: PSC 101 completed or concurrent, and reading proficiency. 2 lab hours.

PSC 105 Introduction to Physical Geology. 3 Credits  Sc
Processes and forces involved in the evolution of the Earth, morphology and composition, and evaluation of geologic hazards. Prerequisite: Reading proficiency.

PSC 106 Physical Geology Laboratory. 1 Credit  Sc
Rock and mineral identification and analysis and interpretation of geologic and topographic maps and aerial photographs. Prerequisites: PSC 105 completed or concurrent, and reading proficiency. 2 lab hours.

PSC 107 Oceanography. 3 Credits  Sc
Examination of the physical, chemical, geological and biological aspects of the Earth's oceans. Prerequisite: Reading proficiency.

PSC 115 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 115 and PSC 151.) Prerequisites: MAT 104 and reading proficiency. 3 class/2 lab hours.

PSC 120 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.

PSC 121 Exploring Earth and Space Science Concepts. 4 Credits  Sc
Hands-on activity-based course covering topics in earth and space sciences for students who plan to teach preschool through grade 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 289H Honors Colloquium in Physical Sciences. 3 Credits  Sc
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 291-293 Cooperative Education. 1–3 Credits

Physics (PHY)

Physical Sciences and Engineering Department
Chesapeake Hall, Room 100
301-322-0420

PHY 101 Introductory Physics I. 4 Credits  Sc
Fundamental concepts and basic laws of mechanics, heat, and thermodynamics using a noncalculus approach. Not recommended for science/engineering majors. Prerequisite: MAT 104 or appropriate test score. 3 class/1 rec/2 lab hours.

PHY 102 Introductory Physics II. 4 Credits  Sc
Fundamental concepts of vibration and sound, electricity and magnetism, optics and modern physics. Prerequisite: PHY 101. 3 class/1 rec/2 lab hours.

PHY 103 General Physics I. 3 Credits  Sc
First semester of three-semester sequence (PHY 103/203/204) for science/engineering transfer students. Calculus-based study of classical mechanics, including laws of motion, force, energy, momentum, and gravitation. Prerequisites: MAT 241; MAT 242 completed or concurrent. 3 class/1 rec hours.

PHY 156 Technical Physics for Radiography. 3 Credits  Sc
Basic principles of health physics and radiation, including biological effects and protection measures. For radiography students only. Prerequisite: RAD 156. (Offered fall only)

PHY 157 Technical Physics for Engineering Technology. 4 Credits  Sc
Concepts of energy and waves applied to sound, light, electricity and magnetism. For transfer to Engineering Technology program only. Prerequisite: MAT 134 completed or concurrent. 3 class/3 lab hours.

PHY 203 General Physics II. 4 Credits  Sc
Calculus-based survey of kinetic theory, thermodynamics, electricity and magnetism, and electromagnetic phenomena. For science/engineering transfers. Prerequisites: PHY 103 and MAT 242. 3 class/1 rec/3 lab hours.

PHY 204 General Physics III. 4 Credits  Sc
Calculus-based survey of simple harmonic motion, mechanical and electromagnetic waves, optics, relativity and modern physics. For science/engineering transfers. Prerequisite: PHY 203. 3 class/1 rec/3 lab hours.

PHY 289H 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. Prerequisite: Reading proficiency and permission of instructor or honors coordinator.

PHY 291-293 Cooperative Education. 1–3 Credits

Political Science (POS)

History, Political Science and Geography Department
Marlboro Hall, Room 3078
301-322-0561

POS 100 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 101 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 102 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 201 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 207 Introduction to International Politics. 3 Credits
Analysis of major factors influencing world politics and the conduct of foreign policy. Prerequisite: Reading proficiency.

POS 215 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 289H Honors Colloquium in Political Science. 3 Credits
This Honors colloquium will examine special topics in the field of political 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. Prerequisite: Reading proficiency and permission of instructor or honors coordinator.

POS 291-293 Cooperative Education. 1–3 Credits

Psychology (PSY)

Psychology Department
Marlboro Hall, Room 2054
301-322-0525

PSY 101 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 level. (Honors version available)

PSY 115 Death and Dying. 3 Credits
Historical and current concepts of death and dying, including implications of euthanasia and suicide. Prerequisite: Reading proficiency.

PSY 201 Personality and Adjustment. 3 Credits
Theories of personality and personality development, personal adjustment and mental health. Prerequisite: PSY 101. (Honors version available)

PSY 203 Child Psychology. 3 Credits
Physical, cognitive, social, emotional, and moral development of the child from conception until adolescence. Prerequisite: PSY 101.

PSY 204 Adolescent Psychology. 3 Credits
Physical, cognitive, social, emotional and moral development of the adolescent, including discussion of different phases of adolescence. Prerequisite: PSY 101.

PSY 206 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 101. A.A.T. students should take this course with EDU 235.

PSY 207 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 101. (Honors version available)

PSY 208 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 101. (Honors version available)
PSY 209 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 101.

PSY 210 Psychology of Women. 3 Credits
An introductory course focusing on developmental, ecological, psychological and gender issues relevant to women. Prerequisite: PSY 101.

PSY 211 Psychology and African-Americans. 3 Credits
Examines the psychology of African-Americans from Afrocentric, historical, behavioral, developmental and humanistic perspectives. Prerequisite: PSY 101.

PSY 212 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 101.

PSY 213 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 101.

PSY 219 Social Psychology. 3 Credits SS
Covers predominant theories and research strategies, focusing on social cognition, including beliefs, judgments, behaviors and attitudes; social influence, including conformity, persuasion, and group influence; and social relations, including the theories and research on aggression, prejudice, attraction and intimacy, altruism, conflict, and peacemaking. Prerequisite: PSY 101.

PSY 220 Introduction to Sport and Exercise Psychology. 3 Credits
Introduces the principles of psychology as they apply to sport and exercise, including ethics and problems in research methodology, motivation, learning, social behavior, performance enhancement, youth sports, gender issues, leadership and exercise issues. Multicultural and international views of the field are also considered. Prerequisite: PSY 101.

PSY 289H Honors Colloquium in Psychology—Special Topic: Political and Psychological Perspective on Leadership. 3 Credits
Team-taught by political science and psychology professors, this colloquium will examine the phenomenon of leadership by focusing primarily on the scholarship and analysis of several modern approaches. Leadership theories of Harvard psychologist Howard Gardner provide the framework for comparing leaders in a variety of fields. 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.

PSY 291-293 Cooperative Education. 1–3 Credits
PSY 298 Industrial and Organizational Psychology. 3 Credits
Organizational development, social and organizational behavior, and motivation strategies in government and private industries. Personnel development and training aspects include job analysis and evaluation as well as performance appraisal. Effective leadership, management and decision-making styles and stress in the workplace are also considered. Prerequisite: PSY 101.

Radiography (RAD)

Allied Health Department
Lanham Hall, Room 304
301-322-0733

RAD courses are offered in fall, spring and summer sessions. The program admits a new group of students every fall semester. A grade of C or higher must be maintained in all prerequisites and program courses to enter and remain in the program.

The course content within the Radiography Program is divided into the following modules:

Module I: Radiation Protection
Module II: Equipment Operation and Quality Control
Module III: Image Production and Evaluation
Module IV: Radiographic Procedures
Module V: Patient Care and Education
Module VI: Clinical Radiography

Each course encompasses a combination of modules designed to develop and expand the didactic and clinical knowledge base of radiography.

RAD 141 Radiographic Techniques I. 3 Credits
Emphasis on radiographic procedures of the upper extremity and shoulder girdle, lower extremity and pelvis, thorax and abdomen. Includes consideration of mobile, surgical, pediatric and geriatric patients, incorporating related pathology. Application of radiation protection, equipment operation/maintenance, image production/evaluation, and patient care and management. Includes relevance of radiology computer systems and computerized imaging. Prerequisites: Program admission; EGL 101, MAT 112, BIO 205, BIO 206, and MHE 200. RAD 150, RAD 151 and RAD 153 concurrent. 2 lecture/3 lab hours (Offered fall only)

RAD 142 Radiographic Techniques II. 3 Credits
Emphasis on radiographic procedures of the spine, gastrointestinal and urinary systems. Includes consideration of mobile, surgical, pediatric, and geriatric patients, incorporating related pathology. Includes principles of fluoroscopic equipment and use of contrast media. Expands upon course content of RAD 141, to include application of radiation protection, equipment operation/maintenance, image production/evaluation, and patient care and management. Prerequisites: RAD 141, RAD 150, RAD 151 and RAD 153. RAD 154 and RAD 143 concurrent. 2 lecture/3 lab hours. (Offered spring only)
RAD 143 Radiation Biology/Protection. 3 Credits
Interactions of radiation with matter and biological effects associated with the use of ionizing radiation. Focus on radiation safety of patients and personnel based on the ALARA concept. Health implications to present and future generations, and manifestation and treatment of radiation sickness discussed. Includes NCRP recommendations and NRC and COMAR regulations. Prerequisites: RAD 141, RAD 150, RAD 151, and RAD 153. RAD 142 and RAD 154 concurrent. (Offered summer only)

RAD 150 Principles of Image Production and Imaging Equipment. 3 Credits
Introduction to elements controlling/influencing radiographic quality, basic principles of general and radiological physics, and radiographic equipment operation. Prepares students for proper use of radiographic equipment, production and evaluation of diagnostic quality radiographs and application of radiation protection measures in the clinical setting. Prerequisites: MAT 112, EGL 101, BIO 205, BIO 206 and MHE 200. RAD 141, RAD 150, and RAD 153 concurrent. (Offered fall only)

RAD 151 Patient Care and Management. 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, medical, and ethical issues. Infection control, aseptic techniques, vital signs, medical emergencies and pharmacology are included. Consideration of human diversity and cultural implications associated with health care. Includes medical terminology. Prerequisites: MAT 112, EGL 101, BIO 205, BIO 206 and MHE 200. RAD 141, RAD 150, and RAD 153 concurrent. 4 lecture hours/8 weeks. (Offered fall only)

RAD 153 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 and pelvis, thorax and abdomen. Prerequisites: MAT 112, EGL 101, BIO 205, BIO 206 and MHE 200. RAD 141, RAD 150, and RAD 153 concurrent. 2 days/8 hours/weeks. (Offered fall only)

RAD 154 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 spine, gastrointestinal and urinary systems. Prerequisites: RAD 141, RAD 150, RAD 151, RAD 153. RAD 142 and RAD 143 concurrent. 2 days/8 hours. (Offered spring only)

RAD 155 Clinical Radiography III. 2 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 141 and RAD 142. Prerequisite: RAD 142 and RAD 143. 4 days/8 hours. (Offered summer only)

RAD 156 Clinical Radiography IV. 2 Credits
Fourth 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 141 and RAD 142. Prerequisite: RAD 155. 4 days/8 hours. (Offered summer only)

RAD 200 Advanced Radiography Practicum. 1 Credit
Introductory course for additional imaging techniques. Provides students with a more complete understanding of correlative anatomy and diagnostic/treatment of disease. Prepares students for further studies and career options; promotes lifelong learning. Prerequisites: RAD 241, RAD 253 and PHY 156. RAD 242 and RAD 243 and RAD 257 concurrent. 2 weeks/30 hours/week. (Offered spring only)

RAD 241 Radiographic Techniques 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 radiology. Concentration on all modules of study to include radiation protection, equipment operation/maintenance, image production/evaluation, and patient care and management. Prerequisites: RAD 156; RAD 253 and PHY 156 concurrent. 2 lecture/3 lab hours. (Offered fall only)

RAD 242 Radiographic Techniques IV. 2 Credits
The culmination of studies in radiographic procedures to include introduction of advanced level imaging modalities. Comprehensive overview of pathology as related to radiographic imaging and interpretation. Reinforcement of all modules of study to include radiation protection, equipment operation/maintenance, image production/evaluation, and patient care and management. Emphasis on knowledge application and retention for lifelong learning and career skills. Prerequisites: RAD 241, RAD 253 and PHY 156. RAD 243, RAD 254 concurrent, RAD 200 and RAD 257. (Offered spring only)

RAD 243 Multiskilling for Imaging Professionals. 2 Credits
Enhancement of professional skills, understanding of administrative and financial considerations, and incorporation of additional skills geared to increase student marketability as they enter the workforce. Includes basic EKG and dysrhythmia interpretation, venipuncture, 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 241, RAD 253 and PHY 156. RAD 242, RAD 254, RAD 200 and RAD 257 concurrent. (Offered spring only)
RAD 253 Clinical Radiography V. 4 Credits
Fifth 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/maintenance, image production/evaluation, patient care and management. Prerequisites: RAD 156, RAD 241 and PHY 156 concurrent. 2 days/8 hours. (Offered fall only)

RAD 254 Clinical Radiography VI. 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. Emphasis on all radiographic procedures and administrative/organizational skills. Re-enforcement of application of radiation protection, equipment operation/maintenance, image production/evaluation, patient care and management. Prerequisites: RAD 241, RAD 253 and PHY 156, RAD 242, RAD 243, RAD 200 and RAD 257 concurrent. 2 days/8 hours. (Offered spring only)

RAD 257 Radiography Seminar. 1 Credit
Review and refinement of all material covered during the course of the program in preparation for the ARRT certifying exam. Didactic review of patient care/management, equipment operation/maintenance, radiographic procedures, image production/evaluation, radiation protection and clinical radiography. Critical thinking and problem solving skills are challenged. Prerequisite: RAD 241 253 and PHY 156. RAD 240, 242, 243, 254 concurrent. 1 day/3 hours/5 weeks. (Offered spring only)

RAD 296 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. (Fall and spring)

RAD 297 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 have a current ARRT certification in radiography, nuclear medicine, or radiation therapy: Maryland State license as applicable. Prerequisite: RAD 298. 8 hours/week clinical. (Spring and summer)

RAD 298 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, nuclear medicine, or radiation therapy. (Fall and spring)

RAD 299 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 have current ARRT certification in radiography, nuclear medicine, or radiation therapy: Maryland State license as applicable. Prerequisite: RAD 298. 8 hours/week clinical. (Spring and summer)

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 103. Consult program coordinator for details.

RLS 103 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 203 Real Estate Finance and Investment. 3 Credits
Decision-making analysis for real estate investment based on both the characteristics of the investment property and the availability and cost of funds appropriate for the project. Cash-flow forecasting, arranging financing, creative financing, tax implications and timing of disposal of property. Uses spreadsheets and financial calculators. Prerequisites: Reading and arithmetic proficiency.

RLS 291-293 Cooperative Education. 1–3 Credits
Residential Property Management (RPM)

Business Management Department
Bladen Hall, Room 210
301-322-0080

RPM 101 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 102 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 101.

Respiratory Therapy (RST)

Allied Health Department
Lanham Hall, Room 304
301-322-0733

RST courses are offered once per year in the fall, spring, or summer sessions (SS) I or II. A grade of C or better must be maintained in all prerequisites, program courses, and required science courses.

RST 153 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 205, BIO 206, PSC 115 and MAT 112; RST 157 concurrent. 2 class/3 clinical hours. (Offered fall only)

RST 157 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 205, BIO 206, MAT 112, and PSC 115; RST 153 concurrent. (Offered fall only)

RST 160 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 153 and RST 157; RST 163 concurrent. (Offered spring only)

RST 163 Principles and Practice of Respiratory Therapy II. 213 recommended. 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 153 and RST 157; RST 160 concurrent. 2 class/2 lab/10 clinical hours. (Offered spring only)

RST 173 Clinical Practice in Respiratory Therapy III. 3 Credits
Continued clinical practicum covering general respiratory care procedures and pulmonary function technology. Prerequisites: RST 160 and RST 163. 27 clinical hours for 5 weeks. (Offered summer only)

RST 174 Ventilators and Introduction to Critical Care. 3 Credits
Concepts of mechanical ventilators and modes of ventilation with application to clinical practice. Prerequisite: RST 173. 27 lab hours for 5 weeks. (Offered summer only)

RST 249 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 174; RST 250 and RST 253 concurrent. (Offered fall only)

RST 250 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 174; RST 249 and RST 253 concurrent. (Offered fall only)

RST 253 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 174; RST 249 and RST 250 concurrent. 15 clinical hours. (Offered fall only)

RST 262 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 250 and RST 253; RST 263 concurrent. (Offered spring only)

RST 263 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 250 and RST 253; RST 262 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 is also available as a separate independent credit course.

SLN 201 Service Learning. 1 Credit  
An independent volunteer experience of a minimum of 50 hours with a community organization that meets academic objectives within the student's educational discipline. May be repeated for a combined total of 6 SLN credits.

SLN 202 Service Learning. 2 Credits  
An independent volunteer experience of a minimum of 100 hours with a community organization that meets academic objectives within the student's educational discipline. May be repeated for a combined total of 6 SLN credits.

SLN 203 Service Learning. 3 Credits  
An independent volunteer experience of a minimum of 150 hours with a community organization that meets academic objectives within the student's educational discipline. May be repeated for a combined total of 6 SLN credits.

**Sociology (SOC)**

Anthropology, Sociology and Economics Department  
Marlboro Hall, Room 2054  
301-322-0525

SOC 101 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 102 Marriage and Family. 3 Credits  
Survey of modern marriage and family issues and related sociological trends in America. Prerequisite: SOC 101 or ANT 103.

SOC 153 Law Enforcement and the Community. 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 153 and CJT 153.) Prerequisite: Reading proficiency.

SOC 201 Social Problems. 3 Credits  
Review of problems facing American society and their sociological implications, including theories of social deviance and social disorganization. Prerequisite: SOC 101 or POS 101. (Honors version available)

SOC 203 Criminology. 3 Credits  
Social and psychological concepts of criminal behavior and the chronic offender. Prerequisite: SOC 101 or PSY 101.

SOC 204 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 101 or PSY 101 or POS 101 or ANT 101 with grade of C or better.

SOC 209 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 103 or POS 101 or SOC 101 or PSY 101.

SOC 240 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 101.

SOC 289H 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 291–293 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 101 Spanish for Beginners. 3 Credits  
Introduction to the language—reading, writing, understanding and speaking—and to the culture of Spain and the Hispanic countries.

SPN 102 Spanish for Advanced Beginners. 3 Credits  
Continued development of Spanish language skills and cross-cultural understanding begun in SPN 101. Prerequisite: SPN 101 or two years of high school Spanish or equivalent.
SPN 201 Intermediate Spanish I. 3 Credits
Intermediate study of the Spanish language and culture building on the foundation of Spanish for Beginners. Prerequisite: SPN 102 or three years of high school Spanish or equivalent.

SPN 202 Intermediate Spanish II. 3 Credits
Continuation of SPN 201 with emphasis on the history and culture of Spain and Latin America. Prerequisite: SPN 201 or four years of high school Spanish or equivalent. Native Spanish speakers welcome with permission of the department.

SPN 204 Advanced Conversation. 3 Credits
Advanced preparation for students who wish to develop fluency and confidence in speaking Spanish. Prerequisite: SPN 201 or four years of high school Spanish or equivalent. Native Spanish speakers welcome with permission of the department.

SPN 291–293 Cooperative Education. 1–3 Credits

Speech Communication (SPH)

Communication and Theatre Department
Queen Anne Fine Arts Building, Room 113
301-322-0926

SPH 095 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 081 and ESL 100 (a grade of C or higher) or placement by exam. 3 class/1 recitation hour.

SPH 100 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 095, ESL 102 and ESL 105 (a grade of C or higher) or placement by exam. 3 class/1 recitation hour.

SPH 101 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 100 and ESL 106 with a grade of C or higher. (Honors version available)

SPH 103H 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 105 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 100 and ESL 106 (a grade of C or higher).

SPH 107 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 100 and ESL 106 (a grade of C or higher).

SPH 109 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 100 and ESL 106 (a grade of C or higher). (Honors version available.)

SPH 111 Public Speaking. 3 Credits
Development of public speaking skills. Prerequisites: Reading and oral proficiencies or SPH 100 and ESL 106 (a grade of C or higher).

SPH 113 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 100 and ESL 106 (a grade of C or higher).

SPH 117 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 100 and ESL 106 (a grade of C or higher).

SPH 121 Public Relations Techniques. 3 Credits
Public relations message design and dissemination. Prerequisites: Reading and oral proficiencies or SPH 100 and ESL 106 (a grade of C or higher). 2 class/2 lab hours.

SPH 123 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 100 and ESL 106 (a grade of C or higher).

SPH 218 Reader's Theatre. 3 Credits
Group performance of literature using prepared and original scripts. Prerequisite: SPH 117 or THE 201 or permission of department.

SPH 221 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 275 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 275 and SPH 275.) Prerequisites: Reading and oral proficiencies or SPH 100 and ESL 106 (a grade of C or higher).
SPH 289H 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 291–293 Cooperative Education. 1–3 Credits

### Television, Radio and Film (TRF)

**Communication and Theatre Department**  
Queen Anne Fine Arts Building, Room 113  
301-322-0926

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
<th>Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>TRF 131</td>
<td>Introduction to Radio, Television and Film</td>
<td>3</td>
<td>Mass media systems: their history, regulation, aesthetics and contemporary impact. Prerequisites: Reading and oral proficiencies or SPH 100 and ESL 106 (a grade of C or higher).</td>
</tr>
<tr>
<td>TRF 133</td>
<td>Television Production: Studio</td>
<td>3</td>
<td>Techniques of studio production with practice in student productions. Prerequisites: Reading and oral proficiencies or SPH 100 and ESL 106 (a grade of C or higher). 2 class/2 lab hours.</td>
</tr>
<tr>
<td>TRF 141</td>
<td>Introduction to Radio</td>
<td>3</td>
<td>Radio as a mass medium: origins and techniques of programming, scriptwriting, announcing, studio production and station operation. Prerequisites: Reading and oral proficiencies or SPH 100 and ESL 106 (a grade of C or higher). 2 class/2 lab hours.</td>
</tr>
<tr>
<td>TRF 231</td>
<td>Introduction to Film</td>
<td>3</td>
<td>Historical, artistic and sociological trends of the cinema, supplemented by film viewing and analysis. Credit may not be received for both EGL 231 and TRF 231. Prerequisites: Reading and oral proficiencies or SPH 100 and ESL 106 (a grade of C or higher).</td>
</tr>
<tr>
<td>TRF 233</td>
<td>Television Production: Field Producing and Editing</td>
<td>213 recommended. 3</td>
<td>Television production emphasizing field production and editing. Prerequisites: TRF 133 and permission of department. 3 class/2 lab hours.</td>
</tr>
<tr>
<td>TRF 291–293</td>
<td>Cooperative Education</td>
<td>1–3</td>
<td></td>
</tr>
</tbody>
</table>

### Theatre (THE)

**Communication and Theatre Department**  
Queen Anne Fine Arts Building, Room 113  
301-322-0926

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
<th>Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>THE 101</td>
<td>Introduction to the Theatre</td>
<td>3</td>
<td>Appreciating the director, the actor, the playwright and the people behind the scenes in today's theatre. Prerequisites: Reading and oral proficiencies or SPH 100 and ESL 106 (a grade of C or higher). (Honors version available.)</td>
</tr>
<tr>
<td>THE 103</td>
<td>Introduction to Stage Technology</td>
<td>1</td>
<td>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 100 and ESL 106 (grades of C or higher), or permission of the department.</td>
</tr>
<tr>
<td>THE 104</td>
<td>Staging/Grips</td>
<td>4</td>
<td>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 103 concurrent or completed, or permission of the department. 2 class/4 lab hours.</td>
</tr>
<tr>
<td>THE 105</td>
<td>Play Production</td>
<td>3</td>
<td>Basic elements involved in the production of plays in a community or nonprofessional setting. Prerequisites: Reading and oral proficiencies or SPH 100 and ESL 106 (a grade of C or higher).</td>
</tr>
<tr>
<td>THE 106</td>
<td>Theatrical Rigging</td>
<td>4</td>
<td>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 103 concurrent or completed, or permission of the department. 2 class/4 lab hours.</td>
</tr>
<tr>
<td>THE 108</td>
<td>Lighting for the Stage</td>
<td>4</td>
<td>Introduction to the job of a stage electrician, emphasizing familiarity with lighting equipment, electrical basics and running show electrics. Prerequisite: THE 103 concurrent or completed, or permission of the department. 2 class/4 lab hours.</td>
</tr>
<tr>
<td>THE 109</td>
<td>Fundamentals of Movement</td>
<td>3</td>
<td>An examination of various styles of movement for acting, including mime, dance, and stage combat. Prerequisite: Reading and oral proficiencies or SPH 100 and ESL 106 with grades C or better.</td>
</tr>
<tr>
<td>THE 110</td>
<td>Concert and Stage Sound Reinforcement</td>
<td>4</td>
<td>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 103 concurrent or completed, or permission of the department. 2 class/4 lab hours.</td>
</tr>
</tbody>
</table>

**Notes:**  
- **CL** = Computer Literacy Req.  
- **E** = English Req.  
- **H** = Humanities Req.  
- **M** = Math Req.  
- **Sc** = Science Req.  
- **SS** = Social Science Req.
THE 111 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 100 and ESL 106 (a grade of C or higher).

THE 113 Fundamentals of Theatrical Design. 3 Credits
An examination of the aspects of theatrical design from concept to presentation. Prerequisite: THE 101 with grade of C or better.

THE 115 Technical Theatre. 3 Credits
Principles and production of scenery and lighting for the theatre. Prerequisites: Reading and oral proficiencies or SPH 100 and ESL 106 (a grade of C or higher).

THE 201 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 100 and ESL 106 (a grade of C or higher).

THE 202 Principles of Acting II. 3 Credits
Continuation of THE 201. Focuses on the further refinement of acting skills. Prerequisite: THE 201.

THE 203 Fundamentals of Script Analysis. 3 Credits
Detailed study of the play by analyzing structure, genre, theme, style, character and language. The course will also include an examination of the actor’s role in script analysis and the roles of the director, playwright, dramaturg, and audience in the play. Prerequisite: THE 101 with grade of C or higher.

THE 204 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 106, THE 108 and THE 110 (a grade of C or higher) or permission of the department. 2 class/2 lab hours.

THE 205 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 101 with grade of C or higher.

THE 206 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 204 (a grade of C or higher) or permission of the department. 2 class/2 lab hours.

THE 208 Stage Scenery Construction. 4 Credits
Emphasizes familiarity with scene shop equipment and tools, materials, hardware, joinery, layout, and construction of scenery. Prerequisite: THE 104 (a grade of C or higher) or permission of the department. 2 class/4 lab hours.

THE 210 Concert and Stage Special Effects. 3 Credits
Introduction to stage special effects, electrical and mechanical machinery, firearms, and pyrotechnics. Prerequisite: THE 206 (a grade of C or higher) or permission of the department. 2 class/2 lab hours.

THE 212 Film and Studio Mechanics. 3 Credits
Introduction to film/video production, production organization and job areas and production techniques unique to film. Prerequisites: THE 106 and THE 208 (a grade of C or higher) or permission of the department. 2 class/2 lab hours.

THE 289H 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 291–293 Cooperative Education. 1–3 Credits

Women’s Studies (WMS)

Philo6ogy Department
Bladen Hall, Room 310
301-322-0946

WMS 101 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.
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 should also see an academic adviser periodically to evaluate future course selection plans and to determine current transfer criteria at the four-year college or university being considered. Those who plan for this goal and seek professional advice, both early and consistently, may ensure maximum success in the transfer process.

After consulting with an academic adviser, students who intend to transfer to a public college or university within the state of Maryland may use a computerized system known as ARTSYS, developed by the University of Maryland, to determine which of our courses are best suited to their intended four-year major. Students who intend to transfer out of state may still use our curriculum planning guides, available online and from Advising and Transfer Services, to chart the ideal selection of courses.

The department, located in Bladen Hall, Room 124, offers more focused, one-on-one assistance with transfer course planning and selection, especially for those who need help determining which college or university would be best in terms of their intended major and their financial requirements. Call 301-322-0151 for more information about Advising and Transfer Services.

**Articulation Agreements**

To increase transfer opportunities and baccalaureate degree options for students, Prince George's Community College has formed articulation agreements with many public and private four-year colleges and universities throughout the metropolitan area, including Maryland state universities. Articulation agreements maximize the number of credits students will be able to transfer from PGCC by specifying required curricula and policy that will facilitate the student's transition from one institution to another.

Articulation agreements are maintained with the institutions listed below for students completing their studies at Prince George's Community College.

<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&lt;br&gt;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&lt;br&gt;Bachelor's Degree in General Management</td>
</tr>
<tr>
<td>Bowie State University</td>
<td>Bachelor's Degree in Technology</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.&lt;br&gt;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
<table>
<thead>
<tr>
<th>Transfer Institution</th>
<th>Transfer Focus</th>
</tr>
</thead>
<tbody>
<tr>
<td>Goucher College</td>
<td>Bachelor’s Degree Programs (open to PGCC Honors Academy graduates)</td>
</tr>
<tr>
<td>Howard University</td>
<td>Bachelor’s Degree in Communications Program</td>
</tr>
<tr>
<td></td>
<td>Bachelor’s Degree Programs (open to all PGCC graduates)</td>
</tr>
<tr>
<td></td>
<td>Bachelor’s Degree Programs (open to PGCC Honors Academy graduates)</td>
</tr>
<tr>
<td>Johns Hopkins University/School of Continuing Studies</td>
<td>Bachelor’s Degree in Business and Management (open to PGCC part-time students and program graduates)</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 (open to PGCC Honors Academy graduates)</td>
</tr>
<tr>
<td></td>
<td>Bachelor’s Degree Programs (open to PGCC Honors Program graduates)</td>
</tr>
<tr>
<td>Strayer University</td>
<td>Bachelor’s Degree Programs (open to all PGCC graduates)</td>
</tr>
<tr>
<td>Towson University</td>
<td>Bachelor’s Degrees in Elementary and Special Education and Maryland Teaching Certification (open to PGCC A.A.T. graduates)</td>
</tr>
<tr>
<td>University of Baltimore</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 (open to PGCC A.A.T. graduates)</td>
</tr>
<tr>
<td>University of Maryland College Park (UMCP)</td>
<td>Bachelor’s Degree Programs (open to qualified PGCC program graduates)</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 are 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 (open to qualified PGCC program graduates)</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>Villa Julie College</td>
<td>Bachelor’s Degree in Nursing</td>
</tr>
<tr>
<td>Washington Bible College</td>
<td>A reciprocal agreement in which PGCC and the 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 (open to PGCC Honors Academy graduates)</td>
</tr>
</tbody>
</table>
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 the equivalent of four 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.

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>F*</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:

- 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 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 and is typically used in developmental courses. Level of achievement also may be indicated by attaching a number to the grade (P1–P4).
- 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
Grade reports are mailed to students promptly upon completion of the semester. In the event that a grade appears to be incorrect, the student should contact the departmental office for the course in question. Students have until the end of the next 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
Both official and unofficial copies of transcripts may be obtained upon 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.

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. (Two previous W or Q grades count as one unsuccessful attempt.) 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
Most students are asked to 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.

Sometimes when a curriculum is changed, certain courses that were taken in connection with the old program of study may not be relevant to the new program. A student may request that such inapplicable courses not be counted within the new program of study. Such requests must be sent to the director of admissions and records as part of the proper completion of a curriculum change form. Courses that are determined to be not applicable to the new program will receive the designation N/A (not applicable) and will no longer affect the student’s grade-point average or be counted toward meeting graduation requirements.

The N/A designation will be applied to courses that were specifically required in the former program of study and that are not applicable to the new program as required courses or recommended electives. Courses that satisfy a general education requirement are not eligible for the N/A designation unless the new program of study lists specific general education courses as required courses, and courses taken previously may not be used as approved substitutes for the required courses.

Students requesting this evaluation of their academic record should be aware that all such nonapplicable courses will receive the N/A designation regardless of the grade earned. Normally, this treatment may be requested only once.

Academic Forgiveness
Students readmitted to the college after an absence of at least five calendar years may request that up to 16 credit hours of previous coursework be made nonapplicable to their current program of study, above and beyond the provisions of the Changes of Program/Not Applicable Courses section above. The returning student, with the assistance and approval of an academic adviser, determines which courses taken before the break in enrollment are to be forgiven. Upon the approval of the vice president for academic affairs, these courses are marked N/A on the student’s academic record and are no longer counted toward determining the student’s grade-point average or total credits earned. Students who wish to request this privilege must be officially enrolled during the semester in which the request is made.

Class Attendance/Participation
While each faculty member has the authority to set attendance and participation requirements for his/her classes, the college in general expects that students will regularly attend the classes for which they are registered. In the case of distance learning courses, the expectation is for participation through timely completion of assignments, involvement in online discussion groups, contact with the instructor, and other such indicators of engagement with the course.

Faculty are required to administratively withdraw any student who fails to attend or participate in a class during the first 20 percent of its meeting dates. This withdrawal is recorded as a Q grade and is effective as of the end of the third week of the course or the equivalent 20 percent date for accelerated courses. It is treated the same as a student-initiated withdrawal in terms of its impact on the GPA.

Administrative withdrawals take priority over student-initiated withdrawals. Students who have been given a Q by the instructor may not, therefore, change this grade to a W at a later time in the semester.

Withdrawal from Classes
To withdraw from any or all classes for any cause during the semester, students must do the following:

• Get a withdrawal or drop form from the Admissions and Records Office.
• Obtain the proper signatures in the case of withdrawal from all classes.
• Return the completed form to the Admissions and Records Office. Be sure to retain one copy of the form until you have received your end-of-semester grade report.

The last day to withdraw from a full-semester class is shown in the schedule of classes each semester and is normally at the end of the 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.

*For financial aid eligibility, however, each W or Q grade counts as one course attempt.
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).

**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 adviser, may not register for more than two courses. One of these must be selected from CAP 102, Achieving College Success; CAP 110, Introduction to College Life; CAP 131, Career Assessment and Planning; or DVR 006, 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 adviser 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 director of admissions and records no later than two weeks prior to the start of the semester in which reenrollment 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**

New students will be issued photo ID cards once they have enrolled for their first semester. Students should go to the library (Accokeek Hall) to have a picture taken and the card created. Returning students must have the ID card validated each semester they attend. This can be done at the library, the Admissions and Records Office in Bladen Hall, Room 126 or at any of the off-campus sites.

ID cards must be carried at all times and are required for checking out materials from the college library, admission to campus special events, and as identification at the college bookstore. Students who lose their ID card must pay a $10 replacement fee.

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 will 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.

**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 143 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. Students charged with disruptive behavior are subject to appropriate disciplinary action, which may lead to suspension or expulsion.

Falsification of Records
Intentional falsification of academic records, which includes but is not limited to grade reports, enrollment verification forms and letters, transcripts from any college, demographic information reported on the application, and residency documents is subject to appropriate disciplinary action and may lead to suspension or expulsion.

Graduation Requirements
Students who wish to graduate from Prince George's Community College, either in an associate's degree program or a certificate program, must successfully complete a prescribed group of courses called a curriculum, which differs for each program of study. Within any one curriculum, courses fall into one of three categories—program concentration courses, general education courses, and elective courses. Program concentration courses are those required in order to specialize in the field the curriculum represents (i.e., management, criminal justice, art, etc.). General education courses are those required in order to fulfill college and state requirements for documentable learning in broad academic categories, such as science, mathematics or the humanities. Elective courses may be chosen by the student and allow the tailoring of a curriculum to the student's career or transfer objectives. Some curricula have few or no electives. Certificate programs consist primarily of program concentration courses but also may have a few general education or elective courses listed. Students should follow requirements for the curriculum in which they plan to graduate exactly as it appears in the catalog in effect either the semester of initial enrollment or the one in effect the semester of graduation.

Additionally, PAS 101, Principles and Strategies of Successful Learning, is required for students when they take DVR 006. In the fall 2009 semester, PAS 101 will become a college program graduation requirement. For more information about PAS 101, see Chapter 2, Registering for Classes, and Chapter 6, Course Descriptions.

Requirements for the Associate of Arts, Associate of Science, Associate of Applied Science and Associate of Arts in Teaching Degrees
The overall requirements for the Associate of Arts, Associate of Science, Associate of Applied Science, and Associate of Arts in Teaching degrees are as follows:

- A minimum of 60 credit hours in academic courses; at least 15 credit hours of this total must be earned at Prince George's Community College. No more than 30 hours may be earned through nontraditional learning modes, and of those no more than 15 may be earned through portfolio assessment and/or challenge exams.
- Completion of the degree requirements of the specific curriculum in which the degree is to be awarded, including the general education requirements, as described in the college catalog issued for the academic year in which study in that curriculum began, or which was in effect during the academic year of the most recent readmission to the college. Students in Health Sciences curricula must complete the program concentration requirements in place at the time of enrollment in the first course in the concentration.
- An overall grade-point average (GPA) of at least 2.00 for all courses taken at this college.
- The filing of a formal application for graduation prior to the deadline published in the academic calendar. The Admissions and Records Office checks for completion of all degree requirements and verifies degree eligibility.

Graduating students also must take a brief standardized test designed to evaluate the college's general education program during their final semester. Information on this test will be provided at the time the application for graduation is filed.

Graduation with Honors
The college recognizes high academic achievement by awarding the following Honors designations to associate's degree recipients based on overall grade-point average. These standards are:

- With Honor .................. GPA from 3.50 to 3.69
- With High Honor .............. GPA from 3.70 to 3.94
- With Highest Honor .......... GPA of 3.95 or higher
Requirements for Additional Associate's Degrees
Students may earn additional associate's degrees at Prince George's Community College either by concurrent completion of the requirements of the several degrees or by subsequent study after the first degree is received. The requirements for earning additional degrees are as follows:

1. Complete all requirements of each program of study including general education requirements.
2. Earn a minimum of 15 credit hours at the college in addition to those required for the initial degree for each additional degree.
3. 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:

1. 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.
2. 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.
3. In cases where a certificate program requires fewer than 15 credits, half of the required credits must have been earned at this college.
4. Maintain an overall grade-point average of at least 2.00 for all courses taken at the college.
5. 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.
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.
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.
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
Hillman Entrepreneurs Program
301-322-0700
Lisa Rawlings, Program Director
lrawlings@pgcc.edu
http://academic.pgcc.edu/hillman

The Hillman Entrepreneurs Program seeks students with entrepreneurial potential. Students who have an entrepreneurial mindset and who have already demonstrated real-life business experiences or who have ideas that show promise for future entrepreneurial endeavors are encouraged to join this unique program. In addition, entrepreneurs who show promise of becoming future leaders within existing organizations are a strong fit for this program. The goal of the Hillman Entrepreneurs Program is to graduate ethical leaders who will become successful in their communities, energize those communities, and have a positive impact on the local economy.

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
• Members of or be willing to join one of the PGCC Collegian Centers

For more information, visit the Hillman Entrepreneurs Program Web site or contact the program director.

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/pgweb/pgdocs/honors/honors-promo.html

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 adviser
• 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 101
• Be eligible for MAT 104 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 verbal SAT score or
• Have a 3.25 minimum cumulative high school GPA and a 1650 combined essay, math and verbal 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 adviser to determine the appropriate course of study
• Determine a timetable for completion of an associate's degree
• Complete a minimum of seven honors courses, one of which must be an Honors colloquium
• Graduate from Prince George's Community College

Honors Program
Marlboro Hall, Room 1089
301-386-7530
honors@pgcc.edu
http://academic.pg.cc.md.us/honorsprogram/
The mission of the Prince George's Community College Honors Program is to promote the intellectual growth and enrichment of academically outstanding students. The program offers a curriculum that challenges and stimulates students through special honors courses.

Members of the college's Honors Program are provided with many unique opportunities. Some of the benefits include:
• Stimulating classes that provide challenging course work and exciting class discussions
• The designation of honors courses on students' transcripts
• 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

Students are admitted to the Honors Program based on their college placement examination scores, high school or college grade-point average, recommendations from professors or an interview with the Honors Program coordinator. Admission is open to full- and part-time students. To determine eligibility,
complete a program application and return it to the Honors Program coordinator, Marlboro Hall, Room 1087. The Honors Program is designed to be compatible with other honors programs throughout the country. Honors courses may be used to fulfill academic requirements for an associate's degree in any given program at the college and for transfer to four-year colleges and universities. Talk to an academic adviser for more information on transferring credits.

Honors Program students may receive honors credit through contract or tutorial arrangements in regular sections of courses. Generally, credit may not be received for a course on a contract or tutorial basis if an honors version of the course is offered. All arrangements for contract credit are handled by the Honors Program coordinator.

Citation in Honors
Students may apply for and earn the Citation in Honors if they have been accepted into the Honors Program, completed a minimum of 15 credits in honors courses and earned an overall cumulative grade-point average of 3.25. Students should apply for the Citation in Honors during the semester in which they will complete the requirements. The Citation in Honors is awarded at the annual student Honors Convocation in the spring.

Honors Society
Marlboro Hall, Room 1090
301-583-5293

The Honors Society provides students with co-curricular opportunities. 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-minimum credit hour 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
Marlboro Hall, Room 2112
Barry McCollough, Program Coordinator
bmccollough@pgcc.edu

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
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.

Beginning with the fall 2007 semester, incoming 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 courses). For work-based learning courses, eligibility requirements for incoming students include the completion of 30 college credits with a 2.0 or better GPA and at least 9 credits in their major.

Students with continuous enrollment prior to the fall 2007 semester are eligible to enroll in a work-based learning course if they have completed a minimum of 15 college credits with a 2.0 or better GPA and at least 6 credits in their major.


Collegian Centers

http://academic.pgcc.edu/collegiancenters

The college has five Collegian Centers that bring students in particular disciplines together for academic activities and opportunities. The five Collegian Centers are:

- **Administration of Justice Collegian Center** for students interested in criminal justice, corrections, forensic science, or paralegal/pre-law
- **Bernard Center** for students interested in business management and accounting
- **Humanities Collegian Center** for students interested in art, communication, English, language studies, music, philosophy and theatre
- **PSE Collegian Center** for students interested in psychology, sociology, and education
- **STEM Collegian Center** for students interested in science, technology, engineering, and mathematics

Computer Labs

Bladen Computer Center
Bladen Hall, Room 104
301-322-0999

Health Technology Learning Center
Lanham Hall, Room 310
301-583-1583

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, offer access to a wide range of educational and productivity software and are staffed with support personnel to provide individual assistance. The main lab is equipped with more than 150 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.
The Developmental Studies Program exists to help students develop academic skills for succeeding in college level courses. The program focuses on basic skills in English, 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 6.

1. College Level Learning Skills (CLS)
2. Developmental Learning Support (DLS)
3. Developmental English (DVE)
4. Developmental Mathematics (DVM)
5. 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 English, 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

- **Contact Information**
  - **Lanham Hall, Room 117**
  - **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 is a primary member of 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.
- **International Days/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 fall 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 get to know each other.
- **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 support admissions, advising, academic assessment, personal counseling, coursework and involvement in college clubs, events and activities. Quality instruction is provided in writing and reading fluent, understandable English and speaking Standard American English at a wide range of levels. Ease of entry into these and other college courses is supported by services designed to enhance the college experience.

Prince George’s Community College is authorized by the Bureau of Citizenship and Immigration Services (BCIS) to issue I-20s to foreign students who wish to study at the college. Persons who wish to attend on an F-1 student visa should contact the Admissions and Records Office or the Academic Advising Office for complete information regarding entrance criteria. This office also issues all documents needed to maintain good standing with BCIS. Students wishing to apply for any change in status should contact the coordinator of International Student Services, located in the Academic Advising Office.

International students must meet with an adviser 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:

<table>
<thead>
<tr>
<th></th>
<th>ESL Grammar</th>
<th>ESL Reading</th>
<th>SPH Speech</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic</td>
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</tr>
<tr>
<td>Level 1</td>
<td>ESL 082</td>
<td>ESL 081</td>
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<tr>
<td>Level 2</td>
<td>ESL 100</td>
<td>ESL 081</td>
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<tr>
<td>Intermediate</td>
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<tr>
<td>Level 1</td>
<td>ESL 101</td>
<td>ESL 105*</td>
<td>SPH 095</td>
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<tr>
<td>Level 2</td>
<td>ESL 102</td>
<td>ESL 105*</td>
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<tr>
<td>Advanced</td>
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<tr>
<td>Level 1</td>
<td>ESL 201</td>
<td>ESL 106</td>
<td>SPH 100</td>
</tr>
<tr>
<td>Level 2</td>
<td>ESL 202</td>
<td>ESL 106</td>
<td>SPH 100</td>
</tr>
<tr>
<td>Mainstream</td>
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<tr>
<td></td>
<td>EGL 101</td>
<td>any course</td>
<td>any SPH</td>
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<td></td>
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<td>with reading</td>
<td>course</td>
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<td></td>
<td></td>
<td>prerequisite</td>
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</tbody>
</table>

*Upon successful completion of ESL 105, students are eligible to take: ACC 100; any ART except 101; any CAP except 105; any CSM; any DVM; ECE 100; ENT 160; FRN 101; HLE 115, 200, 213, 221, 225, and 230; any HRT; any HSM except 162 and 163; HUM 198; MAT (with appropriate Math Placement Test score); MGT 150, 196 and 268; MHE 198, 200, and 292; MUS 100, 103, 111, 115, 198, and all applied MUS classes; any PED; any SLN; SPN 101.

The Learning Resources Center/Library

Accokeek Hall
301-322-0462
Reference: 301-322-0476
Circulation: 301-322-0475

The Learning Resources Center provides access to a wide variety of information resources, services and technologies. Materials are selected first for their relevance to the instructional programs and second for their potential to serve the cultural and recreational interests of the college and community.

The library collection consists of approximately 100,000 volumes, 300 print periodical titles, 8,000 online periodical titles and 15,000 audiovisual materials. Skilled professionals are prepared to help locate information needed for study and research. Access to state and national information resources is provided through interlibrary loan and the Internet. Books, periodicals, and audiovisual materials are accessed through the Web catalog at www.pgcc.edu/library.

Service Learning

Bladen Hall, Room 210
301-322-0713
Betty Habershon, 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, student 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 is also available as a separate independent credit course. Students who participate enhance their academic skills, while developing a better understanding and appreciation of civic responsibility.
Tutoring Center
Bladen Hall, Room 107
301-322-0748

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).

For more information, contact the Tutoring Center to receive a brochure or check out the Web page at www.pgcc.edu/resources/tutoring_center.

Writing Center
Bladen Hall, Room 107
301-322-0748

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

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.

For more information about the AFROTC program at the University of Maryland, visit the Web site at www.afrotc.umd.edu or contact their office at 301-314-7644.

Career and Job Services Center
Marlboro Hall, Room 2102
301-322-0109
career_jobs@pgcc.edu

The Career and Job Services Center helps students at all stages of career planning, including career exploration, choice of college major and career, and career changes. Career advisers help clients identify career goals that use their skills, interests, and values to meet their needs. Career planning skills are considered among the top ten skills employers expect of workers today.

The center offers comprehensive personal assessment and career planning services:

- Credit (CAP) and noncredit (JCL) courses on career/life planning and college success
- Free workshops on career and life management topics
- Career counseling and advising
- Resource materials on occupations, national and regional job market projections, and strategies for personal and professional development
- Computerized career guidance systems (DISCOVER) for assessment and information on occupations and educational programs
- Internet access to career resources

The Career and Job Services Center also provides assistance to students seeking employment. Career advisers offer assistance in developing efficient and effective job-hunting strategies, including interviewing techniques and 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.
Cashier’s Office
Bladen Hall, Room 120
301-322-0691

The Cashier’s Office receives bill payments and resolves student account problems. It also manages the college’s deferred tuition payment program, F.A.C.T.S.

Counseling Services
Bladen Hall, Room 122
301-322-0649, 0092, 0093
counseling@pgcc.edu

Counselors are available to enrolled students with personal and interpersonal problems that may be impacting their ability to succeed in college. Short-term counseling is available to help students overcome barriers and deal with cultural and school adjustments. Referrals for long-term counseling will be made to off-campus mental health service providers who charge nominal fees, whenever possible. Emergency assistance also is available in the Health Education Center, Marlboro Hall, Room 1083.

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
• Processing of petitions for admission to the Allied Health Programs
• Acceptance and evaluation of applications for graduation

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.

**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 2102*

301-322-0681; TDD: 301-322-0972

SSS@pgcc.edu

Student Support Services is a specialized program designed to assist and support low-income, first-generation or disabled college students to achieve their educational and personal goals. The program provides tutoring, counseling, 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 grant from the United States Department of Education.

**Transfer Center**

*Bladen Hall, Room 124*

301-322-0151

transfer@pgcc.edu

The Transfer Center is designed to provide students with the tools to make informed educational choices about transfer from the community college to four-year schools. Emphasis is placed on transfer to Maryland state universities, but some help is available for private and out-of-state schools, particularly in Virginia and the District of Columbia. Workshops are offered during the semester that attempt to help students better understand the transfer process. A statewide, Web-based articulation program (ARTSYS) is available to help students match community college courses and majors to those offered at every public university in the state. Assistance is provided in effective use of the ARTSYS program. Computers are available for virtual college tours and catalog browsing. Transfer Day, held every semester, allows students to speak personally with college representatives from state and local four-year schools in order to validate their transfer choices.

**Upward Bound (TRIO)**

*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 first-generation college to succeed in high school and to pursue post secondary education through to the bachelors degree level. Academic courses, tutoring, college exploratory and cultural trips are emphasized. Classes are held on the Largo campus. This program is funded through a grant from the United States Department of Education.

**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*

301-322-0801

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.
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 servicepersons regarding eligibility for VA educational benefits, VA policies and procedures regarding the receipt of those benefits, and special VA requirements and services that exist under each VA benefit program. Students must 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
Accokeek Hall, Room 303
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_
301-499-2412 or 301-322-0904

The food service area on campus is operated on a contracted basis. The area consists of a full service cafeteria, 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 p.m., Monday-Thursday
7:30 a.m.–2 p.m., Friday

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 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.

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.
Chapter 10—Workforce Development and Continuing Education

The Workforce Development and Continuing Education (WDCE) area provides a wide variety of noncredit workforce development, continuing education and community education programs. These courses and programs are designed to meet the learning needs of the county including local residents, businesses, government agencies and a variety of special populations with unique and special learning needs. More than 500 WDCE courses, workshops, and special programs are offered each year at more than 60 locations throughout the county. In order to provide these learning solutions, WDCE partners with dynamic, knowledgeable instructors, businesses, local government and nonprofit community services agencies.

WDCE courses and programs are organized under four divisions, each focusing on the learning needs of a specific target population (see additional information below):

1. The Workforce Development Institutes provide career-oriented workforce development solutions for individuals across a broad range of experience and capabilities.
2. The Center for Business and Industry Training provides customized employee development solutions for businesses and government agencies.
3. The Community Education division provides a diverse selection of cultural, educational, and practical noncredit classes and certifications for county residents across the entire spectrum from birth through seniors.
4. The Adult Education Program helps adults develop the basic academic and life skills necessary to prepare for the GED Tests, speak, understand, read and write English, enhance their participation as community and family members and succeed in the workplace.

Of the college’s total enrollment of nearly 40,000 students, more than 22,000 are enrolled in noncredit WDCE learning solutions. A schedule of noncredit courses is mailed to county households four times each year.

Workforce Development Institutes (WDI)
The Workforce Development Institutes (WDI) consist of 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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<tr>
<th>Course/Program</th>
<th>Entry-Level</th>
<th>Intermediate</th>
<th>Advanced Level</th>
<th>Also Available Online</th>
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<tr>
<td>A+ Certification</td>
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<td>Accounting</td>
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<td>ACLS Advanced Cardiac Life Support</td>
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<td>Acting and Entertainment Arts</td>
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<td>Automotive Service Technology</td>
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<td>Building Maintenance Engineer</td>
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<td>Cable Installation (BICSI Certification)</td>
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<td>Case Manager/Delegating Nurse in Assisted Living</td>
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<td>Certified Nursing Assistant</td>
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<td>Child Care</td>
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<td>Cisco Certified Networking Associate (CCNA)</td>
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<td>Commercial Driver’s License (CDL)</td>
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<td>Communication Skills, Spoken and Written</td>
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<td>Computer-Aided Drafting</td>
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<td>Computer Training</td>
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<td>Construction Management</td>
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<td>Cooking/Culinary Arts</td>
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<td>Cosmetology/Hair Braiding</td>
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<td>CPR and First Aid</td>
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<td>Dental Assisting</td>
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<td>EKG Monitoring</td>
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<td>Electrical Training</td>
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<td>EMT-B Emergency Medical Technician-Basic</td>
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<td>EPA Technician</td>
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<td>Equestrian Training and Management</td>
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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. **TraveLearn**—Unique tours from the TraveLearn 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.

ESL (English for Speakers of Other Languages)
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 centers. Students may register up until the start date of each class. Hours are Monday through Thursday from 8:30 a.m. to 8 p.m., and Friday from 8:30 a.m. to 5 p.m.

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 returning students, and is the fastest way to sign up for classes. Go to www.pgcc.edu/students, then click on e-S.T.A.R. on the Web directory to sign in.

Students must pay all tuition and fees by the due date printed on the bill to avoid being dropped from a class for nonpayment. It is expected that all students will have registered and paid prior to the start of a class. Registrations received after a class has begun or filled will not be processed. Students will be notified only if a class is canceled or changed.

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, 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, WTOI, WGGI, 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(a), 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(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.
In addition to the general requirements above, the following provisions apply to the specific categories of students indicated:

- Military personnel and their dependents who were domiciliaries of Maryland at the time of entrance into the armed forces and who are stationed outside the state may retain Maryland domicile as long as they do not establish domicile elsewhere.
- Military personnel stationed in Maryland who were not Maryland domiciliaries at the time of entrance into the armed forces and their dependents may be considered state residents for tuition purposes as long as they remain on active duty in the state. Those who reside and/or are stationed in Prince George’s County will be immediately considered county residents for tuition purposes.
- Individuals who have the legal capacity to establish Maryland residency may not be precluded from being awarded Maryland residency because of their immigration status.
- A student enrolled in a program designated as Statewide or Health Manpower Shortage Programs may be considered a county resident for tuition purposes if domiciled in Maryland.
- A student from outside the state who enrolls as part of a reciprocity agreement negotiated between Maryland and another state may be considered a resident for tuition purposes.

Notwithstanding any other provision, the college may enter into a contract with a business or industry that maintains facilities, operates, or does business in the state, to provide education or training for company employees for a set contractual fee in place of payment of tuition under the following conditions:

- The employee is enrolled in credit or noncredit courses that will benefit the employer.
- The company pays the fee charged by the college.
- The fee reasonably reflects the usual costs borne by students in the same or similar courses.
- The employees enrolled under this program shall be treated as any other student in accordance with college policies and procedures of the Maryland Higher Education Commission with the exception of payment of tuition.

Statewide General Education and Transfer Policy
The following General Education and Transfer Policy, approved by the Maryland Higher Education Commission, supersedes transfer policies previously in existence and are effective and applicable to students first enrolling in Maryland postsecondary educational institutions in fall 1996 and thereafter.

Title 13B
Maryland Higher Education Commission
Subtitle 02 Academic Regulations
Subtitle 06 General Education and Transfer*
Authority: Education Article, 11-201-11-206
Annotated Code of Maryland

I. Scope and Applicability
This Policy applies only to public institutions of higher education.

II. Definitions
A. In this Policy, the following terms have the meanings indicated.

B. Terms defined.
1. A.A. degree means the Associate of Arts degree.
2. A.A.S. degree means the Associate of Applied Sciences degree.
3. A.A.T. degree means the Associate of Arts in Teaching degree.
4. Arts means courses that examine aesthetics and the development of the aesthetic form and explore the relationship between theory and practice. Courses in this area may include fine, performing and studio art, appreciation of the arts and history of the arts.
5. A.S. degree means the Associate of Sciences degree.
6. Biological and physical sciences means courses that examine living systems and the physical universe. They introduce students to the variety of methods used to collect, interpret and apply scientific data, and to an understanding of the relationship between scientific theory and application.
7. English composition courses means courses that provide students with communication knowledge and skills appropriate to various writing situations, including intellectual inquiry and academic research.
8. General education means the foundation of the higher education curriculum providing a coherent intellectual experience for all students.
9. General education program means a program that is designed to introduce undergraduates to the fundamental knowledge, skills and values that are essential to the study of academic disciplines, to encourage the pursuit of lifelong learning and to foster the development of educated members of the community and the world.
10. Humanities means courses that examine the values and cultural heritage that establish the framework for inquiry into the meaning of life. Courses in the humanities may include the language, history, literature, and philosophy of Western and other cultures.
11. Mathematics means courses that provide students with numerical, analytical, statistical and problem-solving skills.
12. Native student means a student whose initial college enrollment was at a given institution of higher education and who has not transferred to another institution of higher education since that initial enrollment.
13. Parallel program means the program of study (or courses) at one institution of higher education that has comparable objectives as those at another higher education institution, e.g., a transfer program in psychology in a community college is definable as a parallel program to a baccalaureate psychology program at a four-year institution of higher education.
14. Receiving institution means the institution of higher education at which a transfer student currently desires to enroll.
(15) **Recommended transfer program** means a planned program of courses, both general education and courses in the major, taken at the community college that is applicable to a baccalaureate program at a receiving institution; ordinarily the first two years of the baccalaureate degree.

(16) **Sending institution** means the institution of higher education of most recent previous enrollment by a transfer student at which transferable academic credit was earned.

(17) **Social and behavioral sciences** means courses that examine the psychology of individuals and the ways in which individuals, groups or segments of society behave, function and influence one another. They include, but are not limited to, subjects which focus on history and cultural diversity; on the concepts of groups, work and political systems; on the applications of qualitative and quantitative data to social issues; and on the interdependence of individuals, society and the physical environment.

(18) **Transfer student** means a student entering an institution for the first time having successfully completed a minimum of 12 semester hours at another institution that are applicable for credit at the institution the student is entering.

### III. General Education Requirements for Public Institutions

A. While public institutions have the autonomy to design their general education program to meet their unique needs and mission, that program shall conform to the definitions and common standards in this chapter. A public institution shall satisfy the general education requirement by:

(1) Requiring each program leading to the A.A. or A.S. degree to include not less than 30 and no more than 36 semester hours and each baccalaureate degree program to include not less than 40 and no more than 46 semester hours of required core courses, with the core requiring, at a minimum, coursework in each of the following five areas:

   (a) Arts and humanities;
   (b) Social and behavioral sciences;
   (c) Biological and physical sciences;
   (d) Mathematics; and
   (e) English composition.

(2) Conforming with COMAR 13B.02.02.16D(2)(b)-(c).

B. General education programs of public institutions shall require at least:

(1) One course in each of two disciplines in arts and humanities;
(2) One course in each of two disciplines in social and behavioral sciences;
(3) Two science courses, at least one of which must be a laboratory course;
(4) One course in mathematics at or above the level of college algebra; and
(5) One course in English composition.

C. Interdisciplinary and emerging issues

(1) In addition to the five required areas in III A (1) of this Regulation, a public institution may include up to eight semester hours in a sixth category that addresses emerging issues that institutions have identified as essential to a full program of general education for their students. These courses may:

   (a) Be integrated into other general education courses or may be presented as separate courses; and
   (b) Include courses that:

      (i) Provide an interdisciplinary examination of issues across the five areas; or
      (ii) Address other categories of knowledge, skills and values that lie outside of the five areas.

(2) Public institutions may not include the courses in this section in a general education program unless they provide academic content and rigor equivalent to the areas in III A (1) of this Regulation.

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 program to take any part of the general education credits at any public college or university to take, as a condition of graduation, more than 10-16 additional semester hours of general education and specific courses required of all students at the receiving institution, with the total number not to exceed 46 semester hours. This provision does not relieve students of the obligation to complete specific academic program requirements or course prerequisites required by a receiving institution.
F. Each sending institution shall designate on or with the student transcript those courses that have met its general education requirements, as well as indicate whether the student has completed the general education program.
G. A.A.S. Degrees.
   (1) While there may be variance in the numbers of hours of general education required for A.A., A.S. and A.A.S. degrees at a given institution, the courses identified as meeting general education requirements for all degrees shall come from the same general education course list and exclude technical or career courses.
   (2) An A.A.S. student who transfers into a receiving institution with fewer than the total number of general education credits as designated by the receiving institution shall complete the difference in credits according to the distribution as designated by the receiving institution. Except as provided in Regulation III M, the total general education credits for baccalaureate degree-granting public receiving institutions shall not exceed 46 semester hours.
H. Student responsibilities. A student is held:
   (1) Accountable for the loss of credits that:
      (a) Result from changes in the individual’s selection of the major program of study;
      (b) Were earned for remedial coursework; or
      (c) Exceed the total course credits accepted in transfer as allowed by this Policy.
   (2) Responsible for meeting all requirements of the academic program of the receiving institution.

V. Transfer of Non-General Education Program Credit
A. Credit earned at any public institution in the state shall be transferable to any other public institution if the:
   (1) Credit is from a college or university parallel course or program;
   (2) Grades in the block of courses transferred average 2.00 or higher; and
   (3) Acceptance of the credit is consistent with the policies of the receiving institution governing students following the same program.
B. Credit earned in or transferred from a community college is limited to:
   (1) One-half the baccalaureate degree program requirement, but may not be more than 70 semester hours; and
   (2) The first two years of the undergraduate educational experience.
C. Nontraditional Credit.
   (1) The assignment of credit for AP, CLEP, or other nationally recognized standardized examination scores presented by transfer students is determined according to the same standards that apply to native students in the receiving institution, and the assignment shall be consistent with the minimum requirements.
   (2) Transfer of credit from the following areas shall be consistent with COMAR 13B.02.02. and shall be evaluated by the receiving institution on a course-by-course basis:
      (a) Technical courses from career programs;
      (b) Course credit awarded through articulation agreements with other segments or agencies;
      (c) Credit awarded for clinical practice or cooperative education experiences; and
      (d) Credit awarded for life and work experiences.
   (3) The basis for the awarding of the credit shall be indicated on the student’s transcript by the receiving institution.
   (4) The receiving institution shall inform transfer students of the procedures for validation of coursework for which there is no clear equivalency. Examples of validation procedures include ACE recommendations, portfolio assessment, credit through challenge examinations and satisfactory completion of the next course in sequence in the academic area.
   (5) The receiving baccalaureate degree-granting institution shall use validation procedures when a transferring student successfully completes a course at the lower division level that the receiving institution offers at the upper division level. The validated credits earned for the course shall be substituted for the upper division course.
D. Program Articulation.

(1) Recommended transfer programs shall be developed through consultation between the sending and receiving institutions. A recommended transfer program represents an agreement between the two institutions that allows students aspiring to the baccalaureate degree to plan their programs. These programs constitute freshman/sophomore-level coursework to be taken at the community college in fulfillment of the receiving institution’s lower division coursework requirement.

(2) Recommended transfer programs in effect at the time that this regulation takes effect, which conform to this chapter, may be retained.

VI. Academic Success and General Well-Being of Transfer Students

A. Sending Institutions.

(1) Community colleges shall encourage their students to complete the associate’s degree or to complete 56 hours in a recommended transfer program that includes both general education courses and courses applicable toward the program at the receiving institution.

(2) Community college students are encouraged to choose as early as possible the institution and program into which they expect to transfer.

(3) The sending institution shall:
   (a) Provide to community college students information about the specific transferability of courses at four-year colleges;
   (b) Transmit information about transfer students who are capable of honors work or independent study to the receiving institution; and
   (c) Promptly supply the receiving institution with all the required documents provided the student has met all financial and other obligations of the sending institution for transfer. (acceptable for transfer credit and which of those are applicable to the student’s intended)

B. Receiving Institutions.

(1) Admission requirements and curriculum prerequisites shall be stated explicitly in institutional publications.

(2) The receiving institution shall admit transfer students from newly established public colleges that are functioning with the approval of the Maryland Higher Education Commission on the same basis as applicants from regionally accredited colleges.

(3) The receiving institution shall evaluate the transcripts of degree-seeking transfer students as expeditiously as possible, and notify students of the results no later than midsemester of the students’ first semester of enrollment at the receiving institution, provided that all official transcripts have been received at least 15 working days before midsemester. The receiving institution shall inform students of which courses are program of study.

(4) The receiving institution shall give transfer students the option of satisfying institutional graduation requirements that were in effect at the receiving institution at the time the student enrolled as a freshman at the sending institution. In the case of major requirements, a transfer student may satisfy the major requirements in effect at the time 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 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, 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 direc-
tor 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.
Administration

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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 and Degree/Extension Centers and Special Programs
Dr. David P. James

Dean of Enrollment Services
Mr. Tracy A. Harris

Dean of Facilities Management
Dr. David C. Mosby

Dean of Financial Affairs
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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
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Vacant

Director of IT Security Services
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Dr. Desira Wright Hill

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Honors Program
Taylor, Cassandra D.

Laurel College Center
Grinberg, Nancy L.
Hossain, Manzoor
Tavel, Bridget A.

Learning Resources
Abrams, Angela H.
Cooper, Candice
Goodwin-Alston, Janice M.
Jackson-Hinton, Stephanie
Lopez, Caroline J.
Macklin, Lori L.

Liberal Arts Division
Abel, Carol
Baptiste, Eddie K.
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
Davis-Campbell, Chayse C.
Dempsey, Sandra
Floyd, Lisa M.
Graves, Majoree D.
Hunter, Cecelia D.
Kaufman, Karin K.
Koval, Natalya N.
Mortazavi, Mojdeh
Nguyen, Ai Q.
Shah, Indravadan R.
Wilkins, Juan C.

Tutoring and Writing Centers
Corbin, Diane J.
Jones, DeJuan 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.
Brown, Alissa S.
Dominique, Ronald H.
Hooker, Ebony S.
Howard, Britt S.
James, Jermaine K.
McMillan, George G.
Moody, Calvin
Nelson, Charles W.
Roberts, Loraine G.
Sturdivant, Melvin J.
Treadwell, L. J.
Walker, Larry M.
Washington, James E.
Wells, William L.
Williford, Leana C.
Wilson, Kizzie D.

Facilities Management
Alford, Gary F.
Allen, Hattie L.
Bell, Mose R.
Bogan, Bryan
Boone, Bianca M.
Borders, Michael E.
Brackett, Jerry N.
Brasswell, Carol S.
Butler, Doris C.
Byron, Ana R.
Chapter 12—College Employees

Capuano, Anthony M., Sr.
Chambers, Colette D.
Chapman, Gloria A.
Chittams, Linda D.
Clark, Robert L.
Coates, Victor K.
Collington, James
Cook, Eugene
Council, Oliver J.
Davis, Shirley G., Jr.
Davison, Joann
DeNeal, Kenneth D.
Diggs, Barbara C.
Doepkens, Martin L.
Dunnington, Charles M.
Evans, Ann L.
Feely, Lemuel J.
Fowler, Jessie A.
Frazier, Derrick K.
Fulcher, Mount O.
Gorman, Melvin R., Jr.
Graves, Kelvin L.
Harris, Clarence
Harris, Deborah A.
Harris, Melissa D.
Hawkins, Ronald
Hayes, Michael C.
Herbert, Denise B.
Herrin, Jonathan R.
Hopewell, Richard J., Jr.
Hopwood, William, Sr.
Jacks, Wanda M.
Jackson, Charles E.
Jackson, Lois A.
Jacobs, Chris, Jr.
Jett, Ronald L.
Johnson, James W.
Johnson, Selena V.
Jones, Dwight C.
Jones, Vernon T.
Jordan, Gregory A.
Kallal, Mark J.
Knott, Kenneth A.
Lawson, Geoffrey
Lopez, Carlos E.
Lopez, Delmi L.
Maiden, James D., Jr.
Martin, Jason C.
Mason, Raleigh T.
Matthews, Shalita M.
McGill, Donas, IV
McKinney, Grover F.
Mellon, Gene I.
Mingo, Titus K.
Mitchell, Allen
Mosley, Vincent J.
Nieves, John R.
Oliver, Geraldine
Opata, Kingsley N.
Owens, Leonard R.
Portillo, Juan
Reeder, Carrie E.
Robinson, Dennis J.
Ross, Linda
Sacchino, Mildred L.
Salisbury, Terry
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.
Washington, Karen K.
Wharton, Keith
White, Donald
Wilson, Dennis P.
Wright, Roland D.
Wright, Tyrone
Zerihun, Letebrhan L.

Fiscal Management
Fale, Bettyanne B.
Fenty, Kenneth D.
Green, Lynn
Hill, Toni E.
Lee, Karen J.
Lowe, Thandiwe F.
McCready, Barbara C.
Miller, Sandra L.
O’Brien, Patricia C.
Platt, Pamela G.
Powell, Dawn M.
Redzic, Asima
Robinson, Shameka E.
Walker, Sheila R.
Wallace, Gloria J.
Watson, Bridgett D.
White, Kalika R.
Wiley, Stephanie

Human Resources
Cosh, Bree A.
Cunningham, Laurie A.
Evans, Katrina A.
Gray, Reeshemah S.
Harris, Miriam E.
Harris, Ruth G.
Labash, Betty L.
Martin, Alinda
McPherson, Joyce
Smith, Lynette K.
Thomas, Sabrina M.

Planning and Institutional Research
Dial, Patricia K.
Dity, Karen M.
Miller-Jones, Marietta M.

Procurement
Browning, Mary E.
Disarroon, 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
Barnes, Jo-Leatha
Black, Lucretia Y.
Brown, Frances F.
Coluzzi, Mary J.
Davis, Anthony F.
Dupree, Linda L.
Jennings, Carol
Johnson, Deborah T.
McKnight, Gloria P.
Myers-Yates, Saundra L.
Richards, Barrie
Robinson, Gina R.
Russell, Sylvia C.
Young, Junella C.

Advising and Career/Job Services
Alford, Vannetta V.
Amo, Rosa D.
Arey, Anne W.
Bailey, Jacqueline C.
Caldwell, Candice D.
Cook, Mary C.
Cruz, Beth
Dougherty, Barbara A.
Enciso, Julie
Fitzhugh, Norma
Hudson, Constance A.
McCree, Faries
Pair-Cunningham, Stephanie S.
Placide, Myriam M.
Razavi, Reyhaneh A.
Van Cleef, Paul

A.L.A.N.A.
Harrison, Tamika

Athletics
Miller, Melissa V.
Todaro, Jo Ann
Wehrenberg, David

College Life Services
Berkoski, Theresa L.
Davis, Jennifer S.
Longus, Monica I.
Peters, Deborah
Sawyer, Shakira L.
Young, Corretta L.

Disability Support Services
Evans, Carol L.
Mays, Thomas O.

Enrollment Services
Belt, Gloria
Johnson, Sharon G.

Financial Aid
Baldwin, Dontel
Bowman, Jacqueline A.
DelaCruz, Alcene L.
Doyle, Alice B.
Drew, Andrea L.
Gregg, Sandra M.
Hutchinson, Thomas M.
Jackson, Elroy
Johnson, Sher’Ron
Rounds, Wanda M.
Spencer, Marc A.
Talbert, Jane M.

Health Education Center
Cooper, Kim E.
Thomas, Pamela M.

Recruitment
Dearring, Joel A.
Price, Jennifer M.
Spriggs, Diane G.

Student Assessment Services
Johnson, Ava
McNair, Jahmal A.
Porter, Beatrice B.
Simmons, Lloyd D.

Student Development Services
Carter, Beverly B.

Student Support Services
Braxton, Rhonetta
Ferguson, Kenneth

Upward Bound
Dean, Korey L.

Vocational Support Services
Cason, Janice C.
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
McDill, John R.
Payne, Maurice A.

Data Center
Bentley, Edward
Chen, Xiujin
Sims, Marc A.
Yun, Xiujun

Distance Learning
Cottrill, Shane E.
Flage, Eileen C.
Gherzeger, Solomon

Learning Technologies and Support Services
Simmons, Sylvia L.

Network Services
Adams, Glenn E.
Cruz, Eduardo R.
Davidson, Benita
Farley, David B.
Flage, Claudio C.
Kouadio, Boka
Peterson, Cameron T., Sr.
Sisk, Joshua A.

Systems Development
Booze, Maxine J.
Greene, Patricia A.
Hankerson, Joseph
Kisinger, Linda C.
Mayberry, Christian E.
Nguyen, Xuan-Mia
Scoles, Ann Z.

Technology Resource Center
Gagneux, Lorna R.
Kane-Morris, Marjani E.
Walker, Theresa S.

Technology Support Services
Abujuma, Nabil M.
Allen, Cynthia D.
Bishop, Deborah
Busari, Ambali
Glanden, Robert C.
Goggin, C.J.
Gray, Alice
Green, Cynthia L.
Grier, Linda V.
Gunraj, Andrew
Haggenmaker, Mary L.
Hopkins, Takima M.
Lutchman, Ronnita
Martins-Silva, Francisco C.
Misra, Puspanjali
Murphy, Daniel E.
Palmer, Roy L.
Patel, Viral
Pryor, Robert C.
Sampson, Donald
Tao, Jen-Yi
Warnes, Erik
Williams, Lois

Workforce Development
and Continuing Education
Abubakar, Ashante
Anderson, Lucinda
Barino-Samuels, Denise M.
Barker, Donna M.
Brandel, Dorothy A.
Campbell, Joyce D.
Carrington, Monica-Lou W.
Crawford, Camille A.
Crowell, Adrienne M.
Cullins, John E.
Dunn, Kristin
Gutierrez, Richard T.
Hammonds, Veronica
Hinkal, Kathy L.
Kallish, Karen H.
Lowe, Ermer R.
McBryde, Carrol H.
McDuffie, Sheila Y.
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.
Siravajananakul, Sivameth
Tyler, Bertina
Van Nuys, Suzanne
Varnado, Cynthia M.
Vaughn, Marlo
Walker, Denise A.
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)
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
8. Marlboro Hall
   - ALANA
   - Career/Job Services
   - 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
12. Temporary Buildings 6–17
13. Continuing Education Building
14. Steel Building
15. Childtime Children’s Center
16. Facilities Management Building
17. Campus Police
18. Track/Soccer Field
19. Golf Range
20. Tennis Courts
21. Racquetball Courts
22. Auto Bay
23. Warehouse
24. Baseball Diamond
25. Softball Diamond
26. Picnic Grove
27. Temporary Services Building TS
28. Temporary Services Building TO
29. Temporary Services Building TZ
30. High Technology Center (Expected opening, spring 2008)
**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. You must bear right onto 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.

**To Building 3615:** Follow directions to Building 1413 but go past it to the stop sign at the intersection of Arkansas Road and Arnold Avenue. Turn left onto Arnold Avenue. Proceed on Arnold Avenue which curves to the right just past the sign for the Main Gate Exit (Westover Drive) and becomes North Perimeter Road. Stay on North Perimeter to the traffic light at Patrick Avenue. Turn right. Proceed 0.7 mile on Patrick and then bear right (do not turn left onto Fetchet Avenue). You will still be on Patrick Avenue. Building 3615 is on the right. It is a one-story building with a green awning.

**To Building 3282:** Follow the directions for Building 1413 and then to Building 3615, except turn left onto Fetchet Avenue. Make the first right onto East Perimeter Road. Stay on East Perimeter for 0.5 mile. Pass Pensacola Street. Building 3282 is the first two-story red brick building on your left. "Training" is marked on the front of the building.
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 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
Parking for Prince George’s Community College students at University Town Center is under the management of the Atlantic Services Group. Students and visitors should use Garage B, which has an hourly parking fee. All other parking around the building is reserved. Garage B is located beneath 6515 Belcrest Road, accessible from Freedom Way. Students and visitors can validate their parking coupons for a 50 percent off the posted rate. The validation device is located in Suite 200. There is also an option to purchase a semester-length parking pass. The semester pass is available in the Atlantic Parking Services office located on the first floor of Garage A (3325 Toledo Road).
### Glossary of Academic Terms

**Academic Adviser** Provides pre-admission information, interprets placement test scores, assists with course selection, advises on general academic policies and procedures, provides information on transfer to other institutions and evaluates (unofficially) student records/transcripts to determine course/program eligibility.

**Academic Dismissal** Academic dismissal results when a student on Academic Restriction fails to achieve at least a 2.0 GPA (or P grades when applicable) 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. (Refer to Registration.)

**Alumni** Alumni are students who graduated from the college. At PGCC, alumni may also 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. (Refer to 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.

**CampusWeb Course** Combines classroom meetings and online instruction. Students enrolled in a CampusWeb course come to campus at a scheduled time each week and meet face-to-face with their instructor and fellow students. (Refer to Distance Learning.)

**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. (Refer to Culminating Experience.)

**Career Program** A curriculum leading to an Associate of Applied Science degree (A.A.S.) or certificate emphasizing skills training for employment after graduation.

**Certificate** A record of successful completion of a shorter program of study, typically with application to skills needed for immediate entry into the workplace.

**Challenge Exam** A comprehensive exam developed by the appropriate academic area that measures the prior learning of students with substantial work-related or personal experience in the subject matter. Subject to certain conditions and limitations, students who pass a challenge exam will have credit for the course posted to their transcript.

**CLEP (College Level Examination Program)** A series of general and subject exams sponsored by the College Board. The exams are designed to measure knowledge students have obtained, both formally and informally, related to college-level course material, and for which college credit may be awarded.

**Clinical Education** An essential aspect of the student learning experience in each Nursing and Allied Health Program; involves supervised, hands-on experience, in a health care setting, designed to promote student learning outcomes; the final clinical course in each program is designed as a capstone course and serves as a culminating experience. (Refer to 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. [Refer to WDCE (Workforce Development and Continuing Education).]
Cooperative Education Cooperative education is a structured, paid 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. (Refer to Culminating Experience.)

Co-requisite A course to be taken at the same time as another specified course or courses. A co-requisite course may also 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 Reference Number Four-digit identifier for a specific course section. For example, BIO 101—reference no. 7534.

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 four-digit course reference number identifies each section.

Credit Course A course primarily designed to earn academic credits toward a degree or certificate as distinct from a Continuing Education course that is designed for learning without academic credit.

Credit Hour Each credit course carries a specific number of credit hours, which generally equates to the number of hours per week that class will meet for a standard lecture class. Most collegiate-level courses are three credit hours.

Critical Thinking The ability to analyze facts, generate and organize ideas, defend opinions, make comparisons, draw conclusions, evaluate arguments, and solve problems.

Culminating Experience A learning opportunity designed for students to synthesize skills and knowledge acquired in previous courses and/or to gain experience in their career or technical area of study. This learning experience is designated for students nearing the completion of their studies. Examples of possible culminating experiences include, but are not limited to, the following: cooperative education, internships, fieldwork, clinical education, apprenticeships, and capstone courses.

Curriculum A set of courses that comprises a major or area of study.

Curriculum Planning Guide A guide that outlines what courses need to be taken and in what sequence to complete an associate's degree or to reach other educational goals. These guides are used in conjunction with the college catalog.

Dean's List A list published at the end of the fall and spring semesters of students who demonstrate high academic achievement.

Developmental Studies Program A program that helps students develop academic skills for succeeding in college-level courses. Developmental Studies Program courses are offered in English, reading, writing and mathematics.

Distance Learning Courses that use interactive web-based applications, videotape, interactive video, and multimedia computer applications in varied combinations to deliver instruction at a distance. (Refer to CampusWeb Course, Interactive Course, Online Course, and Video Enhanced Online Course.)

Dual Enrollment A student taking courses in high school while earning high school and college credit simultaneously.

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. (Refer to 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. (Refer to 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.

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. (Refer to Distance Learning.)

Internship A supervised, non-paid work and learning experience that exposes a student to professional responsibilities in a career field of interest. (Refer to 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.

Major The area of study that a student pursues to meet his or her personal, academic, and career goals as required for a degree program.

Matriculated Student Any student officially admitted and enrolled at the college.

Milestone Assessment Students assess their academic progress throughout their studies by developing a portfolio, an organized collection of documents and materials that represents their pertinent learning experiences and accomplishments. Students also use the portfolio to advance their own learning through reflection and integration of their various experiences at the college. A portfolio may consist of a combination of web-based, electronic, and hard copy materials.

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. (Refer to Distance Learning.)

P Grade Designator used in Developmental Studies program courses to denote a passing (P) grade.

Part-time Student A student enrolled in less than six credit hours in a given semester.

Placement Test A required assessment used to determine initial course placement for first-time entering students to the college.

PLAN (Prior Learning Assessment by Portfolio) A process by which students whose personal and professional experiences provide evidence of mastery of collegiate-level subjects may use portfolio assessment to gain credit for previous knowledge and skills attained. Students who wish to apply for credit through portfolio assessment are required to attend an information session, meet with a PLAN adviser, and register for a 3-credit course, CAP 105—Portfolio Development.

Prerequisite A course that must be completed before enrolling in a more advanced course. For example, Accounting 101 is taken before Accounting 102.

Program 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.

Q Grade A grade assigned by the instructor to a student who has never attended the class or stopped attending during the first 20 percent of the course.

Registration Process by which students officially enroll in their courses every semester and reserve a place in class by paying the tuition bill. New and readmitted students must register in person for their first semester. Returning students may also 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 all of the credit courses available for the fall, spring, and summer semesters.

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.

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. (Refer to 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.

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. (Refer to Continuing Education Course.)
Index

A
ALANA, Experience, 157
Academic Complaints, 145
Academic Forgiveness, 144
Academic Integrity, 146
Academic Standing, 145
  Academic Dismissal, 145
  Academic Restriction, 145
  Academic Warning, 145
Accounting
  Accounting Course Descriptions, 83
  Accounting Programs, 33
Administration, 175
Administrative Staff, 176
Admissions and Records Office, 9
Admission to the College
  Current High School/Home School Students, 11
  Eligibility for Admission, 9
  International Students, 10-11
  New Students: First time to any college, 9
  Nondegree Seeking Students, 10
  Readmitted Students: Returning after two or more years, 9
  Special Admission Criteria: Nursing and Allied Health, 14-15
  Transfer Students: Those coming with prior attendance at another college, 9
Adult Education Program, 164
  Adult Basic Education and GED Preparation, 164
  External Diploma Program (EDP), 164
Advanced Standing—Credit for Prior Learning, 12
Advanced Placement Program (AP), 13
Advising and Transfer Services, 155
African-American Studies
  African-American Studies Course Descriptions, 85
  African-American Studies Option, 36
African-American Studies Institute, 151
Alumni Association, 158
Andrews Air Force Base, 19, 192
Anthropology Course Descriptions, 85
AOBA Scholarship Program, 25
Appeals of Academic Standing, 145
Application for Admission, 207
Application Instructions, 206
Aquatics/Swimming Pool Certification, 163
Arabic Course Description, 85

B
Biology
  Biology Course Descriptions, 88
  Biology Option, 37
Bookstore, 158
Business
  Business Administration Program, 38
  Business Course Descriptions, 89, 115
  Business Management Programs, 38

C
Campus-Web Courses, 18
Career and Job Services Center, 155
Career Assessment and Planning Course Descriptions, 90
Career Programs
  Accounting, 33
  Business Management, 38
  Computer-Aided Drafting, 44
  Computer Engineering Technology, 44
  Computer Information Systems, 45
  Construction Management, 49
  Criminal Justice, 50
  Culinary Arts, 52
  Early Childhood Education, 53
  Electrical Construction Technology, 78
  Electronic Analysis and Repair, 55
  Emergency Medical Technician-Intermediate, 56
  Entrepreneurship Management, 40
  General Management, 40
  Graphic Design, 80
  Human Resource Management, 40
  Illustration, 80
  Information Security, 64
  International Management, 41
  Marketing Management, 65
  Medical Coder/Billing Specialist, 62
  Network Administration, 47
  Nuclear Medicine Technology, 67
  Nursing (LPN), 68
  Paralegal/Legal Assistant, 69
  Public Administration, 41
  Purchasing and Contracting, 41
  Quality Assurance, 75
  Residential Property Management, 73
  Small Business Management, 42
  Supervisory Management, 42
  Systems Administrator, 48
  Technical Support Specialist, 48
  Theatre and Entertainment Technology, 79
  Transfer Studies, 60
  Web Technology, 48

Art
  Art Course Descriptions, 85
  Art Option, 36
Articulation Agreements, 139
Arts and Entertainment, 163
Arts and Sciences Program, 37
Associate of Applied Science (A.A.S.), 30
Associate of Arts (A.A.) or Associate of Science (A.S.), 29
Associate of Arts in Teaching (A.A.T.), 29
Athletics, intercollegiate, 159
Attendance/Participation Requirements, 144
Audit, 143

Teacher Education, 75
Technical Studies, 78
Visual Communication, 80
Cashier’s Office, 156
Center for Business and Industry Training (CBIT), 163
Center for Work-Based Learning, 152
Certificate (Cert.) Programs, 30
A+ Preparation, 45
Accounting, 35
Animation/ Hypermedia, 81
Cisco CCNA Preparation, 45
Computer-Aided Drafting, 44
Computer Graphics, 47
Computer Programming, 47
Computer Service Technology, 45
Construction Management, 50
CPA Preparation, 35
Criminal Justice Technology, 51
Database Systems, 47
Early Childhood Education, Mastery, 53
Early Childhood Special Education, 54
Electrical Construction Technology, 78
Electronic Analysis and Repair, 55
Emergency Medical Technician-Intermediate, 56
Entrepreneurship Management, 40
General Management, 40
Graphic Design, 80
Human Resource Management, 40
Illustration, 80
Information Security, 64
International Management, 41
Marketing Management, 65
Medical Coder/Billing Specialist, 62
Network Administration, 47
Nuclear Medicine Technology, 67
Nursing (LPN), 68
Paralegal/Legal Assistant, 69
Public Administration, 41
Purchasing and Contracting, 41
Quality Assurance, 75
Residential Property Management, 73
Small Business Management, 42
Supervisory Management, 42
Systems Administrator, 48
Technical Support Specialist, 48
Theatre and Entertainment Technology, 79
Transfer Studies, 60
Web Technology, 48
Certificate Requirements, 147
Changes of Program/“Not Applicable”
Courses, 144
Chemistry, 90
Chemistry Course Descriptions, 90
Chemistry Option, 42
Child Care Services, 158
Children’s Developmental Clinic, for
developmentally disabled children, 163
Chinese Course Descriptions, 91
Classified Staff, full-time, 186
Clubs and Organizations, 158
College-Level Examination Program
(CLEP), 13
College for Living, for mentally challenged
adults, 163
College Learning Skills Course
Descriptions, 91
College Life Services Office, 158
Collegian Centers, 152
Communication
Communication/Speech Option, 43
Communication/Writing Option, 43
Mass Communication Option, 43
Communication Skills, 163
Community Education, 163
Complaints, academic, 145
Computer-Aided Drafting Program, 44
Computer Engineering Technology
Programs, 44
Computer Information Systems
Computer Information Systems
Course Descriptions, 91
Computer Information Systems
Programs, 45
Computer Labs, 152
Computer Science Programs, 48
Concurrent Enrollment, 9, 11
Construction Management
Construction Management Course
Descriptions, 95
Construction Management Programs, 49
Continuing Education, 161
Cooperative Education, 152
Core Educational Outcomes, 29
Correctional Services
Correctional Services Course
Descriptions, 96
Correctional Services Option, 50
Counseling Services, 156
Course Descriptions, 83
Courses for Unique and Special
Populations, 163
Credit for “Nontraditional” Learning:
Work and Military Experience, 12
Credit through Examination, 13
AP, IB and CLEP Examinations, 13
Challenge Examinations, 13
Credit Restrictions, 13
Criminal Justice
Criminal Justice Course Descriptions, 96
Criminal Justice Programs, 50
Culinary Arts
Culinary, 163
Culinary Arts Program, 52
Curriculum Codes, 204
D
Database Systems Certificate, 47
Dean’s List, 149
Deferred Tuition Payment Plan
(F.A.C.T.S.), 23
Delinquent Accounts, 24
Developmental English Course
Descriptions, 97
Developmental Learning Support Course
Descriptions, 97
Developmental Math Course Descriptions, 97
Developmental Reading Course
Descriptions, 98
Developmental Studies Program, 152
Instructional Components, 153
Marlboro Learning Lab, 153
Dietetics Option, 52
Directions, 190
Andrews Air Force Base, 192
Laurel College Center, 193
Main Campus, 190
Skilled Trades Center 194
University Town Center, 195
Disability Support Services, 156
Dismissal, academic, 145
Distance Learning, 18
Domicile: Determination of Student
Residency for Tuition Purposes, 22
Drug and Alcohol Abuse Prevention
Program, 156
E
Early Admission, 11
Early Childhood Education
Early Childhood Education Course
Descriptions, 98
Early Childhood Education Programs, 53
Economics
Economics Course Descriptions, 99
Economics Option, 54
Education Course Description, 100
Electrical Construction Technology
Electrical Construction Technology
Course Descriptions, 100
Electrical Construction Technology
Option, 78
Electronic Engineering Technology
Programs, 55
Emergency College Closings/Delayed
Openings, 167
Emergency Medical Technician (EMT)
Admission Procedures, 14
Emergency Medical Technician
Paramedic Course Descriptions, 102
Emergency Medical Technician
Programs, 56
Prerequisite Courses, 15
Emeritus Faculty, 185
Employer-Paid Tuition, 23
Engineering
Engineering Course Descriptions, 104
Engineering Program, 57
Engineering Technology
Engineering Technology Course
Descriptions, 105
Engineering Technology Program, 57
English
English Course Descriptions, 106
English Option, 58
English as a Second Language (ESL)
English as a Second Language Course
Descriptions, 108
English for Speakers of Other
Languages, 164
Enrollment Support Services, 156
Enrollment Verification, 143-144
Entrepreneurship Management, 40
Equine Studies, 163
ESL (English for Speakers of Other
Languages), 164
Examination, credit through, 13
Advanced Placement (AP), 13
Challenge, 13
College-Level Examination Program
(CLEP), 13
International Baccalaureate (IB), 13
Restrictions, 13
Exemptions, tuition, 24
Exercise Facility, swimming and, 159
Extension Centers, 18
F
F-1 Student Visa Requirements, 10
Faculty, full-time, 176
Falsification of Records, 146
Federal Financial Aid Programs, 25
Federal Parent Loan for Undergraduate
Students Program (PLUS), 25
Federal Pell Grant, 25, 27
Federal Stafford Loan Programs, 25
Federal Supplemental Educational
Opportunity Grant (FSEOG), 25
Federal Work-Study Program, 25
Fees, 21-22
FERPA (Family Educational Rights and
Privacy Act), 147
Financial Aid, 24-27
  Eligibility, 25
Financial Aid Application Deadlines, 25
Overawards, 27
Programs, 25
Progress Requirements, 27
Fine Arts, 158
Floriculture, 163
Food Science Option, 59
Food Services, 158
Foreign Languages
  Arabic, 85
  Chinese, 91
Foreign Languages, Community Education Courses, 163
French, 110
Spanish, 134
Forensic Science, 109
Forensic Science Course Descriptions, 109
Forensic Science Program, 59
French Course Descriptions, 110

G
General Education, statewide policy, 168
General Education Courses, 30
  Computer Literacy, 30
  English Composition, 30
  Humanities, 30
  Mathematics, 30
  Science, 31
  Social Sciences, 31
General Education Requirements, 29
General Studies Program, 60
Geography Course Descriptions, 110
Grade Reports, 143
Grades and Grading Policies, 143
Graduation Requirements, 146
  Requirements for Additional Associate's Degrees, 147
Grants
  Federal Pell Grant, 25, 27
  Federal Supplemental Educational Opportunity Grant (FSEOG), 25
  Maryland Part-Time Grants, 25
Graphic Design Certificate, 80

H
Health Education
  Health Education Course Descriptions, 110
  Health Education Option, 60
Health Education Center, 156
Health Information Management
  Admission Procedures, 14
  Health Information Management Course Descriptions, 111
  Health Information Management Programs, 61
    Prerequisite Courses, 15
Health Manpower Shortage Programs (HMSP), 23
Tuition Reduction for Nonresident Nursing Students, 23
Health Science Clinical Programs, 61
  Admission, 14
    Prerequisite Courses, 15
Health Technology Learning Center, 152
Hillman Entrepreneurs Program, 149
Historical Fieldwork and Research Option, 62
History Course Descriptions, 112
Home School Initiative, 163
Honors
  Honors Academy, 149
  Honors Program, 113, 150
  Honors Programs and Organizations, 149
  Honors Society, 151
  Phi Theta Kappa—Tau Pi Chapter, 151
  Psi Beta, 151
Honors Academy Scholarships, 25
Horticulture
  Horticulture Course Descriptions, 113
  Ornamental Horticulture Program, 68
Hospitality Services Management
  Hospitality Services Management Course Descriptions, 114
  Hospitality Services Management Program, 63
Hotel/Motel Management, 63
Humanities Course Description, 115
Human Resource Management, 40

I
ID Cards, 145
Information Security Programs, 63
Instructional Services Fee, 21
Interactive Television Courses, 18
Intercollegiate Athletics, 159
International Baccalaureate (IB), 13
International Education Center, 153
International Management, 41
International Students, F-1 Visas, 10-11
International Student Services and Programs, 154
International Studies Option, 64
Internships, See Center for Workbased Learning, 152

L
Laurel College Center, 19, 193
Learning Lab, Marlboro, 153
Learning Resources Center, 155

Legacy Scholarship, 26
Legal Assistant Programs. See Paralegal/Legal Assistant Programs
Letter of Recognition Requirements, 147
Letters of Recognition (LOR), 30
  Accounting, 35
  Accounting and Taxation, 35
  Construction Management, 50
  Developing A Professional Image, 40
  Entrepreneurship Management, 40
  Food Service Management, 63
  Hotel/Motel Management, 63
  Human Resource Management, 40
  International Management, 41
  Ornamental Horticulture, 68
  Public Administration, 41
  Real Estate, 42
  Supervisory Management, 42
Library, 154
Loans, emergency, 26

M
Management Course Descriptions, 115
Maps and Directions, 190
  Andrews Air Force Base, 192
  Laurel College Center, 193
  Main Campus, 190
  Skilled Trades Center, 194
  University Town Center, 195
Marketing Course Descriptions, 117
Marketing Management Programs, 65
Maryland Online (MOL) Courses, 18
Maryland State Scholarship/Grant Programs, 25
Mass Communication Option, 43
Mathematics
  Mathematics Course Descriptions, 118
  Mathematics Option, 65
Medical Coder/Billing Specialist Certificate, 62
Mentoring and Retention Program, 157
  ALANA (African, Latin, Asian, Native American) program, 157
Military Experience, credit for, 12
Multi-Disciplinary English/History Course Descriptions, 120
Multi-Disciplinary Health Education Course Descriptions, 120
Music
  Music Course Descriptions, 121
  Music Option, 66

N
Natatorium, 159
Network Administration Certificate, 47
Nondiscrimination Policy, 172
Nontraditional Learning, credit for, 12
Not Applicable Courses, 144
Nuclear Medicine Technology
Admission Procedures, 9
Nuclear Medicine Technology Course Descriptions, 122
Nuclear Medicine Technology Programs, 66

Nursing
Admission Procedures, 14
LPN to RN Transition, 68
Nursing (LPN) Certificate, 68
Nursing (RN), 67
Nursing Course Descriptions, 123
Nursing Programs, 67
Prerequisite Courses, 15
Nutrition Course Descriptions, 125

O
Online (Web-based) Courses, 18
Online Registration, 18
Ornamental Horticulture Program, 68

P
Paralegal/Legal Assistant
Paralegal/Legal Assistant Programs, 68
Paralegal Course Descriptions, 125
Parent Loan for Undergraduate Students Program (PLUS), 25
Payment Methods, 23
Payment Plan (F.A.C.T.S.), 23
Pell Grant, 25, 27
Permanent Residents, 10
Personal Enrichment, 163
Personal Finance, 163
Phi Theta Kappa—Tau Pi Chapter, 151
Physical Education
Physical Education Course Descriptions, 127
Physical Education Option, 69
Physical Science Course Descriptions, 128
Physics Course Descriptions, 128
Placement Testing, 12
Planning for Academic Success Course Description, 126
Pre-Law Option, 69
Pre-Medicine Option, 70
Pre-Pharmacy Option, 70
Pre-Physical Therapy Option, 71
Prerequisites, 15, 17
Prince George's Community College/ Foundation Scholarships, 25
Prince George's County Tech Prep, 13
Prior Learning Assessment Network (PLAN), 13
Restrictions, 13
Programs of Study, 34
Psi Beta, 151
Psychology
Psychology Course Descriptions, 129
Psychology Option, 71
Public Sector Management, 41
Purchasing and Contracting, 41

Q
Quality Points, 143

R
Radiography
Admission Procedures, 14
Prerequisite Courses, 15
Radiography Course Descriptions, 130
Radiography Program, 71
Real Estate
Real Estate Course Descriptions, 132
Real Estate Letter of Recognition, 41
Recruiting Policy (FERPA), 147
Refunds, 24
Registration, 17
Fees, 22
Repeated Courses, 144
Residency Policy, 167
Residential Property Management
Residential Property Management Course Descriptions, 133
Residential Property Management Programs, 72
Respiratory Therapy
Admission Procedures, 14
Prerequisite Courses, 15
Respiratory Therapy Course Descriptions, 133
Respiratory Therapy Program, 73
Retired on Disability, 24

S
S.A.G.E., Seasoned Adults Growing through Education, 163
Scholarships, 25-26
AOBA Scholarship Program, 25
Honors Academy Scholarships, 25
Legacy Scholarship, 26
Prince George's Community College/ Foundation Scholarships, 25
Senior Citizens, tuition exemptions, 24
Service Learning, 134, 154
Servicemember's Opportunity College, 157
Sign Language, 163
Skilled Trades Center, 19, 164, 194
Small Business Management, 42
Sociology
Sociology Course Descriptions, 134
Sociology Option, 73
Space Engineering Technology Program, 74
Spanish Course Descriptions, 134
Special Studies and Topics of Special Interest, 163
Speech Communication Course Descriptions, 135
Stafford Loans, 25
State of Maryland Teacher Certification Requirements, 75
Statewide General Education and Transfer Policy, 168
Statewide Instructional Programs, 23
Student Assessment Services Center, 157
Student Code of Conduct, 145
Student Course Loads, 143
Student Governance Board, 159
Student ID Cards, 145
Student Publications, 159
Student Support Services (TRIO), 157
Summer Youth Programs, 163
Supervisory Management, 42
Supplemental Educational Opportunity Grants, 25
Suspended Programs of Study, 81
Swimming and Exercise Facility, 159
Systems Administrator Certificate, 48

T
Talented and Gifted (TAG), 11
Teacher Certification Requirements, 75
Teacher Education Programs, 75
State of Maryland Teacher Certification Requirements, 75
Technical Studies Program, 78
Tech Prep, Prince George's County, 13
Television, Radio and Film Course Descriptions, 136
Temporary Employment for Students, 26
Testing and Placement, 12
Testing Center, Student Assessment Services, 157
Test of English as a Foreign Language (TOEFL), 11
Theatre
Theatre and Entertainment Technology Certificate, 79
Theatre Arts Option, 79
Theatre Course Descriptions, 136
TOEFL (Test of English as a Foreign Language), 11
Transcripts, 143
Transfer Center, 157
Transfer Credit for Work at Other Colleges/Universities, 12
Transfer Programs
Arts and Sciences, 37
Business Administration, 38
Computer Science, 48
Early Childhood Education, 53
Engineering, 57
Forensic Science, 59
General Studies, 60
Teacher Education, 75
Transfer Policy, statewide, 168
Transfer Student, admission procedures, 9-10
Credit for Work at Other Colleges/Universities, 12
TraveLearn, 163
Transfer Opportunities, 139
Tuition and Fees, 21
    Deferred Tuition Payment Plan
    (F.A.C.T.S.), 22, 23
    Domicile: Determination of Student
    Residency, 22
    Exceptions, 23-24
Tutoring Center, 155

U
Underage Students—Talented and Gifted
    Program, 11
Unique and Special Populations Programs,
    163
University Town Center, 19, 195

V
Veterans Benefits, 13, 26
    College Credit for Military Training,
    13
Veterans Services, 158
Visual Communication Program, 80
Vocational Support Services, 158

W
Warning, Academic, 145
Weekend College, 18
Withdrawal from Classes, 144
Work Experience, credit for, 12
Workforce Development and Continuing
    Education (WDCE), 161-165
    Adult Basic Education, 164
    Center for Business and Industry
    Training (CBIT), 163
    Chart of Courses and Programs, 162
    Community Education, 162
    English for Speakers of Other
    Languages, 164
    Registration, 164
    Transcripts, 164
    Skilled Trades Center, 164
    Workforce Development Institutes
    (WDI), 162
Writing Center, 155

X
X-ray Technology. See Radiography
    Program
Curriculum Codes

Applicants should indicate one of the curricula (courses of study) listed below by filling in the Code Number in the blocks provided in Item 17 of the Application. For example, Accounting Professional would be the 410 curriculum code.

- A.A. .......................................................... Associate of Arts
- A.S. .......................................................... Associate of Science
- A.A.T.......................................................... Associate of Arts in Teaching
- A.A.S. .......................................................... Associate of Applied Science
- Cert. .......................................................... Certificate
- LOR ......................................................... Letter of Recognition

Accounting Programs
111 Accounting Transfer Option (A.S.)
110 Accounting Professional (A.A.S)
410 Accounting (Cert.)
413 Accounting (LOR)
414 Accounting and Taxation Option (LOR)
415 CPA Preparation (Cert.)

Arts and Sciences Program
020 Arts and Sciences (A.A.)
355 Theatre/Entertainment Tech. (Cert.)

Business Administration Program and Business Management Programs
110 Business Administration (A.S.)
420 Business Management (A.A.S.)
424 Developing a Professional Image (LOR)
441 Entrepreneurship (Cert.)
443 Entrepreneurship Management (LOR)
419 General Management (Cert.)
435 Human Resource Management (Cert.)
436 Human Resource Management (LOR)
442 International Management (Cert.)
444 International Management (LOR)
417 Public Administration (Cert.)
418 Public Administration (LOR)
428 Purchasing and Contracting (Cert.)
495 Real Estate (LOR)
427 Residential Property Management Option (A.A.S.)
429 Residential Property Management (Cert.)
412 Small Business Management (Cert.)
437 Supervisory Management (Cert.)
438 Supervisory Management (LOR)

Computer Engineering Technology Programs
633 Computer Engineering Technology (A.A.S.)
635 Cisco CCNA Preparation (Cert.)
636 A+ Preparation (Cert.)
643 Computer Service Technology (Cert.)

Computer Information Systems Programs
530 Computer Information Systems (A.A.S.)
513 Computer Programming Option (Cert.)
520 Network Administration (Cert.)
524 Systems Administrator (Cert.)
525 Computer Graphics (Cert.)
526 Database Systems (Cert.)
523 Technical Support Specialist (Cert.)
522 Web Technology (Cert.)

Computer Science Programs
024 Information Science Option (A.S.)
026 Computer Science (A.S.)

Construction Management Programs
615 Construction Management (A.A.S.)
616 Construction Management (Cert.)
612 Construction Management (LOR)

Criminal Justice Programs
113 Criminal Justice Transfer Option (A.A.)
824 Criminal Justice (A.A.S.)
825 Criminal Justice Technology (Cert.)
816 Police Science Option (A.A.S.)
817 Correctional Services Option (A.A.S.)

Culinary Arts Programs
361 Culinary Arts (A.A.S.)
362 Food Science Option (A.A.)
363 Dietetics Option (A.A.)
425 Food Service Management (LOR)

Early Childhood Education Programs
121 Early Childhood Education (A.A.T.)
763 Early Childhood Education (A.A.S.)
764 Mastery in Early Childhood Education (Cert.)
765 Early Childhood Special Education (Cert.)
Engineering Technology Programs
665  Computer-Aided Drafting (Cert.)
630  Electronic Engineering Technology (A.A.S.)
634  Electronic Service Technology Option (A.A.S.)
637  Electronics Analysis and Repair (Cert.)
635  Engineering Technology (A.A.S.) pending MHEC approval

Engineering Program
030  Engineering (A.S.)

Forensic Science Program
114  Forensic Science (A.S.)

General Studies Programs
010  Art Option (A.A.)
080  African American Studies Option (A.A.)
301  Biology Option (A.A.)
302  Chemistry Option (A.A.)
022  Communication/Speech Option (A.A.)
303  Communication/Writing Option (A.A.)
304  Economics Option (A.A.)
023  English Option (A.A.)
310  General Studies (A.A.)
230  Health Education Option (A.A.)
295  Historical Fieldwork/Research Option (A.A.)
293  International Studies Option (A.A.)
014  Mass Communication Option (A.A.)
296  Math Option (A.A.)
050  Music Option (A.A.)
270  Physical Education Option (A.A.)
292  Pre-Law Option (A.A.)
305  Pre-Medicine Option (A.A.)
306  Pre-Pharmacy Option (A.A.)
307  Pre-Physical Therapy Option (A.A.)
308  Psychology Option (A.A.)
309  Sociology Option (A.A.)
012  Theatre Option (A.A.)
340  Transfer Studies (Cert.)
291  Women's Studies Option (A.A.)

Health Technology Programs
333  EMT/Intermediate (Cert.)
334  EMT/Paramedic (Cert.)
335  EMT/Paramedic (A.A.S.)
336  Health Information Management (A.A.S.) (petitioner)**
337  Medical Coding/Billing Specialist (Cert.) (petitioner)**
315  Nuclear Medicine Technology (A.A.S.) (petitioner)**
325  Nuclear Medicine Technology (Cert.) (petitioner)**
319  Nursing, RN (A.S.) (petitioner)**
311  Practical Nursing (Cert.) (petitioner)**
314  Radiography (A.A.S.) (petitioner)**
313  Respiratory Therapy (A.A.S.) (petitioner)**

** Students should also complete the Petition for Admission to Health Sciences Programs after consulting with a Health Sciences adviser.

Hospitality Services Management Programs
360  Hospitality Services Management (A.A.S.) pending MHEC approval
426  Hotel/Motel Management (LOR)

Information Security Programs
540  Information Security (A.A.S.)
541  Information Security (Cert.) pending MHEC approval

Marketing Management Programs
490  Marketing Management (A.A.S.)
494  Marketing Management (Cert.)

Ornamental Horticulture Program
841  Ornamental Horticulture (LOR)

Paralegal/Legal Assistant Programs
834  Paralegal/Legal Assistant (A.A.S.)
835  Paralegal/Legal Assistant (Cert.)

Space Engineering Technology Programs
670  Space Engineering Technology (A.A.S.)
671  Computer Systems Technology Option (A.A.S.)
672  Quality Assurance Technology Option (A.A.S.)
638  Quality Assurance (Cert.)

Teacher Education Programs
115  Elementary Education (A.A.T.)
117  Teaching Chemistry (Secondary A.A.T.)
118  Teaching Physics (Secondary A.A.T.)
119  Teaching Mathematics (Secondary A.A.T.)
120  Teaching Spanish (Secondary A.A.T.)

Technical Studies Programs
680  Technical Studies (A.A.S.) pending MHEC approval
681  Electrical Construction Technology Option (A.A.S.) pending MHEC approval
682  Electrical Construction Technology Certificate (Cert.) pending MHEC approval

Visual Communications Programs
341  Visual Communications/Graphic Design (A.A.S.)
344  Graphics (Cert.)
343  Illustration (Cert.)
344  Animation/Hypermedia (Cert.)

Special, Non-Degree Offerings
950  Teacher Certification for School Employees
951  Resident Teacher Program for PGCPS Employees
960  Early Admission for High School Students
970  TAG for Talented and Gifted Students under Age 16
980  Concurrent Enrollment for High School Students
990  Non-Degree-Seeking
Who Must Apply for Admission?
All persons who wish to take credit course(s) at Prince George’s Community College—on campus, at other locations, weekends or online—must submit an application for admission to the college. Those who have been students and have interrupted their attendance by more than two years must submit a new application to be readmitted. A nonrefundable $25.00 application fee must be paid at the time the application is submitted.

Completion of the Application Form:
1. Social Security Number—Prince George’s Community College currently uses social security numbers as student I.D. numbers. However, no student is required to disclose a social security number and may request an assigned number at the time of application. It is the student’s responsibility to remember and use this number in all dealings with the college. Any questions about the use of social security numbers should be addressed to the Admissions and Records Office or by calling 301-322-0801.
2. Legal vs. Mailing Address—Students who wish to use a mailing address that is different from their legal address must supply proof of the legal residence. See Chapter 11 of this catalog for more information.
3. Non–Citizens completing visa information under Item 11 must present (in person) their visa and passport or permanent resident card to be considered for Prince George’s County residency. Students will be considered out-of-state for tuition purposes until acceptable, current proof of status is submitted to the Admissions and Records Office.
4. Curriculum Code—A curriculum is the same as a program of study (or college major). An applicant needs to consult the curriculum codes list in this catalog and insert the code number of choice in Item 17. Applicants who are not seeking a degree at the college should use code “990.” Applicants unsure of a curricular choice should use code “310” for General Studies and consult with an academic advisor for assistance in determining an appropriate program.
5. Read Item 23. Sign and date the application. Submit the application to the Admissions Office on the Largo campus or to any of the three extension centers.
6. Student Visas. Applicants who need an F-1 Student Visa should not use this application. Please contact the Admissions and Records Office, 301-322-0801, to request an International Student Application.
7. All applicants must pay a nonrefundable $25.00 application processing fee. The application is valid for one year from the date of submission.

Transcripts
Degree-seeking applicants under 21 years of age should request their former high school or college to forward official transcripts directly to the Admissions and Records Office at PGCC. Non-degree seeking students are not required to submit transcripts but should have copies available for advisers so they can determine if the students have met any course prerequisites. Those who wish to transfer credits earned at other institutions must complete the “Request for Evaluation of Transfer Credit” form available in the Admissions and Records Office and personally contact their former schools to ask that transcripts be sent directly to the college.

Health Science Clinical Applicants
The Health Science Clinical Programs listed below have limited capacity and require special procedures for initial enrollment. High school and/or college transcripts are required of all health science clinical applicants. Contact the Admissions and Records Office or an academic adviser for more information on these special requirements, or call 301-322-0863.

- Emergency Medical Technician—Intermediate
- Emergency Medical Technician—Paramedic
- Health Information Management
- Medical Coder/Billing Specialist
- Nuclear Medicine Technology
- Practical Nurse (LPN)
- Radiography (X-Ray Technician)
- Registered Nurse (RN)
- Respiratory Therapy

Mailing Address for Applications and Transcripts
Admissions and Records Office
Prince George's Community College
301 Largo Road
Largo, MD 20774-2199
**Application for Admission**

1. **Social Security Number:**
   
<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
</table>

2. **Name:**
   - Last Name
   - First Name
   - Middle Name (Jr., Sr., III)
   - Prior/Other Last Name

3. **Legal Home Address:** (NOTE: P.O. box will not be accepted as a legal address.)
   - Number and Street (and Apt. #)
   - County
   - City
   - State
   - Zip Code

4. **How long have you lived in Prince George's County?** ____________  **In Maryland?** ____________

5. **Mailing Address:** (If same as Legal Home Address, write SAME)
   - Number and Street (and Apt. #)
   - County
   - City
   - State
   - Zip Code

**NOTE:** If mailing address differs from legal address and if either address is outside Prince George’s County, you must provide proof of Prince George’s County residency to obtain in-county tuition rates. All persons using a P.O. box must also provide proof of county residency. Residency policy and appropriate forms of documentation are explained in Chapter 11 of the college catalog.

6. **Telephone Numbers:**
   - **Home**
     - Area Code
     - _______ _______ _______ _______
   - **Business**
     - Area Code
     - _______ _______ _______ _______

7. **E-mail Address:** ____________________________________________

8. **Date of Birth:**
   - _______ _______ _______ _______ _______ _______ _______ _______ _______
   - Example: September 14, 1988 would be: 09  14  1988

9. **Place of Birth:**
   - (City & State or Country)

10. **Sex:**
    - Male
    - Female

11. **Race/Ethnic Identification:**
    - 1. Native American, American Indian
    - 2. Asian, Pacific Islander
    - 3. Black, African American
    - 4. Hispanic (Spanish Speaking)
    - 5. White

12. **Are you a U.S. Citizen?**
    - Yes
    - No  
    - If No, Citizen of: ____________________________

   **Country**

   If your answer to question 11 is No, indicate the type of visa you hold and provide proof to the Admissions and Records Office.

   Failure to provide documentation will automatically result in being assessed out-of-state tuition. Students holding/seeking F-1 status may not use this application, but must instead submit an “Application for Admission for International F-1 Visa Students.”

   1. Permanent resident immigrant or refugee #: ____________________________
   2. Other visa: (List type) ____________________________

**$25.00 application fee required**

**NOTE:** International Students (F-1 visas) must use the International Student Application.
12. Military Status: Please check one:
- [ ] Active-Duty Military
- [ ] Veteran and/or Reservist/Guard
- [ ] Non-Military

13. Check One:
- [ ] 1. Have or will have a high school diploma prior to admittance
- [ ] 2. Not a high school graduate (not attending high school)
- [ ] 3. Have a GED (equivalency certificate)
- [ ] 4. Wish to be a concurrent high school student

14. Date graduated or expect to graduate from high school or obtain GED:

15. High school you have (or will have) GRADUATED from: (OR issuing agency of GED)

<table>
<thead>
<tr>
<th>High School or Agency</th>
<th>City</th>
<th>State</th>
</tr>
</thead>
</table>

16. When do you plan to enter (or re-enter) Prince George's Community College?

Year [ ] [ ]
Term: [ ] 1. Spring [ ] 2. Summer [ ] 3. Fall

17. Enter Curriculum Code: (see Application Instructions)

18. Please indicate what you hope to achieve at Prince George's Community College: (Choose One)
- [ ] 1. Take courses without working toward a degree or certificate
- [ ] 2. Certificate from PGCC
- [ ] 3. Associate's Degree from PGCC
- [ ] 4. Take courses and transfer to another college without earning an award from PGCC

19. Please indicate which statement most closely corresponds to your primary reason for attending Prince George's Community College: (Choose One)
- [ ] 1. Exploration of new academic areas
- [ ] 2. Preparation for immediate employment
- [ ] 3. Preparation for transfer to another institution
- [ ] 4. To update skills for a job currently held
- [ ] 5. For personal interest and self-enrichment
- [ ] 6. Other

20. Has either your mother or father earned a bachelor's degree or higher? [ ] Yes [ ] No

21. Where would you prefer to take classes?
- [ ] 1. Largo
- [ ] 2. University Town Center
- [ ] 3. Andrews AFB
- [ ] 4. Laurel College Center

22. Have you previously attended a college other than Prince George's Community College?
- [ ] Yes [ ] No

If Yes, list below, with the most recent school first.

Most Recent University or College ____________________________ City & State ____________________________
Beginning of semester last attended [ ] [ ]

Previous University or College ____________________________ City & State ____________________________
Beginning of semester last attended [ ] [ ]

Highest degree attained at above school(s): ____________________________

23. Please re-check your answers, then read the statement below and affix your signature and the date. I am aware that I must meet college requirements before I will be considered for admission. I certify that the information recorded on this application is correct. If in the future I change my residence, I understand that it is my responsibility to notify the Office of Admissions and Records at Prince George's Community College and to provide them with my correct address. If I am accepted, I agree to abide by the rules, regulations, and policies of Prince George's Community College as presently in effect and/or hereafter enacted, including the policies and regulations concerning drug and alcohol abuse. I understand that the unlawful use of drugs or alcohol will subject me to the penalties contained in those policies and regulations. Copies of the college's Drug and Alcohol Abuse Program are available from the College Health Center in Bladen Hall, Room 132, or by calling 301-322-0845.

Your Signature ____________________________
Date ____________________________

07/08
### 2007

#### Summer Semester 2007

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 17</td>
<td>Tuesday</td>
<td>Begin advance registration for the 2007 summer sessions for returning students</td>
</tr>
<tr>
<td>April 23</td>
<td>Monday</td>
<td>Begin open registration for the summer terms for all students</td>
</tr>
<tr>
<td>May 26–28</td>
<td>Sat–Mon</td>
<td>COLLEGE CLOSED—Memorial Day</td>
</tr>
<tr>
<td>June 4</td>
<td>Monday</td>
<td>Classes begin for summer</td>
</tr>
<tr>
<td>July 4</td>
<td>Wednesday</td>
<td>COLLEGE CLOSED—Independence Day observed</td>
</tr>
<tr>
<td>July 6</td>
<td>Friday</td>
<td>End of first half-semester classes</td>
</tr>
<tr>
<td>July 9</td>
<td>Monday</td>
<td>Start of second half-semester classes</td>
</tr>
<tr>
<td>July 16</td>
<td>Monday</td>
<td>Last day to apply for August graduation</td>
</tr>
<tr>
<td>August 10</td>
<td>Friday</td>
<td>Last day of second half-semester and 10-week classes</td>
</tr>
</tbody>
</table>

#### Fall Semester 2007

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 30</td>
<td>Monday</td>
<td>Begin advance registration for fall 2007 for returning students</td>
</tr>
<tr>
<td>May 7</td>
<td>Monday</td>
<td>Begin open registration for fall 2007 for all students</td>
</tr>
<tr>
<td>August 24</td>
<td>Friday</td>
<td>Registration ends</td>
</tr>
<tr>
<td>August 25</td>
<td>Saturday</td>
<td>New Student and Family Day</td>
</tr>
<tr>
<td>August 27</td>
<td>Monday</td>
<td>Classes begin for fall 2007</td>
</tr>
<tr>
<td>Sept 1–3</td>
<td>Sat–Mon</td>
<td>COLLEGE CLOSED—Labor Day</td>
</tr>
<tr>
<td>Sept 17</td>
<td>Monday</td>
<td>Last day to apply for December graduation</td>
</tr>
<tr>
<td>October 17</td>
<td>Wednesday</td>
<td>Midterm; end of first half-semester classes</td>
</tr>
<tr>
<td>October 18</td>
<td>Thursday</td>
<td>Beginning of second half-semester classes</td>
</tr>
<tr>
<td>October 30</td>
<td>Tuesday</td>
<td>College Enrichment Day—No classes</td>
</tr>
<tr>
<td>Nov 21</td>
<td>Wednesday</td>
<td>Start of Thanksgiving break—No classes</td>
</tr>
<tr>
<td>Nov 22–25</td>
<td>Thurs–Sun</td>
<td>COLLEGE CLOSED—Thanksgiving vacation</td>
</tr>
<tr>
<td>Dec 11–17</td>
<td>Tues–Mon</td>
<td>Final examination period/last week of classes</td>
</tr>
</tbody>
</table>

### 2008

#### Spring Semester 2008

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nov 26</td>
<td>Monday</td>
<td>Begin advance registration for Intersession and spring 2008 for returning students</td>
</tr>
<tr>
<td>December 3</td>
<td>Monday</td>
<td>Begin open registration for Intersession and spring 2008 for all students</td>
</tr>
<tr>
<td>Dec 18</td>
<td>Tuesday</td>
<td>Registration closes; resumes Tuesday, January 8 for spring only</td>
</tr>
<tr>
<td>Dec 22–Jan 6</td>
<td>Sat–Sun</td>
<td>COLLEGE CLOSED—Winter Break</td>
</tr>
<tr>
<td>January 7</td>
<td>Monday</td>
<td>College reopens</td>
</tr>
<tr>
<td>January 8</td>
<td>Tuesday</td>
<td>Registration resumes for spring only</td>
</tr>
<tr>
<td>Jan 7–19</td>
<td>Mon–Sat</td>
<td>Intersession classes meet</td>
</tr>
<tr>
<td>January 21</td>
<td>Monday</td>
<td>COLLEGE CLOSED—Martin Luther King, Jr. holiday observed</td>
</tr>
<tr>
<td>January 23</td>
<td>Wednesday</td>
<td>Registration ends</td>
</tr>
<tr>
<td>January 24</td>
<td>Thursday</td>
<td>Classes begin for spring 2008</td>
</tr>
<tr>
<td>February 15</td>
<td>Friday</td>
<td>Last day to apply for spring graduation</td>
</tr>
<tr>
<td>February 18</td>
<td>Monday</td>
<td>COLLEGE CLOSED—Presidents’ Day</td>
</tr>
<tr>
<td>March 16</td>
<td>Sunday</td>
<td>Midterm; end of first half-semester classes</td>
</tr>
<tr>
<td>March 17–23</td>
<td>Mon–Sun</td>
<td>COLLEGE CLOSED—Spring Break</td>
</tr>
<tr>
<td>March 24</td>
<td>Monday</td>
<td>Begin second half-semester classes</td>
</tr>
<tr>
<td>May 8–14**</td>
<td>Thur–Wed</td>
<td>Final examination period/last week of spring 2008 classes</td>
</tr>
<tr>
<td>May 22</td>
<td>Thursday</td>
<td>Commencement</td>
</tr>
<tr>
<td>May 24–26</td>
<td>Sat–Mon</td>
<td>COLLEGE CLOSED—Memorial Day observed</td>
</tr>
</tbody>
</table>

**Possible snow make-up days**

#### Summer Semester 2008

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 14</td>
<td>Monday</td>
<td>Begin advance registration for 2008 summer sessions for returning students</td>
</tr>
<tr>
<td>April 21</td>
<td>Monday</td>
<td>Begin open registration for all summer sessions for all students</td>
</tr>
<tr>
<td>May 24–26</td>
<td>Sat–Mon</td>
<td>COLLEGE CLOSED—Memorial Day observed</td>
</tr>
<tr>
<td>May 30</td>
<td>Friday</td>
<td>Registration ends for first half-semester and 10-week classes</td>
</tr>
<tr>
<td>June 2</td>
<td>Monday</td>
<td>Classes begin for first half-semester and 10-week classes</td>
</tr>
<tr>
<td>July 3</td>
<td>Thursday</td>
<td>Last day of first half-semester classes/registration ends for second half-semester classes</td>
</tr>
<tr>
<td>July 4</td>
<td>Friday</td>
<td>COLLEGE CLOSED—Independence Day observed</td>
</tr>
<tr>
<td>July 7</td>
<td>Monday</td>
<td>Second half-semester classes begin</td>
</tr>
<tr>
<td>July 15</td>
<td>Tuesday</td>
<td>Last day to apply for summer graduation</td>
</tr>
<tr>
<td>August 8</td>
<td>Friday</td>
<td>Last day of second half-semester and 10-week classes</td>
</tr>
</tbody>
</table>
Frequently Called Numbers

<table>
<thead>
<tr>
<th>Phone Numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Academic Affairs, Vice President's Office</strong></td>
</tr>
<tr>
<td><strong>Additional Locations</strong></td>
</tr>
<tr>
<td>Andrews Air Force Base</td>
</tr>
<tr>
<td>Laurel College Center</td>
</tr>
<tr>
<td>Toll Free</td>
</tr>
<tr>
<td>Skilled Trades Center</td>
</tr>
<tr>
<td>University Town Center</td>
</tr>
<tr>
<td>Admissions, General</td>
</tr>
<tr>
<td>Allied Health</td>
</tr>
<tr>
<td>International</td>
</tr>
<tr>
<td>Advising and Transfer Services</td>
</tr>
<tr>
<td>Alumni Association</td>
</tr>
<tr>
<td>Athletics</td>
</tr>
<tr>
<td>Bookstore</td>
</tr>
<tr>
<td>Campus Police</td>
</tr>
<tr>
<td>Career/Job Services</td>
</tr>
<tr>
<td>Cashier's Office</td>
</tr>
<tr>
<td>Center for Business and Industry Training (CBIT)</td>
</tr>
<tr>
<td>Center for Work-Based Learning</td>
</tr>
<tr>
<td>Child Care Services</td>
</tr>
<tr>
<td>Children's Developmental Clinic</td>
</tr>
<tr>
<td>Clubs and Organizations</td>
</tr>
<tr>
<td>College Life Services</td>
</tr>
<tr>
<td>Continuing Education</td>
</tr>
<tr>
<td>Counseling Services</td>
</tr>
<tr>
<td>Disability Support Services</td>
</tr>
<tr>
<td>TTY or TDD</td>
</tr>
<tr>
<td>Distance Learning</td>
</tr>
<tr>
<td>Emergency</td>
</tr>
<tr>
<td>Extension/Degree Centers</td>
</tr>
<tr>
<td>Financial Aid</td>
</tr>
<tr>
<td>Graduation</td>
</tr>
<tr>
<td>Hallam Theatre Box Office</td>
</tr>
<tr>
<td>Health Education Center</td>
</tr>
<tr>
<td>Honors Program</td>
</tr>
<tr>
<td>International Education Center</td>
</tr>
<tr>
<td>International Student Advising</td>
</tr>
<tr>
<td>Intramural Sports</td>
</tr>
<tr>
<td>Library General Information</td>
</tr>
<tr>
<td>Circulation</td>
</tr>
<tr>
<td>Reference</td>
</tr>
<tr>
<td>Lost and Found</td>
</tr>
<tr>
<td>Marlboro Gallery (art gallery)</td>
</tr>
<tr>
<td>Mentoring and Retention Program (ALANA)</td>
</tr>
<tr>
<td>Computer Labs</td>
</tr>
<tr>
<td>Bladen Computer Center</td>
</tr>
<tr>
<td>Mathematics Learning Center</td>
</tr>
<tr>
<td>Natatorium (swimming pool and weight rooms)</td>
</tr>
<tr>
<td>Placement Testing</td>
</tr>
<tr>
<td>PLAN (Portfolio Assessment)</td>
</tr>
<tr>
<td>Police (campus)</td>
</tr>
<tr>
<td>Police Academy</td>
</tr>
<tr>
<td>Registration Information, credit</td>
</tr>
<tr>
<td>Registration Information, noncredit</td>
</tr>
<tr>
<td>Senior Citizens Program (SAGE)</td>
</tr>
</tbody>
</table>

Service Learning | 322-0135 |
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 (S.T.A.R.) | 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 |

<table>
<thead>
<tr>
<th>Fax Numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Affairs</td>
</tr>
<tr>
<td>Admissions and Records</td>
</tr>
<tr>
<td>Athletics</td>
</tr>
<tr>
<td>Bookstore</td>
</tr>
<tr>
<td>College Life Services</td>
</tr>
<tr>
<td>Continuing Education</td>
</tr>
<tr>
<td>Financial Aid</td>
</tr>
<tr>
<td>Health Education Center</td>
</tr>
<tr>
<td>Job Services</td>
</tr>
<tr>
<td>Natatorium</td>
</tr>
<tr>
<td>Student Accounting</td>
</tr>
<tr>
<td>Workforce Development and Continuing Education</td>
</tr>
</tbody>
</table>

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 and Degree/Extension Centers and Special Programs | 301-322-0495 |
Health Sciences | 301-322-0731 |
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.
You Can Do This!

PRINCE GEORGE’S COMMUNITY COLLEGE

301 Largo Road
Largo, MD 20774-2199
www.pgcc.edu